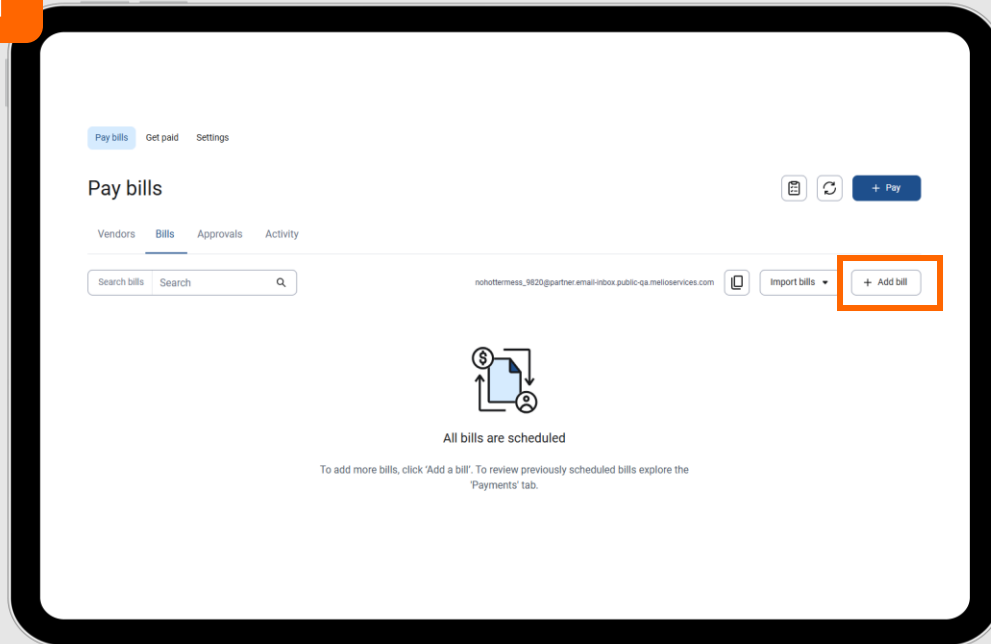


Pay Bills: Add a Bill Manually

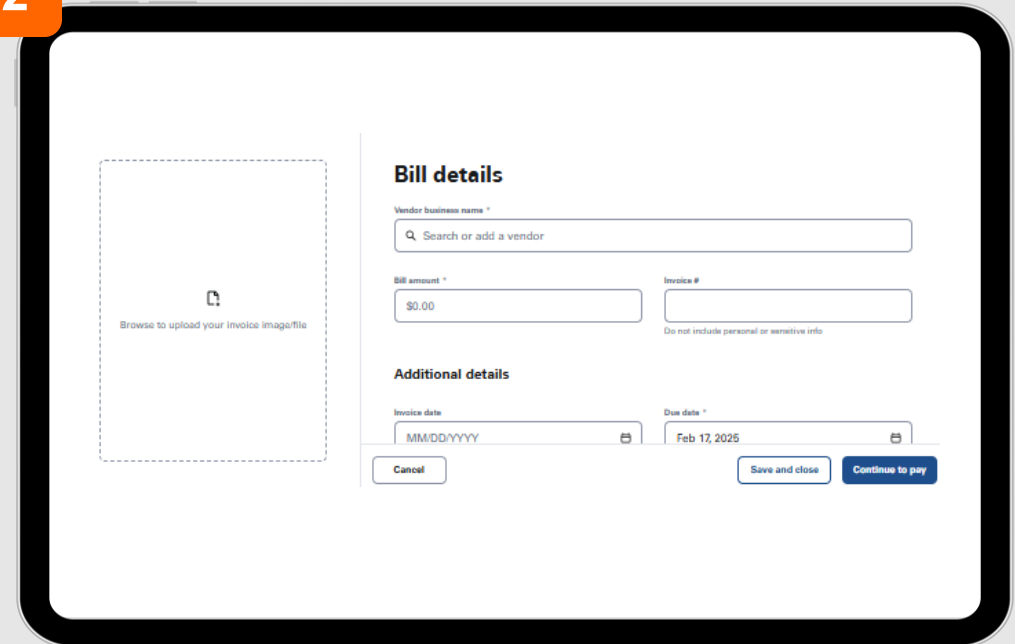
1



The screenshot shows the 'Pay bills' inbox. At the top, there are tabs for 'Pay bills', 'Get paid', and 'Settings'. Below these are sub-tabs for 'Vendors', 'Bills', 'Approvals', and 'Activity'. A search bar is present. In the center, there is a message: 'All bills are scheduled. To add more bills, click 'Add a bill'. To review previously scheduled bills explore the 'Payments' tab.' The '+ Add bill' button is highlighted with an orange box.

From the "Bills" inbox, click "+ Add bill" button.

2



The screenshot shows the 'Bill details' form. On the left, there is a dashed box for uploading an invoice image with the text 'Browse to upload your invoice image/file'. On the right, there are several input fields: 'Vendor business name *' with a search icon, 'Bill amount *' with a value of '\$0.00', 'Invoice #' with a note 'Do not include personal or sensitive info', 'Invoice date' with a value of 'MM/DD/YYYY', and 'Due date *' with a value of 'Feb 17, 2025'. At the bottom, there are three buttons: 'Cancel', 'Save and close', and 'Continue to pay'.

Fill in required fields.
Choose to either "Save and close" or "Continue to pay."
The bill will appear in the "Bills" inbox.