

# Beta Theta Pi and Billhighway Partnership

## *What do I do to partner with Billhighway?*

**Signing up is easy! Follow these steps:**

1. Make your selection on [my.betathetapi.org](http://my.betathetapi.org) that you will be using Billhighway
2. Contact Billhighway directly at 1-866-BillHWY (1-866-245-5499), via email at [betasupport@billhighway.com](mailto:betasupport@billhighway.com) or via their website ([www.billhighway.com](http://www.billhighway.com)).
3. Complete the simple account transition steps: Billhighway will walk you through the process, provide training and help each chapter ensure its fiscal year aligns with the General Fraternity's fiscal year – June 1 to May 31. For more transition information, see the table below.

Once your account is set up you will receive a Welcome Packet from Billhighway via email, as well as instructions on how to sign up for training.

While chapters may transition to Billhighway at any time, in order to be included on the IRS 990 Group Return at the end of the fiscal year, the following steps (other than billing) must be complete prior to June 1<sup>st</sup>.

### Billhighway Set Up Tasks

- Make selection at [my.betathetapi.org](http://my.betathetapi.org) (Reporting>Chapter Finances> Chapter Accounting Standards)
- Review Member Roster at [my.betathetapi.org](http://my.betathetapi.org) and make any necessary edits (Reporting>Membership>Roster Maintenance)
- Contact John Underhill at [john.underhill@beta.org](mailto:john.underhill@beta.org) to begin account set up
- Transfer funds into Billhighway and close local bank account
- Purchase Billhighway check stock and pre-paid card
- Change Tax Year to June 1-May 31 on final 990 submission, if applicable
- All transactions must occur in Billhighway after June 1
- Bill members for Fall dues

If you have any questions regarding Beta's involvement with Billhighway or how to transition to Billhighway, please contact John Underhill at the Administrative Office at 1-800-800-BETA (2382) or via email at [john.underhill@betathetapi.org](mailto:john.underhill@betathetapi.org).