



How to Get Paid

1. Please click the link below for the Invoice Form and W9 Form:
https://www.dropbox.com/s/qbqd0krmhk77bgo/Provider%20Invoice_W9_Template.pdf?dl=0
 - *You do not need a Dropbox Account to download this document
 - *You do not need to fill out the W9 form if you've already done so with us.
2. Please make sure your Invoice form is sent back in PDF format (the template is a PDF document so you should not have to change the format)
 - * You must use this template. We will no longer be accepting pictures of invoices or invoices in the body of an email.
3. Please ensure your email is on the Invoice. We will send you an invitation from Bill.com to setup electronic payments. Please DO NOT sign up for Bill.com on your own. You **must** receive the invitation directly from us.
 - ***Please Note:** Please be aware mailing physical checks to you prolongs your remittance by up to two weeks. We strongly suggest you sign up for electronic payments.
4. Once you complete the Invoice form and W9 form, please send it to:
providerbilling@ccainc.com