

Procedure - Bill Payment and Processing

CREDIT CARDS

Capital One Credit Card

- Give the bill to each Pastor to code.
- Once the coded bill is returned, email it to Elaine.
- Scan the bill and name it using the following format:
yyyy-mm-bills-PayeeName Example: 2026-10-bills-CapitalOne.pdf
- Upload the file to our cloud storage folder, "ICF_Share/Financial/Bills/yyyy Bills" using CyberDuck.
- When accounting is complete rescan as "yyyy-mm-bills-CapitalOne-withacct.pdf"

Sam's Club Credit Card

- Give the bill to each Pastor to code.
- Once the coded bill is returned, email it to Elaine.
- Scan the bill and name it using the following format:
yyyy-mm-bills-PayeeName.pdf Example: 2026-10-bills-SamsClub.pdf
- Upload the file to our cloud storage folder, "ICF_Share/Financial/Bills/yyyy Bills" using CyberDuck.
- When accounting is complete rescan as "yyyy-mm-bills-SamsClub-withacct.pdf"

AUTO PAY

PSEG Integrity Yaphank/Sound Beach

Auto Pay - if you do get a paper bill, you can scan it and Upload the file to our cloud storage folder, "ICF_Share/Financial/Bills/yyyy Bills" using CyberDuck. Save as yyyy-mm-PayeeName.pdf ex 2026-10-PSEG.pdf (do this for all bills)

National Grid

Auto Pay - if you do get a paper bill, you can scan it and Upload the file to our cloud storage folder, "ICF_Share/Financial/Bills/yyyy Bills" using CyberDuck.

Optimum

Auto Pay - if you do get a paper bill, you can scan it and Upload the file to our cloud storage folder, "ICF_Share/Financial/Bills/yyyy Bills" using CyberDuck.

Oil Bill (Fuel My Home) for Sound Beach: Order it and Pay with Credit card- scan any bill or receipt they send us via email.

HEALTH INSURANCE

Healthfirst – Tony & Laura Balsamo

Scan and upload to "ICF_Share/Financial/Bills/yyyy Bills" folder using CyberDuck
Paid via Tony's Capital One Card.

Healthfirst – Joshua Balsamo

Scan and upload to "ICF_Share/Financial/Bills/yyyy Bills" folder using CyberDuck
Paid via Tony's Capital One Card.

BENEFITS & RETIREMENT

FCMM – Benefits & Retirement (paid quarterly (Mar, Jun, Sept, Dec)

Bills/statements come in the mail.

Email all bills/statements to Elaine.

Scan and upload to "ICF_Share/Financial/Bills/yyyy Bills" folder using CyberDuck

BILLS TO FORWARD TO BOOKKEEPER

Maggio – Trash Pick-up for Integrity Yaphank and Sound Beach

Bill is emailed to bills@integrityli.org.

Forward to Elaine to pay.

Scan and upload to "ICF_Share/Financial/Bills/yyyy Bills" folder using CyberDuck

Lease Direct – Copier

Bill is emailed to office@integrityli.org.

Forward to Elaine to pay.

Scan and upload to "ICF_Share/Financial/Bills/yyyy Bills" folder using CyberDuck

Rent – Old Dock Road

Bill comes in the mail. Forward to Elaine to pay.

Scan and upload to "ICF_Share/Financial/Bills/yyyy Bills" folder using CyberDuck

De Lage Landen – Copier

Bill is emailed to office@integrityli.org.

Forward to Elaine to pay.

Scan and upload to “ICF_Share/Financial/Bills/yyyy Bills” folder using CyberDuck

Brotherhood Mutual – Integrity Church/Yaphank and Sound Beach Insurance- auto paid quarterly- Feb, May, August, Nov

Email the bill to Elaine.

Scan and upload to “ICF_Share/Financial/Bills/Brotherhood (or Brotherhood SB for Sound Beach Campus bills)” folder using CyberDuck.

MISSIONS

Josiah Venture

Scan and upload to “ICF_Share/Financial/Bills/yyyy Bills” folder using CyberDuck
Mission we support.

All Missions receipts get scanned to .pdf file then moved to the

Scan and upload to “ICF_Share/Financial/Bills/yyyy Bills” folder using CyberDuck;
no need to send anywhere.