

How to Pay an Invoice

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

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

MEGAN STOULLIL MY PROFILE

★ Overview Account Organizations Purchases

#11610

Accura Healthcare of Aurelia, LLC

401 West 5th St.
PO Box 67
Aurelia, Iowa 51005
United States Edit

(712) 434-2294 Edit

testmegan@iowahealthcare.org Edit

Pay Open Balances

UNPAID BALANCES \$550.00

As of: 11/30/2021

Make Payment

Step 2: Select "Make Payment"

PAYMENT WIZARD

1 Customer 2 Open Orders/Invoices 3 Submit 4 Confirmation

Select if this payment is for you or your organization.

Pay For: Megan Stoullil

Next >



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

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

From here you may select each Order/Invoice you would like to make a payment for. When you are finished click “Pay”

Use the below search button to filter results

Currency: * United States (USD)

Show Balances For: * Megan Stouill

SELECT ALL	ORDER/INVOICE NUMBER	CUSTOMER	BILLING	MAIN ITEM	BALANCE	ORDER/INVOICE DATE	VIEW
<input type="checkbox"/>	1360	Megan Stouill	Accura Healthcare of Aurelia, LLC	DELETE-Assisted Living Management Certification - DIGITAL ON-DEMAND COURSE	\$550.00	11/29/2021	<input type="button" value="View Invoice"/>

Bill To Customer: * Megan Stouill

Promo Code

This will now take you to the standard checkout page where you can enter your billing address if you do not already have one and your payment information before submitting the payment.



PAYMENT WIZARD

- 1 Customer
- 2 Open Orders/Invoices
- 3 **Submit**
- 4 Confirmation

Megan Stoull [Start Over](#)

Order Summary

ITEMS	\$550.00
TOTAL	\$550.00

Billing Address [+ add new billing address](#)

401 West 5th St. PO Box 67 Aurelia, Iowa 51005 United States

Payment Options

- Credit Card
- ACH



Name on Card: *

Card Number: *

CVV Number: * [?](#)

Expiration Date: *

Billing Zip/Postal Code: *

Confirmation Email

Send confirmation email to:

Send a copy to:

[Previous](#) [Submit Payment](#)



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

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