

# PAYMENT INSTRUCTIONS

*These Payment Instructions were drafted in August 2023. The payment platform we use, Bill.com changes their website and interface periodically so the information and steps outlined below will change over time.*

When you receive an invoice via email from Folsom & Company, the email message will be sent from:

**Folsom & Co. Real Estate** ([account-services@hq.bill.com](mailto:account-services@hq.bill.com)) or ([invoice@hq.bill.com](mailto:invoice@hq.bill.com))

The subject line will include: **You have an invoice from Folsom & Co. Real Estate (Houses) or (Pine Grove)**

The body of the email message will look like the image below. Note - there is also a PDF copy of the invoice attached to the bottom of the message.

Hi Clint Folsom - test pmt,

To pay your invoice online and view your account history, log in below:

You can pay this invoice manually, Folsom & Co. Real Estate (Houses) will get notified of your payment.

[Pay Invoice Electronically](#)

Please remit payment at your earliest convenience.

Thank you,  
Folsom & Co. Real Estate (Houses)

#### Invoice Summary:

Invoice #	<b>8106</b>
Amount Due	<b>\$10.00</b>
Due Date	<b>08/01/2023</b>

A PDF version of this invoice is also attached for your records.

For your security, double check all email links before clicking them to make sure they're valid. Our links always start with <https://app.bill.com>, <http://www.bill.com>, or <http://www.cashflow.bill.com>.

Please don't reply to this automated email.

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6220 America Center Drive, San Jose, CA 95002

[Help Center](#) | [Privacy](#) | [Security Center](#)

One attachment • Scanned by Gmail ⓘ



See next page...

Next, you can pay by clicking the “Pay Invoice Electronically” button within the email message. Doing so will bring up the following:

### Folsom & Co. Real Estate (Houses)

 

**Folsom & Co. Real Estate (Houses)**  
357 S. McCaslin Blvd Suite 200  
Louisville, CO 80027  
3034999944

**Bill To:**  
\_\_\_\_\_  
Clint Folsom - test pmt

Due Date
08/01/23

Item
Rent

Account type \*

Routing number \*

Account number \*

Confirm account number \*

Account holder name \*

Process date: **07/31/2023**  
When funds will be deducted from your checking account.

Delivery date: **08/03/2023**  
When your payment will be delivered to this business.

By selecting **Pay**, you authorize this transaction, and you agree to the [Bill.com Payment Terms and Privacy Policy](#).

 **Pay \$10.00**

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See next page...

Enter your bank account information, click Pay and you will receive the following message:

Folsom & Co. Real Estate (Houses)



**Send and receive  
money securely**

Folsom & Co. Real Estate  
(Houses) uses BILL to send and  
receive payments.

POWERED BY **bill**

**Thank you for your payment of \$10.00!**

A payment confirmation has been sent to [clint.folsom@folsomco.com](mailto:clint.folsom@folsomco.com)

Transaction ID: R23073102 - 0465303

See next page...

After your initial payment, you will receive a similar email for monthly rent. You can repeat the same steps above each month OR you can set up the Auto Pay function to process your payments automatically each month without having to re-enter the bank information every time. You will still receive the monthly invoice and be able to make adjustments prior to the auto-pay date.

If you want to set up the auto pay feature, you will need to create an account within the Folsom & Company payment portal. The link to access this portal is printed on the bottom of the invoice that is attached to the invoice email (see below circled in red.) Copy the address from your invoice into your browser and see additional instructions on next page.

**Folsom & Co. Real Estate (Houses)**  
357 S. McCaslin Blvd Suite 200  
Louisville, CO 80027  
3034999944

## INVOICE

**Invoice #:** 8106  
**Invoice Date:** 08/01/23  
**Amount Due:** \$10.00

**Bill To:**

Clint Folsom - test pmt

<b>Due Date</b>
08/01/23

Item	Description	Amount
Rent	Test pmt 2	\$10.00

**Total:** \$10.00  
**Payments:** \$0.00  
**Amount Due:** \$10.00

To pay online, go to <https://app02.us.bill.com/p/folsomcorealestatehouses>

See next page....

Next, you will see the screen below.

Folsom & Co. Real Estate (Houses)

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Login

Email

Password  [Forgot password?](#)

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[Don't have an account?](#)

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[Terms of Service](#) | [Privacy Notice](#) POWERED BY **bill**

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At this point DO NOT enter email or password, just click **“Forgot Password?”**  
**DO NOT** select the “Don’t have an account” option at the bottom otherwise the steps are very confusing. After clicking Forgot Password, enter the email address you used for prior payments and the system will send you a message to create a password. (Make sure you use the email you used to initiate your prior payments; if you enter some other email, it will not work.)

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Once you are logged into your account, click the “BILLS” tab to see the past amounts you have paid. Next, look for the “gear wheel” icon at the upper right next to your name. When you hover over the gear wheel, you will see the drop-down menu as shown below where you can add or edit bank accounts. Auto-pay can be set up by clicking the Auto Pay button next to Pay Outstanding Bills.

Folsom & Co. Real Est... | Welcome to our Payments Portal

HOME | **BILLS**

Summary

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

**PAY OUTSTANDING BILLS** Auto Pay your bills

Your Note

CONTACT COMPANY  
PROFILE  
BANK ACCOUNTS  
AUTO PAY IS OFF

Add a note

Bills

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

TERMS OF SERVICE | PRIVACY NOTICE

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Thank you!