



A Guide to Your Chapter Finances & Billhighway

billhighwaySM

Making Chapter Officer Life Easier

You've got this! You're a chapter officer.

We know the responsibilities of being a chapter officer can feel daunting, but not to worry, Billhighway is here to set your chapter up for financial success! Did you know, Billhighway has been helping organizations in the fraternal community 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.

What was chapter officer life like before Billhighway?



Before Billhighway, chapter officers would have had to:

- ✔ Run an accounting system
- ✔ Manage all member payments
- ✔ Find a way to accept those payments
- ✔ Ensure the money in the bank account matched up with the bookkeeping
- ✔ AND work with a CPA



Today, all these activities happen seamlessly within Billhighway, under a cost efficient, easy to understand bundled pricing structure.



Did you know?

Payment apps (like Venmo) actively advise against non-profits, such as fraternities and sororities, using them due to potential tax implications and fraud risks. With Billhighway your dollars are always protected and secure.

Billhighway Can Help!

Here's a handful of situations you may encounter as a chapter officer that we're pretty well versed in:



Pay Vendors

Is a vendor asking for payment on shirts that were ordered last week? There's a whole suite of expense management tools to leverage that allow you to pay bills quickly and easily.



Collect Dues

Do you need to collect dues and other payments from your members? We've got your back, you don't need to worry about chasing them down.



Reporting

It's formal time! You need to see who has paid to determine who can attend (or sadly, who can't). All of this information is collected in our reports. We can help you figure out which one best suits your needs!



In-Person Payments

Did someone forget to pay for an event ahead of time? No problem. Our Anywhere solution allows members to pay on the spot.



Fundraising

Does your philanthropy need your help? Spin up a donation link to collect funds online or a Billhighway Anywhere campaign to collect donations at in-person events.

anywhere
Powered by Billhighway

Billhighway Support

Managing situations like these are just a small part of your responsibilities, and we understand this. Our teams are here to help you make things easier every step of the way, so you can spend more time on the better parts of Greek life. Access your training portal at any time for on demand training videos, or contact our top notch Client Care team.

 1.866.245.5499

 support@billhighway.com

 www.billhighway.co

Training & Resources



Access your training dashboard by logging into your Billhighway account, clicking **'Help'** in the top right corner and then selecting **'Training'**.

Training Dashboard: Your 24/7 Guide for When You Need It Most

We don't expect you to become a Billhighway expert overnight, so we've set you up with access to a variety of training resources at your fingertips to help you on your officer journey.

In your training dashboard, you can review different sections of Billhighway to focus on your specific needs. Everyone learns differently, so we've provided videos as well as step by step tutorials for each section. This is all available 24/7 during your time as an officer, so utilize it at your own convenience.



Keep your eye out for these additional resources this year:

01

Officer Success Communications

These are emails we send you typically falling at the beginning and end of your semester to help keep you on track with important tasks corresponding with the time of year. This includes tips for billing, recruitment, and budget planning.

02

Billhighway Micro-Moments

Micro-moments are quick, live, training sessions that will cover a variety of topics, including Billhighway tools and new features. Look for micro-moments quarterly throughout the year.

03

Training & Support Emails

From time to time, we will reach out to highlight tools that may be beneficial to you. We'll be sure to cover why it's important, and how you can leverage it with your chapter.

04

Product Enhancements

We're always striving to make Billhighway better for you and your members. We'll send you email updates to keep you in-the-know on our latest and greatest features!