

How to Pay Your Annual Dues via Bill.com

You can easily pay your annual dues through Bill.com by following the steps below. If you are new to Bill.com or need a refresher, this guide will walk you through the process.

Option 1: Pay Directly from the Invoice Email (No Account Required)

Step 1: Check Your Email

- You will receive an email from Bill.com (account-services@inform.bill.com) with the subject line: Invoice ##### due MMM DD, YYYY for Practice Name
- Open the email and click **View & Pay Invoice**.

Step 2: Review the Invoice

- After clicking the link, you'll be taken to a secure Bill.com portal.
- Review your annual dues invoice details.

Step 3: Pay the Invoice

You can pay directly without creating a Bill.com account:

- Click **Pay Invoice**.
- Select your preferred **payment method** (bank transfer or credit card).
- Enter your payment details and submit.

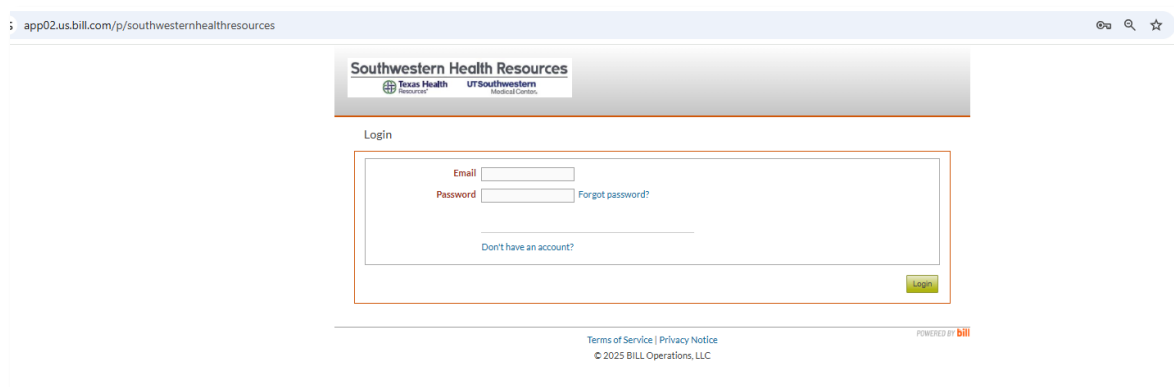
Option 2: Create a Bill.com Account (for full access and future use)

If you don't already have a Bill.com portal account and would like to manage invoices and payments through a secure portal, follow these steps to create an account:

Step 1: Visit the Portal

Go to: <https://app02.us.bill.com/p/southwesternhealthresources>

Click **"Don't have an account"** on the landing page.



The screenshot shows a web browser window with the URL app02.us.bill.com/p/southwesternhealthresources. The page header features the Southwestern Health Resources logo, which includes the Texas Health Resources and UT Southwestern Medical Center logos. Below the header is a "Login" section with a form containing fields for "Email" and "Password", a "Forgot password?" link, and a "Don't have an account?" link. A "Login" button is located at the bottom right of the form. At the bottom of the page, there is a footer with links for "Terms of Service" and "Privacy Notice", a copyright notice "© 2025 BILL Operations, LLC", and a "POWERED BY bill" logo.

Step 2: Enter Invoice Details

Enter the following exactly as they appear on your emailed invoice:

- **Name**
- **ZIP code**
- **Invoice number**
- **Due date**
- **Amount due**

This step links your account to your invoice.

Step 3: Set Up Your Account

- Create your **login credentials** (username and password).
- Agree to the **Terms of Service** to complete registration.

Accessing and Paying via the Bill.com Portal

Once your account is created and you're logged in:

Step 1: View Your Invoice

- Select **"Pay Outstanding Bills"** from your dashboard.

The screenshot shows the 'Welcome to our Payments Portal' page for R Harding. The dashboard includes a navigation bar with 'HOME' and 'BILLS'. The main content area is divided into two sections: 'Summary' and 'Your Notes'. The 'Summary' section contains a table with the following data:

Current Balance	\$1.00
Total Scheduled Payments	\$0.00
Open Balance	\$1.00

Below the table are two buttons: 'PAY OUTSTANDING BILLS' and 'Auto Pay your bills'. The 'Your Notes' section features a user icon and an 'Add a note' input field. At the bottom, the 'Bills' section displays another table:

Outstanding Bills	1
Unpaid Bills	1
Partially Paid Bills	0
Bills Scheduled to be Paid	0

Step 2: Add a Payment Method

- Go to **Settings > Bank Accounts**.
- Add and verify your bank account for secure online payments.

Southwestern Health Resources
Welcome to our Payments Portal

HOME BILLS

PAY VIEW BILLS VIEW PAYMENTS

Bill # 9999

Pay From: <input checked="" type="radio"/> Bank Account	Choose Account: ADD BANK ACCOUNT Pay On: 09/30/2025	Amount Due: \$1.00 Credits To Apply: \$0.00 Total Payment: <input type="text" value="1"/>
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Notes

[Download Invoice](#)

i This bill has not been paid.

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	<p>Southwestern Health Resources Resources Accountable Care Network</p> <p>800 Lyndon B. Johnson Training Suite 200 Farmers Branch, TX 75234 PCPProviderEngagement@southwesternhealth.org</p> <p>Bill to: Test-Patient Test Address 1 Dallas, TX 75205</p> <table><tr><th>Item name</th><th>Quantity</th><th>Price</th><th>Amount</th></tr><tr><td>Test Invoice</td><td>1</td><td>\$100</td><td>\$100</td></tr><tr><td colspan="3">Subtotal</td><td>\$100</td></tr><tr><td colspan="3">Total</td><td>\$100</td></tr><tr><td colspan="3">Paid</td><td>\$0.00</td></tr><tr><td colspan="3">Amount due</td><td>\$1.00</td></tr></table>	Item name	Quantity	Price	Amount	Test Invoice	1	\$100	\$100	Subtotal			\$100	Total			\$100	Paid			\$0.00	Amount due			\$1.00
Item name	Quantity	Price	Amount																						
Test Invoice	1	\$100	\$100																						
Subtotal			\$100																						
Total			\$100																						
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Amount due			\$1.00																						

Step 3: Submit Payment

- Return to **Outstanding Bills**.
- Select your dues invoice and complete payment.