

How to Pay an Invoice

This training identifies how to pay an invoice on the IHCA member portal.

Portal Admins and Billing Contacts have access to manage their organizations and pay invoices. To get here please follow these instructions:

Step 1: Visit: <https://members.iowahealthcare.org/>

- Log into your account. Under “**My Profile**” select Organizations and click on the “**Manage**” button.

MEGAN STOULIL (ACCOUNTING) MY PROFILE

★ Overview Account Organizations Purchases

Organizations Link Me to an Organization +

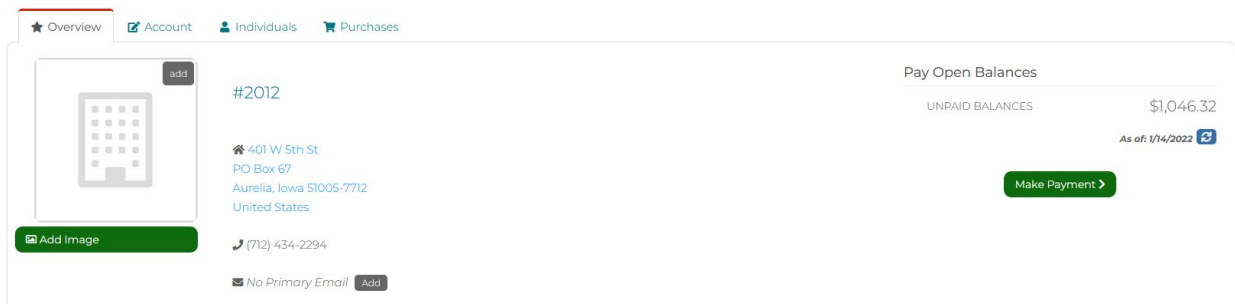
[1 to 1 out of 1 records]

NAME	RELATIONSHIP	MANAGE
Accura Healthcare of Aurelia, LLC	◀ Accura Healthcare of Aurelia, LLC is Portal Admin (Facility) of Megan ▶ Megan is Portal Admin of Accura Healthcare of Aurelia, LLC	Manage



Iowa Health Care Association
Iowa Center for Assisted Living
Iowa Center for Home Care

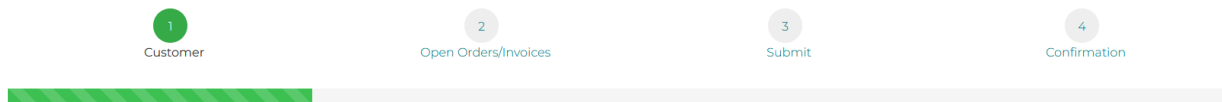
Step 2: Under the “Overview” tab of the organization, to the right you will click on the “Make Payment” button to view open invoices and to make a payment.



The screenshot shows a user interface with a navigation bar at the top containing 'Overview', 'Account', 'Individuals', and 'Purchases'. The 'Overview' tab is active. On the left, there is a building icon with an 'add' button and an 'Add Image' button below it. To the right of the icon, the organization's name is '#2012', followed by its address: '401 W 5th St, PO Box 67, Aurelia, Iowa 51005-7712, United States'. Below the address is the phone number '(712) 434-2294' and a note 'No Primary Email' with an 'add' button. On the right side of the page, under the heading 'Pay Open Balances', it shows 'UNPAID BALANCES' of '\$1,046.32' as of '3/14/2022'. A green 'Make Payment' button is positioned below the balance information.

Step 3: Make the proper selection and click “Next”

PAYMENT WIZARD



Select if this payment is for you or your organization.

Pay For:

Next >



Step 4: From here you may select each order/invoice you like to make a payment for. You also can “**View Invoice**” for your records. When you are finished click “**Pay**”.

PAYMENT WIZARD



Accura Healthcare of Aurelia, LLC Megan Stoull [Start Over](#)

Use the below search button to filter results

Search by Organization Search by Organization Name [Clear](#)

Currency:

Show Balances For: Accura Healthcare of Aurelia, LLC All primary individuals related to Accura Healthcare of Aurelia, LLC

[Search](#)

SELECT ALL	ORDER/INVOICE NUMBER	CUSTOMER	MAIN ITEM	BALANCE	ORDER/INVOICE DATE	VIEW
<input type="checkbox"/>	9331	Accura Healthcare of Aurelia, LLC		\$1,046.32	1/13/2022	View Invoice

If you have questions about the new Member Portal, please email info@iowahealthcare.org.



Iowa Health Care Association
Iowa Center for Assisted Living
Iowa Center for Home Care