## How to Pay an Invoice

Next >

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

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

Overview R Acco	ount 🔲 Organizations 📜 Purchases		
	• •	Day Ope	Balances
	#11610		D BALANCES \$550.00
	🛙 Accura Healthcare of Aurelia, LLC		As of 17/20/001
	☆ 401 West 5th St.		AS 01: 11/30/2021
	PO Box 67		Make Payment >
Add Image	Aurelia, Iowa 51005 United States Fait		
	J (712) 434-2294 Edit		
: Select "Make	E testmegan@iowahealthcare.org		
Select "Make PAYMENT WIZ/	≊ testmegan@iowahealthcare.org		
Select "Make	■ testmegan@iowahealthcare.org <b>Payment</b> " ARD		
Select "Make PAYMENT WIZ/	■ testmegan@kowahealthcare.org Payment" ARD	3	4
Select "Make PAYMENT WIZ/	e Payment" ARD	3 Submit	4 Confirmation
: Select "Make PAYMENT WIZ/	e estmegan@iowahealthcare.org Eat Payment" ARD mer	3 Submit	4 Confirmation



Iowa Center for Assisted Living Iowa Center for Home Care

Member Portal Training

## 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**"

Currency: *	United States (	JSD)			v		
Show Balances For: *	🧟 Megan Stoulil						
SELECT ALL	Q Search ORDER/INVOICE NUMBER	CUSTOMER	BILLING	MAIN ITEM	BALANCE	ORDER/INVOICE DATE	
	1360	Megan Stoulil	Accura Healthcare of Aurelia, LLC	DELETE-Assisted Living Management Certification - DIGITAL ON-DEMAND COURSE	\$550.00	11/29/2021	View Invoice
Bill To Customer: *	Megan Stoulil				~		

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.





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1			2			
Custome	¢.	Open 0	Orders/Invoices	Submit		Confirmation
egan Stoulil 🔊 Start O	ver					
Order Summary						
ITEMS						\$550.00
TOTAL						\$550.00
401 West 5th St. PO Box Payment Options	dd new billing address	United States	í			
Address     A	67 Aurelia, Iowa 51005	United States				
Address + 2 401 West 5th 5t. PO Box Payment Options Credit Card Address Name on Card: *	67 Aurelia, Iowa 51005	United States				
Address + : 401 West 5th St. PO Box Payment Options Credit Card Ac VISA MasterCard Name on Card: * Card Number: *	67 Aurelia, Iowa 51005	R				
Address     A	67 Aurelia, Iowa 51005	R R				
Billing Address       + 1         9 401 West 5th 5t. PO Box         9 401 West 5th 5t. PO Box         9 Payment Options         9 Credit Card       • Ac         VISA       Masterial         9 Name on Card: *         9 Card Number: *         9 Card Number: *         9 Expiration Date: *         9 Billing Zin/Postal Code:	Aurelia, Iowa 51005  Aurelia, Iowa 51005  KH  MERICAN  DISCOVE	R R 2021	~			
Billing Address       + 1         9 401 West 5th St. PO Box         9 A01 West 5th St. PO Box         9 Credit Card       • Act         • Oredit Card       • Act         • Name on Card: *         • CVV Number: *         • Expiration Date: *         • Billing Zip/Postal Code:		R 2 2 2 2 2 2 2 2 2 2 2 2 2	v			
Billing Address     Hamiling Address	Comparison of the second seco	R R 2021	v			
Address     401 West 5th St. PO Box     Address     Addres     Addres     Address     Address     Address     Address	67 Aurelia, Iowa 51005	R 2021 2021 aegan@iowahe	<ul> <li>✓</li> <li>salthcare.org</li> </ul>			
Auling Address     4	67 Aurelia, Iowa 51005	R 2021 2021 regan@iowahe				
Address     A		R 2021 compan@iowahe	~ ealthcare.org			



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



