



We wanted to let you know that we've partnered with AvidXchange to automate our accounts payable and payment process. This means that moving forward, AvidXchange will process payments to you on our behalf.

Since your organization is already part of the AvidPay Network and receiving payments by way of check, we're simply writing to inform you that our payments will now be issued by AvidXchange, and to request that you update your invoice submission process.

### Your Action is Required

To ensure a seamless transition and to avoid delays in the payment process, we require 2 changes to your invoice submission process:

#### 1. Update how you submit invoices

Starting today, please send invoices for MLSA to AvidXchange using one of these two options:

- ✓ **(Preferred)** Email your invoice to [MLSAinvoices@avidbill.com](mailto:MLSAinvoices@avidbill.com)
- ✓ Mail your invoice to N/A

*Requirements and benefits of emailing invoices: When emailing invoices, attachments must be saved as a PDF and under 10MB. Only one invoice can be included per PDF attachment, but multiple attachments are allowed if the total email size is kept under 25MB. Accessing the PDF should not require following a link or entering a password. Paper deliveries should be turned off. AvidXchange will send an automated email alert from [support-noreply@avidbill.com](mailto:support-noreply@avidbill.com) to confirm successfully submitted invoices. Emailing invoices ensures prompt processing, decreases paper handling costs, and is environmentally friendly.*



#### 2. Update your invoice details

Please ensure each invoice includes:

- ✓ Property, Entity or Department
- ✓ Ship-to or Service Address
- ✓ Business Name & Remittance Address
- ✓ P.O. Number or Reference

### Interested in Learning How You Can Ensure Faster, More Secure Payments?

As more of your customers partner with AvidXchange to automate their accounts payable processes, this might be a good time to consider an e-payment option, which will improve the speed in which you receive payments. Below are the options offered to you through AvidXchange:

 <b>MASTERCARD</b> Mastercard is our most popular, fastest and secure e-payment method. <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> <small>Fees from your merchant account may apply.</small>	 <b>AVIDPAY DIRECT</b> AvidPay Direct is our enhanced Direct Deposit option. <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> <small>Variable transaction fees will apply.</small>
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If you'd like to update your current payment method to Mastercard or AvidPay Direct, please request a callback from AvidXchange's Payment Consultant team at <https://automate.avidxchange.com/request-pay-update.html>.

### Reminder About Your Benefits

AvidXchange offers complimentary access to an online supplier portal – providing you with 24/7 visibility into payment status, access to customer support and more. Request access today at <https://www.avidxchange.com/suppliers/avidpay-network-suppliers-info/>.

For any questions for AvidXchange or the new process, visit [www.avidxchange.com](http://www.avidxchange.com). Once there, click on the chat feature on the bottom right-hand corner of your screen to chat with their dedicated and experienced support team. And as always, if you have any questions for us at MLSA, you can contact Rhonda Field - [rfield@mtlsa.org](mailto:rfield@mtlsa.org)

