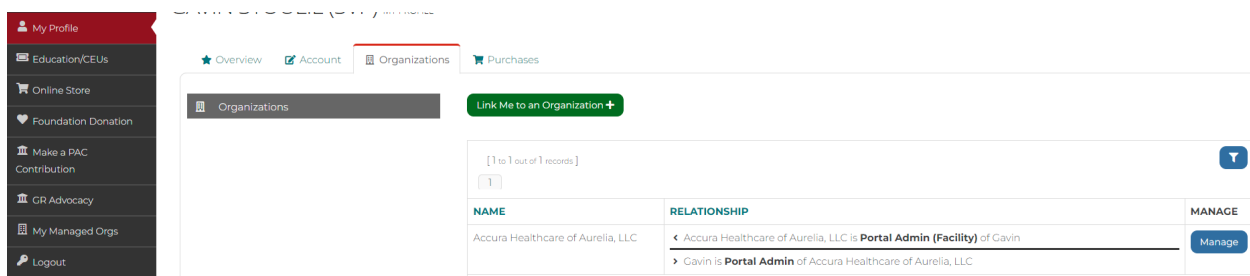# Portal Admin and Billing Contact Information

This training identifies what abilities a portal admin and billing contact have.

If you have portal admin or billing contact rights, you can oversee your organization. You can add/remove individuals from your organization, printing/paying for open invoices, and view staff CEUs.

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Organization Profile – you can review the organization information that appears on the website, used for billing membership, and pay/print invoices.

Under "**My Profile**", select the "**Organization**" tab, and click on the "**Manage**" button.

Here you have access to the organization profile.

- Under the "**Overview**" tab you can update the organization's primary email, website link, and make a payment (see how to pay an invoice).
- Under the "**Account**" tab you can review organization information such as county, district, and bed types. The additional info tab is for associate members. This shows what services the associate member is identified under on the website vendor finder.

Under the "**Individuals**" tab, a list of employees will appear. When you click on the "**manage**" button, you will be taken into the individual's account.

ACCURA HEALTHCARE OF AURELIA, LLC MY ORGANIZATION

⭐ Overview   ☑ Account   👤 Individuals   🛒 Purchases

👤 Individuals

[1 to 8 out of 8 records]

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NAME	RELATIONSHIP	MANAGE	END RELATIONSHIP
Jessica Greene (Administrator - SNF/AL)	‹ Jessica is **Billing Contact** of Accura Healthcare of Aurelia, LLC ﹥ Accura Healthcare of Aurelia, LLC is **Primary Billing Contact (Facility)** of Jessica	Manage	End Relationship

You can see what committees they serve on with IHCA:

⭐ Overview   ☑ Account

👤 Personal Info
✉ Contact Info
💼 Committees
🎓 Education Credits

🔖 Active Committees   🔖 Inactive Committees

[1 to 2 out of 2 records]

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NAME ▲	REPRESENTING	POSITION	START DATE	END DATE
ICAL Quality Improvement		Committee Member	1/1/2019	
IHCA Quality Improvement		Committee Member	1/1/2019	

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

You can view and print their credit transcript:

Under the "**Purchases**" tab you can view and print invoices under the "**Recent Invoices**" section, see if your payment has been processed under "**Recent Payments**", and see who is registered for an event under the "**Events**" section.

My Managed Orgs – you can quickly view the staff roster

If you click on "**My Managed Orgs**" on the lefthand side toolbar, the screen will show you a "**Roster**" button to click on.

Click on the "**Roster**" button and the list of employees, billing contacts, and portal admins will appear. From here you are to add, edit, and remove individuals from your organization.

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