



# Memo

**Date:** March 24, 2025  
**To:** Pastors, business manager and bookkeepers  
**From:** Holly Orsagh, director of financial services, Office of Finance  
**Re:** Payments to the archdiocese through BILL

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Invoiced and non-invoiced payments to the archdiocese should be processed through [BILL](#) in place of sending check payments through the mail.

[Click here to access the step-by-step document](#) on how to create a bill in BILL for non-invoiced payments, such as:

- Second collections
- The Georgia Bulletin
- Vocations
- Echo
- Catholic Mutual Group for special event fees

Please review and distribute these instructions to parish team members who are responsible for processing payments to the archdiocese.

Contact Sue Stanton, parish systems administrator, at 404-920-7642 or [sstanton@archatl.com](mailto:sstanton@archatl.com) if you have any questions about BILL.

We appreciate your efforts to enhance security of the payment process and reduce check fraud.