

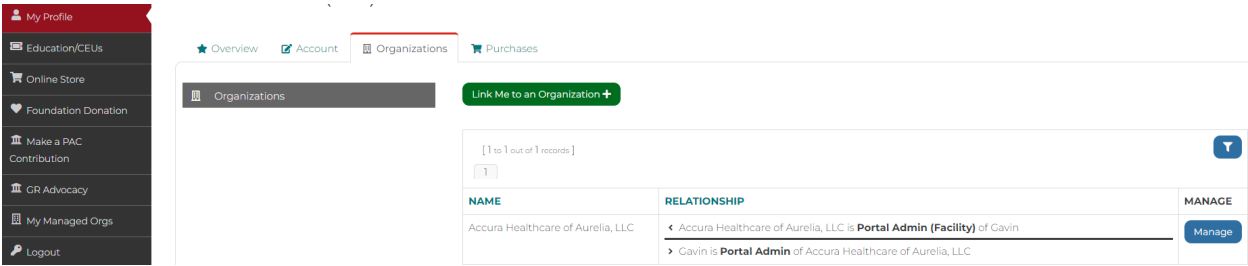
# How to Print Invoices

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

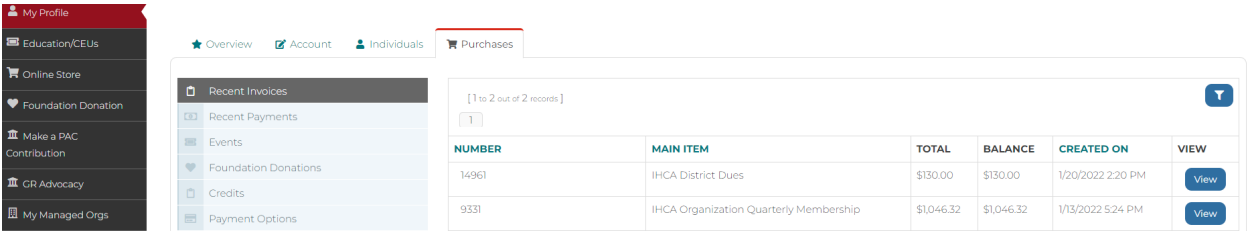
Portal admins and billing contacts have access to manage their organizations and to print invoices. To get here, please follow these instructions:

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

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



Step 2: Under the “Purchases” tab, select “Recent Invoices.”



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

**Step 3:** Click on the “**View**” button for invoices you want to print. You will have to scroll to the bottom of the screen to select the “**Print**” button.

*If you have questions about the new Member Portal, please email [info@iowahealthcare.org](mailto:info@iowahealthcare.org).*



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