



JPB Board of Directors  
Meeting of December 7, 2023

Correspondence as of December 1, 2023

<u>#</u>	<u>Subject</u>
1	NOTICE - ACTION REQUIRED - Helix Inc

**From:** [Jen Cuevas](#)  
**Subject:** NOTICE - ACTION REQUIRED - Helix Inc  
**Date:** Thursday, November 30, 2023 9:30:38 AM

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You don't often get email from [jen.cuevas@helix.com](mailto:jen.cuevas@helix.com). [Learn why this is important](#)

**ATTENTION:** This email came from an external source. Do not open attachments or click on links from unknown senders.

To all Helix Inc. Business Partners,

Helix Inc. is transitioning to a new accounts payable solution called [Airbase](#). We intend to go-live with the system on January 1st, 2024.

As an active vendor for Helix, you will receive an invitation from Airbase to complete your vendor profile by entering the banking information necessary to receive payments from Helix. We ask that you complete your vendor profile as soon as possible.

We are writing in advance to inform you of this upcoming change. We will send another notice when the invitation from Airbase has been sent. Please note, the invitation may be incorrectly directed to a spam folder.

Thank you in advance for your attention to this matter. Please don't hesitate to contact [finance@helix.com](mailto:finance@helix.com) or [accounting@helix.com](mailto:accounting@helix.com) with any questions.

Best regards,  
Jen

**Jennifer Cuevas**  
(aka Jennifer C. Maggio)  
Controller



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*"We are moving to [Airbase](#) on January 1, 2024! If you are a Helix vendor, you will be receiving an invitation from Airbase to complete your vendor profile. For any questions, please contact [Finance@helix.com](mailto:Finance@helix.com)"*

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