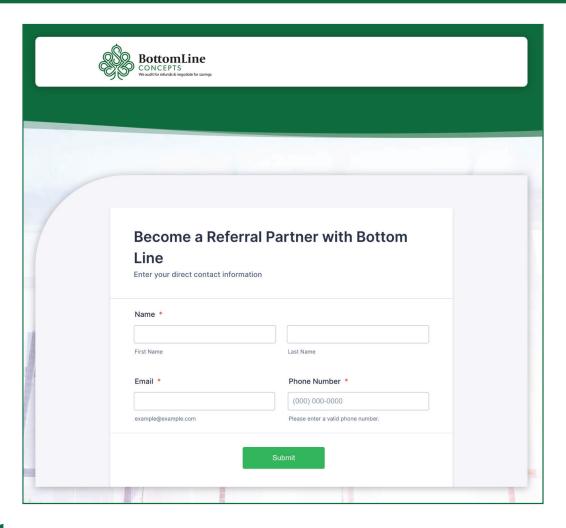




Employee Retention Credit Submittal Process





### STEP 1

Register to become a BottomLine referral partner through Swipe4Free/Merchant Industry's referral link.

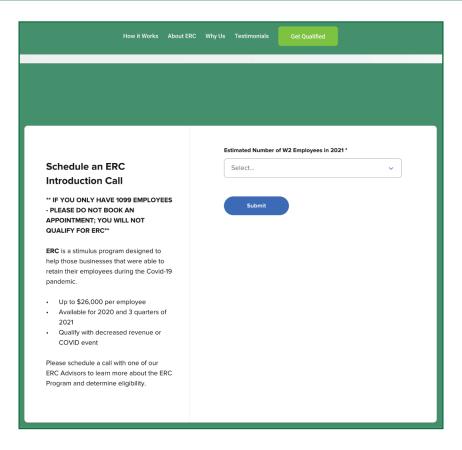
Register Here



### STEP 2

You will receive a confirmation email once you have registered. BottomLine will provide you with a personalized referral link to send to merchants.

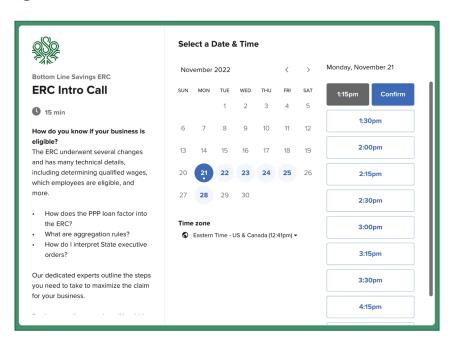
This personalized link will connect all leads to you and let you track their progress.



### STEP 3

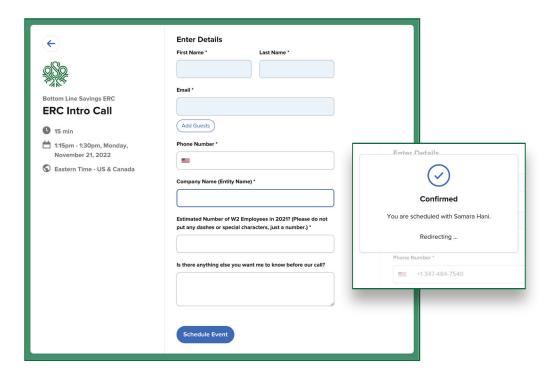
Send your personalized referral link to merchants. Merchants will then click on the "Get Qualified" button located throughout the page, where they will answer one question before setting up a scheduled phone call with a BottomLine representative

It is recommended that you ask merchants with a minimum of 5 full time W2 employees to apply for the ERC grant.



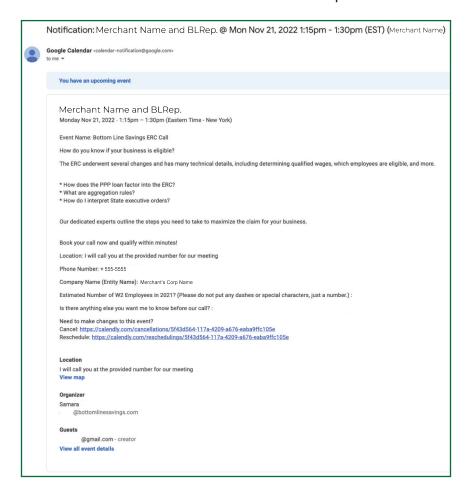
# STEP 4

Merchants will pick a date and time to schedule a short phone call with a BottomLine representative.



### STEP 5

Merchants will then enter the required information. When completed, merchants will see a window showing their scheduled call with a BottomLine representative has been confirmed.



#### STEP 6

Merchants will receive an email confirmation that the phone call is scheduled at the date and time they picked.

From: @bottomlinesavings.com < @bottomlinesavings.com>

Sent: Tuesday, November 29, 2022 10:49 AM

**To:** Agent Email Address

Subject: Update RE: Merchant Corp Name

Dear Referral Partner,

There has been an update with Merchant Corp Name

Current Stage: Agreement Signed

Thank you, BLC

## STEP 7

After your referred merchant speaks with a BottomLine agent, you will receive an email informing you of an update on your referral.

Later you will receive an email with a link to track the approval progress of your referred merchant.

