

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 that you will be using Billhighway
2. Contact Billhighway directly at 1-866-BillHWY (1-866-245-5499), via email at betasupport@billhighway.com or via their website (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 1st.

Billhighway Set Up Tasks

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| <input type="checkbox"/> | Make selection at my.betathetapi.org (Reporting>Chapter Finances> Chapter Accounting Standards) |
| <input type="checkbox"/> | Review Member Roster at my.betathetapi.org and make any necessary edits (Reporting>Membership>Roster Maintenance) |
| <input type="checkbox"/> | Contact Dan Fogle at dan.fogle@betathetapi.org to begin account set up |
| <input type="checkbox"/> | Transfer funds into Billhighway and close local bank account |
| <input type="checkbox"/> | Purchase Billhighway check stock and pre-paid card |
| <input type="checkbox"/> | Change Tax Year to June 1-May 31 on final 990 submission, if applicable |
| <input type="checkbox"/> | All transactions must occur in Billhighway after June 1 |
| <input type="checkbox"/> | Bill members for Fall dues |

If you have any questions regarding Beta's involvement with Billhighway or how to transition to Billhighway, please contact Dan Fogle at the Administrative Office at 1-800-800-BETA (2382) or via email at dan.fogle@betathetapi.org.