



# City of Evanston™

We wanted to share with you that we've partnered with Expert AP powered by AvidXchange to automate our accounts payable and payment process. We're reaching out today to inform you on what that means for you.

## Who Is AvidXchange and What Do They Do?




AvidXchange helps businesses like ours speed up the way we review and approve invoices. This means you can get paid on time for the work you've already done. In fact, AvidXchange processes more than \$215 billion in transactions annually across their AvidPay Network of more than 965,000 suppliers.

As part of the AvidPay Network, you'll have access to a dedicated team at AvidXchange who is 100% focused on facilitating payments. With thousands of payments being processed every day, you can rest assured knowing that your funds will be delivered as quickly and seamlessly as possible.

## What's Next?

You'll need to let AvidXchange know how you'd like to receive payments from us. If your company hasn't selected your preferred payment method yet, you can do so by visiting [www.avidxchange.com/new-supplier](http://www.avidxchange.com/new-supplier) and completing the online form.

AvidXchange offers a variety of payment delivery options tailored to fit your specific business needs. Whether it's speed, security or seamless transactions that matter most to you, AvidXchange helps you take control of how you get paid.

 <p><b>MASTERCARD</b></p> <p>Mastercard is our most popular, fastest and secure e-payment method.</p> <ul style="list-style-type: none"><li>✓ Get payments by email within one business day after payment approval</li><li>✓ Transactions monitored 24/7 by AvidXchange</li><li>✓ Receive a one-time use, virtual Mastercard through a variety of delivery options</li></ul> <p>Fees from your merchant account may apply.</p>	 <p><b>AVIDPAY DIRECT</b></p> <p>AvidPay Direct is our enhanced Direct Deposit option.</p> <ul style="list-style-type: none"><li>✓ Get payments within three business days after payment approval</li><li>✓ Transactions monitored 24/7 by AvidXchange</li><li>✓ Funds deposited directly to your bank account</li></ul> <p>Variable transaction fees will apply.</p>	 <p><b>CHECK</b></p> <p>Paper checks are delivered by First Class USPS.</p> <ul style="list-style-type: none"><li>✓ Get payments within 7-10 business days after payment approval</li></ul>
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If you have any questions about AvidXchange or this new process, you can chat with their team live by visiting [www.avidxchange.com](http://www.avidxchange.com) and clicking on the chat feature on the bottom right-hand corner of your screen. Or you can drop them a note by visiting [www.avidxchange.com/supplier-care/](http://www.avidxchange.com/supplier-care/) and selecting 'General Support' when prompted.

And as always, if you have any questions for us at City of Evanston, you can contact Tera Davis - [Tedavis@cityofevanston.org](mailto:Tedavis@cityofevanston.org)

On behalf of City of Evanston and AvidXchange, welcome to the AvidPay Network!