

# Autobooks Self-Service Enrollment



Send an Invoice



Accept a Payment

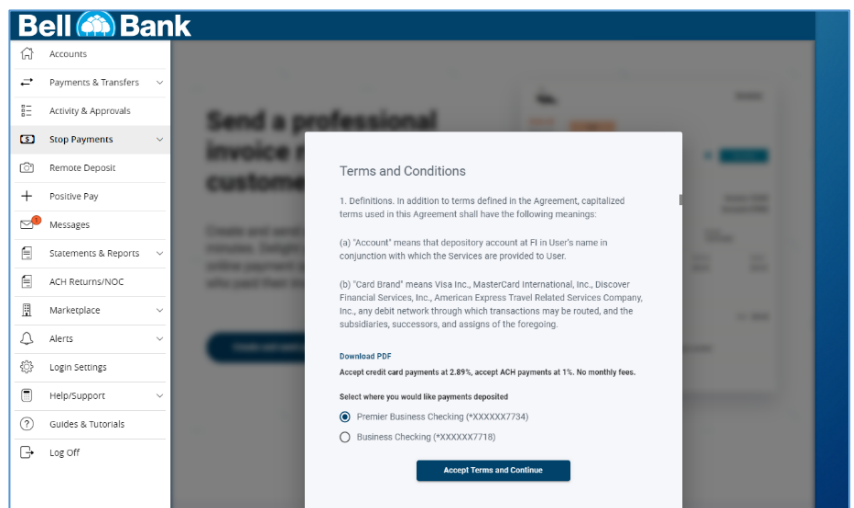


Autobooks offers simple, self-service enrollment online. To get started, the **System Manager** should simply login to bell.bank and navigate to Marketplace → Store, and Autobooks options will be displayed. **System Managers** can self-enroll in Autobooks 24 hours a day, 365 days a year.

## Step-by-step enrollment process:

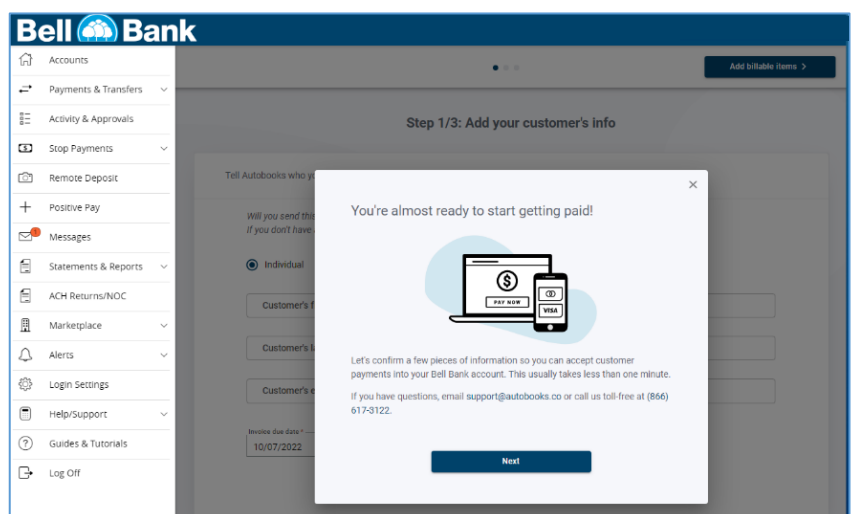
### Step 1:

Click on **Marketplace** → **Store** within online banking. The Terms and Conditions will display and allow the System Manager to select which Bell Bank Checking account the funds should be deposited into.



### Step 2:

You will then need to validate or update/provide key individual and business data (phone number, date of birth, SSN/TIN, address). Once all the key data is completed, a confirmation will be provided on-screen.



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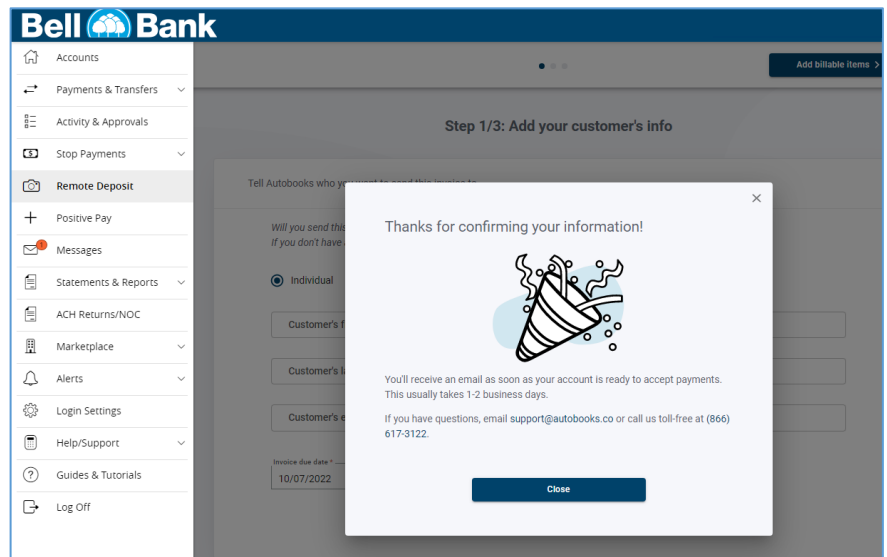
Send an Invoice



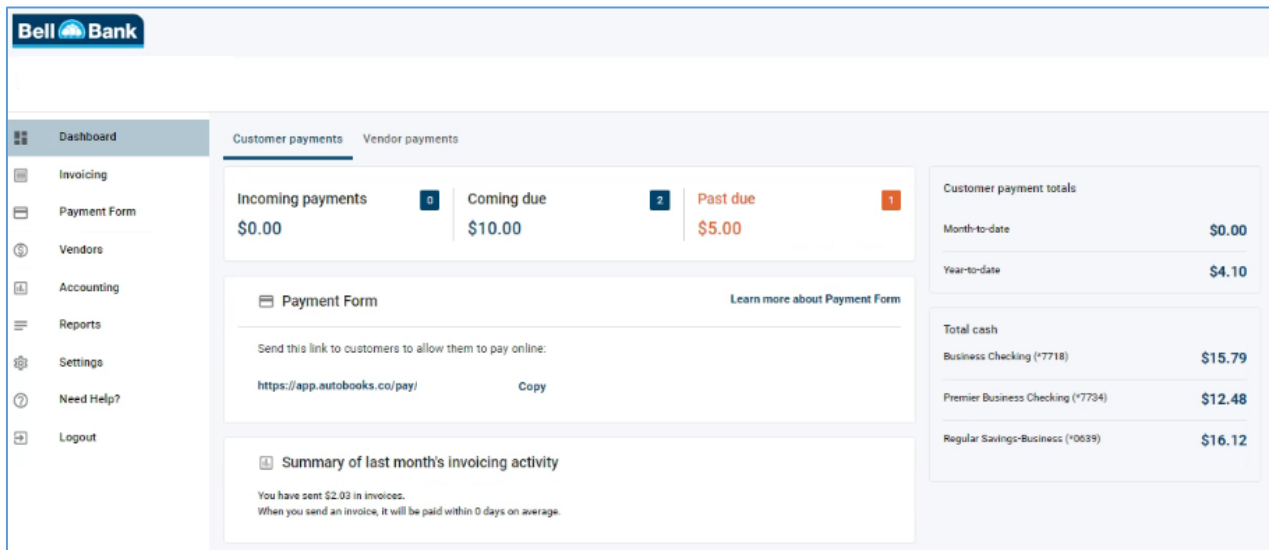
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## Step 3:

Once the key data is provided, access to the “lite” version of Autobooks will be available. This version will show the full Invoicing and Payment Form functionality, with all other Autobooks traditional tabs repressed.



Once enrollment is complete, the **System Managers** can upgrade their Autobooks experience with additional features. To add **Accounting, Reporting and other features**, you can purchase the subscription from Marketplace within online banking for \$9.99 a month.



If you have any questions, contact our digital services team at [866-221-1136](tel:866-221-1136) and choose option 2 (technical support) to learn more.

Thank you for being our customer. We're excited to continue to enhance your mobile and online banking experience with Bell!