



A Guide to Successful Chapter Finances

Billhighway gives you the tools to automate and simplify your chapter operations, allowing you to focus more time on your members and mission.

Welcome to being a new chapter leader!

You've got this!

We know the responsibilities of being a new chapter leader can feel daunting, but don't worry! Billhighway is here to set your chapter up for financial success!

Did you know? Billhighway has been helping chapter-based organizations manage their finances for over 20 years. This means we've been around the block a few times, and we have a few tricks up our sleeve to help make sure your chapter stays in tip top shape.

Billhighway makes your chapter finances easy

Without Billhighway, chapter leader life can be rough. You'd have to learn how to:

- ✓ Run an accounting system
- ✓ Manage all member payments
- ✓ Find a way to accept those payments
- ✓ Ensure the money in the bank account matches up with the bookkeeping

With Billhighway, all of these activities happen automatically and seamlessly behind the scenes.



National Charity League, Inc.®

billhighwaySM
Unify. Engage. Grow.

How Billhighway Can Help!

As a new chapter leader, these are just a few of the financial benefits that Billhighway can help you automate:



Chapter Cash Accounts

Quicker access to funds and real-time visibility to payment activity and account balances.



Spend Management

Pay chapter expenses using prepaid card, checks or online bill pay with built in approvals and audit trails.



Automated Accounting & Banking

Streamlined processes - General ledger, bank reconciliation and financial reports.



Budgeting

Enter, approve, track and manage chapter annual budgets within system.



Payment Processing

Payments processed, approved and reconciled daily to the client's Billhighway bank account.



Reporting

Robust reporting to show any and all activity taking place.

Spend Management

PREPAID CARD

The Billhighway Prepaid Card is a payment card that can be loaded with funds from your Billhighway account. The card can be used at most merchants where MasterCard Network Cards are accepted.

CHECKS

The Billhighway checks (paper checks) is a spend management tool that allows an administrator to create a paper check for a vendor.

ONLINE BILL PAY

Online bill payments can be setup as one-time payments or recurring payments. If the vendor is a MasterCard ACH preferred vendor, the transaction will go through as ACH, if not, a check will be cut and sent on your behalf.

SEND MONEY

Send money provides you the ability to electronically send funds to other Chapters within Billhighway, as well as externally to Headquarters.

Training & Support

Our teams are here to help make things easier every step of the way. We don't expect you to become a Billhighway expert overnight, so we've created a training portal you can access 24/7 for on demand training videos, or you can contact our top notch Client Care team.

Call: 1.866.245.5499

Email: support@billhighway.com

Visit: www.billhighway.co

A Better

Chapter Solution

Simplify and take control of your finances with Billhighway.



Billhighway Features & Functionality

Billhighway provides a full suite of finance and workflow tools for local chapter leaders to help automate and simplify daily administrative tasks.



Dashboard to Monitor Key Metrics



Budget

Create & track your chapter budget. Each account is reconciled to the penny daily.



Collect Payments

(Online, offline, credit card swipe, mobile check deposit)



Automated Payment Flow

No more batch file reconciliation. All journal entries auto-post.



Reporting

(P&L, Board Reports, Financial Statements, 990 Data)



Efficiently Pay Bills

(Online Bill Pay, Prepaid Card, Check, Payment Workflow with Audit Trail)



How Much Does Billhighway Cost?

Billhighway does not charge a monthly or annual subscription fee to access all of our tools and reporting. Instead, we charge a 1.3% service fee on each transaction.

How Are the Billhighway Fees Charged?

When a transaction comes through, you will see the fee assessed for that method of payment, plus 1.3%. For example, if you have a member paying by credit card, you will see the 2.7% credit card processing fee, plus the 1.3% Billhighway service fee.

Payment Method	Processing Fees	Billhighway Service Fee
Credit Card Processing	2.7%	1.3%
Lockbox Processing	1.9%	
ACH Processing (both electronic and/or paper)	0.8%	

Contact Us

For more information, please reach out to our Client Care team at support@billhighway.com or call (866) 245-5499.

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