

THE ROMAN CATHOLIC ARCHDIOCESE OF ATLANTA



Getting too many emails from Bill in your inbox? Not getting any emails or enough emails? You can take control! These steps show you how to set your email preferences in Bill.

- 1) Click Settings in the menu.

AOA Parish Payables & Receivables Spend &

Overview

Inbox Documents

PAYABLES

Vendors Bills Approvals Payments out

RECEIVABLES

Customers Items Estimates Invoices Payments in

Tax management Reports **Settings** Help Center International payments

Do more with BILL: [Show my setup steps as a checklist](#)

Download the mobile app Add your team members

Customize Overview

Bills to Pay

Overdue	Due 7 Days:	Due 7+ Days:
\$4,624 (4) <small>APPROVED</small>	\$0 (0)	\$0 (0)
\$69,090 (16) <small>ALL UNPAID</small>	\$0 (0)	\$0 (0)

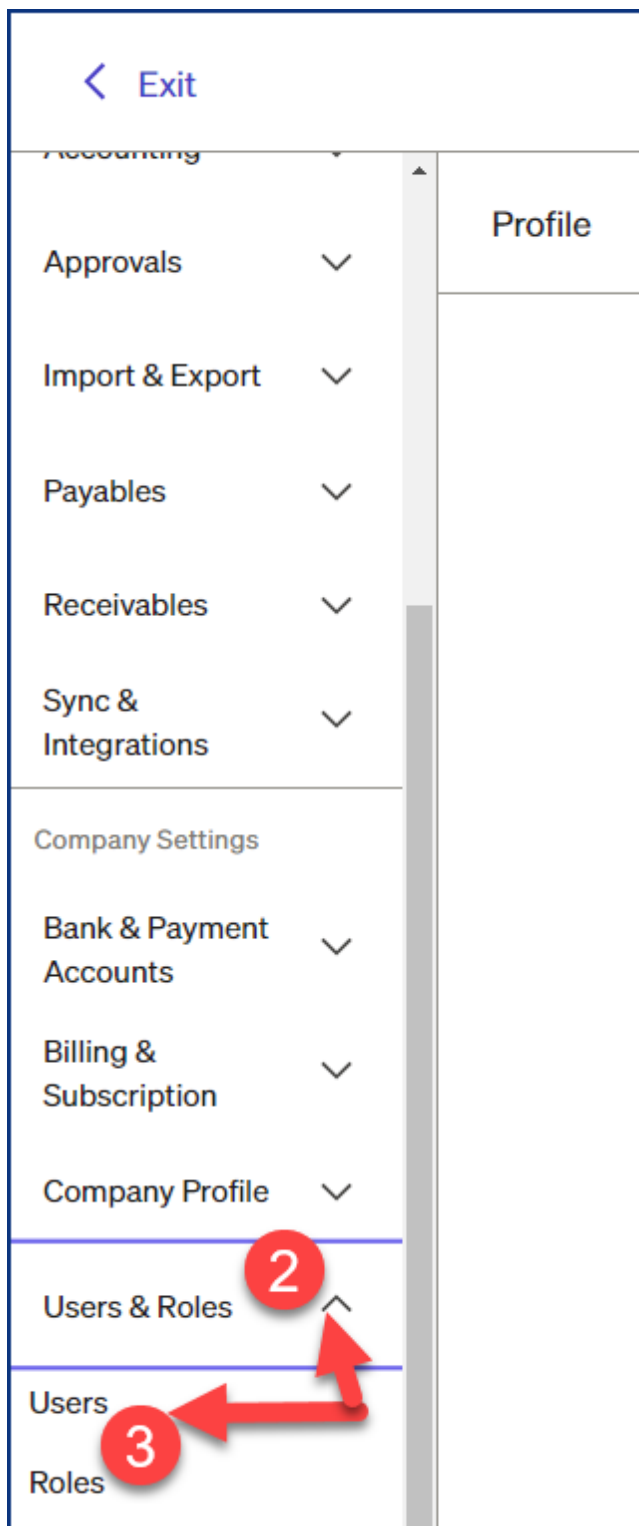
Auto-saved bills: 1

Bill Approvals

Approver	0-5 days	6-10 days	10+
	7 \$9,811	3 \$54,655	
Total	7 \$9,811	3 \$54,655	



- 2) Click the drop down next to Users and Roles
- 3) Click Users



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4) Find your name on the list of users. Click your name.

Approvals	▼	NAME	ROLE	AUTHOR
Import & Export	▼		Auditor (View-only)	None
Payables	▼		AOA Auditor (read only)	None
Receivables	▼		AOA Auditor (read only)	None
Sync & Integrations	▼		AOA Auditor (read only)	None
Company Settings				
Bank & Payment Accounts	▼		Auditor (View-only)	None
Billing & Subscription	▼		Auditor (View-only)	None
Company Profile	▼		AOA Accountant/Payer	Bank
Users & Roles	^		AOA Admin/Approver	None
Users		Your Name		
Roles				

5) Click the drop down arrow next to User Settings

6) Click Email Preferences

[Exit](#)

bill | Transfiguration Catho

Your Account

User Settings

Profile

Email Preferences

Security

Tools & Workflows

Users: Fr. Eric Hill

Name and email

Your Name
Your Email



When Email Preferences opens, look in the middle of the screen.

- 7) Select the drop-down arrow next to each area (Approvals, Payments Out, Payments In, etc.) to select or de-select which emails you want to receive.
- 8) Click the selection box next to the emails you want to receive from Bill to your email account.
- 9) Click Save to close

The screenshot shows the 'Email Preferences' page for 'All Saints Catholic Church, Dunwoody, Inc.' in the Bill.com system. The page has a left sidebar with navigation links: 'Your Account', 'User Settings' (with sub-links for Profile, Email Preferences, and Security), 'Tools & Workflows', 'Accounting', 'Approvals', 'Import & Export', 'Payables', 'Receivables', 'Sync & Integrations', 'Company Settings', and 'Bank & Payment Accounts'. The main content area is titled 'Email Preferences' and includes a 'Save' button (labeled with a red '9') and a 'Cancel' button. Below the title, there is a section for 'Email Notifications' with a toggle switch set to 'On'. A text prompt says 'Select the transactional emails you want to receive. [Learn more about these emails.](#)'. The 'Approvals' section is expanded, showing a list of email types with checkboxes: 'Bill or vendor credit needs your approval', 'Approval is denied for a bill or vendor credit', 'Payment has been approved', and 'Payment has been denied'. A red box with a red '8' and a text prompt 'Click the selection box next to the emails you want to receive.' points to the checkboxes. The 'Payments out (payables)', 'Payments in (receivables)', 'Network connections', and 'Notes and documents' sections are also visible, each with a drop-down arrow. Red arrows with red '7's point to these drop-down arrows. A red arrow with a red '9' points to the 'Save' button.