How to Pay an Invoice

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

Step 1: Visit: <u>https://members.iowahealthcare.org/</u> and login. This can be found on the IHCA website in the top-right corner of the screen (Please see below).



Center for Assisted Living | Iowa Center for Home Care







Once logged in, under my profile, select the "Organizations" tab.

MEGAN STO	JLIL MY PROFILE Account 📓 Organizations 🍞 Purchases	🐂 🌲 🏣 Megan Stoulii Derek Majerle 💙
	^{da} #11610	Pay Open Balances
Add Image	Accura Healthcare of Aurelia, LLC A 401 West Sth St. PO Box 67 Aurelia, Iowa 51005 United States Eare	Make Payment >
	J (712) 434-2294 Edit ■ testmegan@iowahealthcare.org Edit	

Step 2: Select "Make Payment"

The system will then ask if you would like to make a payment for yourself or your organization.

PAYME	NT WIZARD				
	Customer	2 Open Orders/Invoices	3 Submit	4 Confirmation	
Select if this	payment is for you or your organization	n.			
0 Pay For:		Megan Stoulii	~	Next >	
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1ember Portal Train	ing	Iowa Health Care A Iowa Center for Ass Iowa Center for I	Association isted Living 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**."

) Show Balances For: *	Megan Stoulil							
				Megan Stoulil				
	RDER/INVOICE UMBER	CUSTOMER	BILLING	MAIN ITEM	BALANCE	ORDER/INVOICE DATE		
	60	Megan Stoulil	Accura Healthcare of Aurelia, LLC	DELETE-Assisted Living Management Certification - DIGITAL ON-DEMAND COURSE	\$550.00	11/29/2021	View Invoic	

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.





	CAREERS		NEWS	MEMBER RESOURCES	PRODUCTS & SERVICES	GET INVOLVED	COVID-19 RESOURCES
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If you have questions about the Member Portal, please email info@iowahealthcare.org.





Member Portal Training