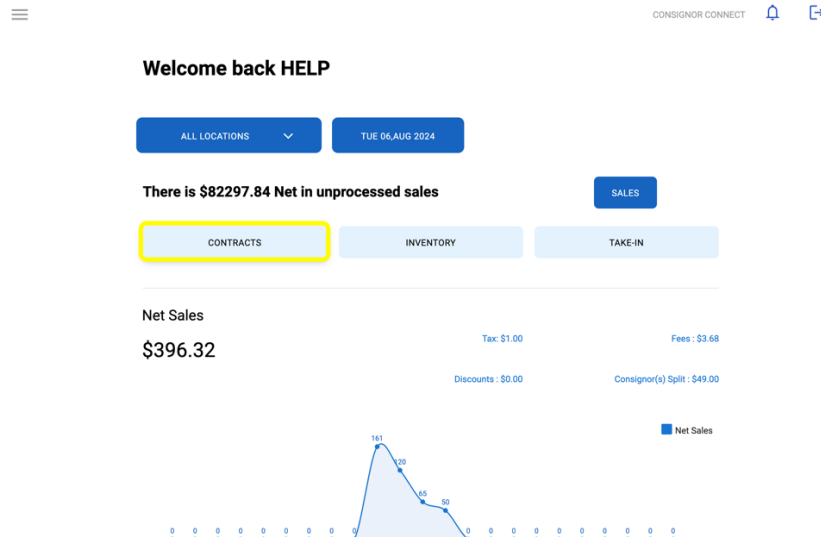# Create Recurring Bills for Vendors

Learn how to use the billing feature to charge rent to vendors.

1. Go to **Contracts** from the Dashboard or Hamburger Menu.

2. Then highlight the contract you would like to Alter and select **Billing**.

3. From the **Billing Screen**, verify the account information is correct and select **Create New Billing**.

4. In the **Billing** screen, complete the following fields: **Billing Description, First Billing Date, Frequency, Duration, Reference,** and **Amount.**

5. Click **Save** to complete.

Consignor Connect, LLC