

Hey Staff,

We have exciting news! You no longer need to fill out the long Wufoo form to submit bills. We're officially launching **RAMP Bill Pay**, and a number of staff have been testing it—so far, it's saving everyone a lot of time.

How to submit bills

**(Please note: this is for vendor/invoice payments only — not RAMP card purchases. Do *not* use this process if you've already paid with your RAMP card.)**

Instead of using the payment request form on the staff page, simply email invoices to: [baysidecommchurch@ap.ramp.com](mailto:baysidecommchurch@ap.ramp.com)

**Important reminders when submitting invoices:**

Attach the invoice as a **PDF**

- Include the coding typed directly in the email

**EXAMPLE: Is included as an attachment**

**What you'll be able to do in RAMP (see attached image for screen view):**

- See when a vendor gets paid
- Track any invoices you've submitted

We appreciate your help as we streamline this process! Please reach out if you have any questions.

Thank you for all you do!!

[Preview attachment Example.png](#)[Preview attachment Example.png](#)

ChromeFileEditViewHistoryBookmarksProfilesTabWindowHelp

app.ramp.com/bill-pay/bills/overview

WorkRelaunch to update

Inbox - dawn.pott...People -Events - CalendarAmazon BusinessPaycorStaff ResourceRampTrello Workspace ...Facility Request F...

Search for anything

WorkRelaunch to update

Home36

Insights

Manage spend

Expenses

Travel

Bill Pay

Bills2

Vendors

Company

Bill Pay

Bills

OverviewDraftsFor approvalFor paymentHistory

Search or filter...

Options

	Vendor / submitter	Status	Amount	Payment method	Actions
	Missing info				
	<div>KG</div> <div>Key Glass, Inc</div> <div>Dawn Potter - Jan 14, 2026</div>	Missing info	\$165.00	—	Review
	<div>HT</div> <div>Hi Tech Homes</div> <div>Dawn Potter - Jan 14, 2026</div>	Missing info	\$250.00	—	Review
	Ready for release				
	<div>GG</div> <div>Gus's Gardens LLC</div> <div>Dawn Potter - Jan 9, 2026</div>	Ready for release	\$750.00	—	

1-50 of 205 bills · \$123,114.44 total

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Calendar

Google

Chrome

VS Code

Terminal

File Explorer

Task View

Search

System Tray