
FREQUENTLY ASKED QUESTIONS

Q | What is Bill Pay and how is it beneficial to me?

Bill Pay is a complete expense management tool for your chapter. It gives you the ability to pay all of your chapter's bills in one place. All you have to do is click one button to approve an invoice for payment and OmegaFi will send the payment for you. It takes the hassle of paying bills off of your back and makes it as easy as possible.

Q | How much does it cost to use Bill Pay?

There is no additional cost to use Bill Pay.

Q | Can I grant Bill Pay access to another officer/advisor?

Select the Bill Pay tab > User Access. To add a new user, select the add sign on the blue ribbon. To edit an existing user's access, select their name from the list and edit as needed.

Q | How do I pay a bill from Bill Pay?

Click the Bill Pay tab > Payments. If the invoice was sent directly to OmegaFi, you will see the bill listed here. Approve the bill by checking the box on the right side of the bill. If the bill is not listed and you would like to add a bill, you'll select the "Add" button and create the bill you wish to pay.

*****Note:** The vendor's information must be added to Vault before you can add a bill.

Q | How do I transfer money to/from Bill Pay?

Click the Bill Pay tab > Transfers. Select the "Add" button and choose "One-Time Transfer." ACH transfers are free and will process in 2-3 business days. Wire transfers are \$75 each and process immediately if done by 4:00 pm eastern time.

Q | Can I add a vendor to Bill Pay?

Click the Bill Pay tab > Vendors. Select "Add Vendor" if the vendor does not appear on the list below.

Q | Do I have to send invoices to OmegaFi's office, or can I add a bill myself?

You can add a bill manually by going to the Bill Pay tab > Payments and clicking the "Add" button. Select "Bill" and fill in the blanks accordingly. We recommend having vendors send invoices directly to our office, so you don't have to do the manual administrative work.