

How to Set Up A Ramp Billpay Account

#### **General Information**

National Association of Home Builders has fully integrated to ACH payments through Ramp Billpay for Member Savings Revenue Share. All future Member Savings Revenue Share payments will be completed via Ramp Billpay. Your HBA will need to create an account and provide your business account information in Ramp by May 30 to receive your royalty payment on or around June 6.

Below is the step by step guide to set up your HBA for Ramp Billpay. If you have any issues setting up your account please email <a href="mailto:support@ramp.com">support@ramp.com</a>

1. Your HBA will receive an email from <u>communications@ramp.com</u> with the subject line: "[Action required] Complete payment details for National Association of Home Builders"

## ramp 🟒

# National Association of Home Builders requests information from Amanda Enterprises, LLC

Eileen Ramage (eramage@nahb.org) from National Association of Home Builders needs your company's payment details to complete payments to you.

#### Submit information

- 2. Click Submit Information
- 3. Add payment details Select ACH (Direct Deposit)

## Add payment details

Choose payment methods you accept from National Association of Home Builders



4. Input your HBA's ACH details Select 'Save'

## Add ACH details

## Account details

Routing number*	
Account number (required)	Confirm account number (required)
Account holder name* . Amanda Enterprises, LLC	
Business type* Business	~

Cancel

Save

х

5. Click 'Continue'

## Add payment details

Choose payment methods you accept from National Association of Home Builders



Continue

>

6. Create your HBA Account then click 'Create Account'

	or	
First name* Amanda	Last name* Scharff	
Email amandajscharff@gmail.com		
Password (required)		
<ul> <li>At least 12 characters</li> <li>At least 1 lowercase character</li> <li>At least 1 uppercase character</li> <li>At least 1 number</li> <li>Not a commonly used password</li> </ul>		
Confirm password (required)		

7. Create your company profile

## Tell us about your business

#### Company profile

Discoverable to new customers Allow new customers to use your payment and tax details. Otherwise, they can send a request.	

#### **Business information**

Business type	(required)			~
Continue				

 $\checkmark$ 

8. Click drop down 'I'm part of a business'

Discoverable to new customers	
Allow new customers to use your payment and tax details. Otherwise, they can send a request.	

## **Business information**

Business type* I'm part of a business	~
Role (required)	~
Company size (required)	~

9. Input your Role and Company Size Click 'Continue'

Continue

### **Business information**

Business type* I'm part of a bu	siness	~
Role*		
CEO or busine	ss owner	$\sim$
Company size*		
1-10 employee	S	~
Continue		

- 10. Secure your account if you already have an Authenticator app select that and type of Authenticator. For Phone Verification please put it a cell phone number since you will receive a text message. Do not use a landline.
- 11. Once Completed you will have full access to receive payment from National Association of Home Builders for your 2024 Member Savings Revenue Share

Secure your account		
Add an additional layer of security to your account		
. Authenticator app	$\rightarrow$	
& Phone verification	$\rightarrow$	
Continue		

12. You're all set to receive your revenue share payment. Please allow for five (5) to seven (7) business days to receive payment.