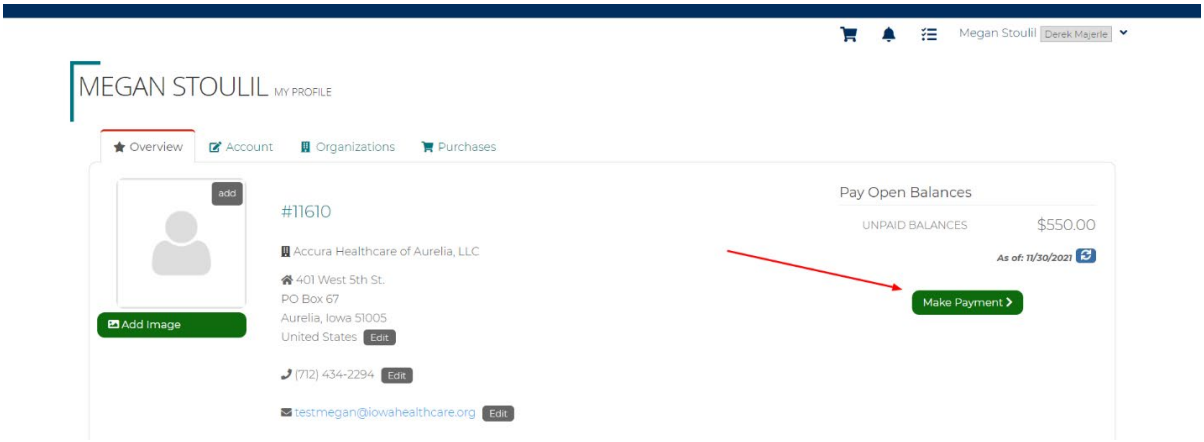
How to Pay an Invoice

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

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

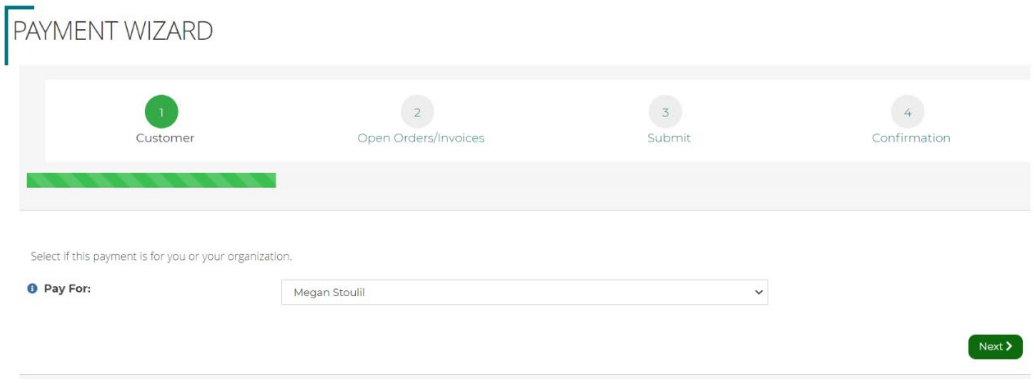
Iowa Health Care Association
Iowa Center for Assisted Living
Iowa Center for Home Care

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



Step 2: Select "Make Payment"

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



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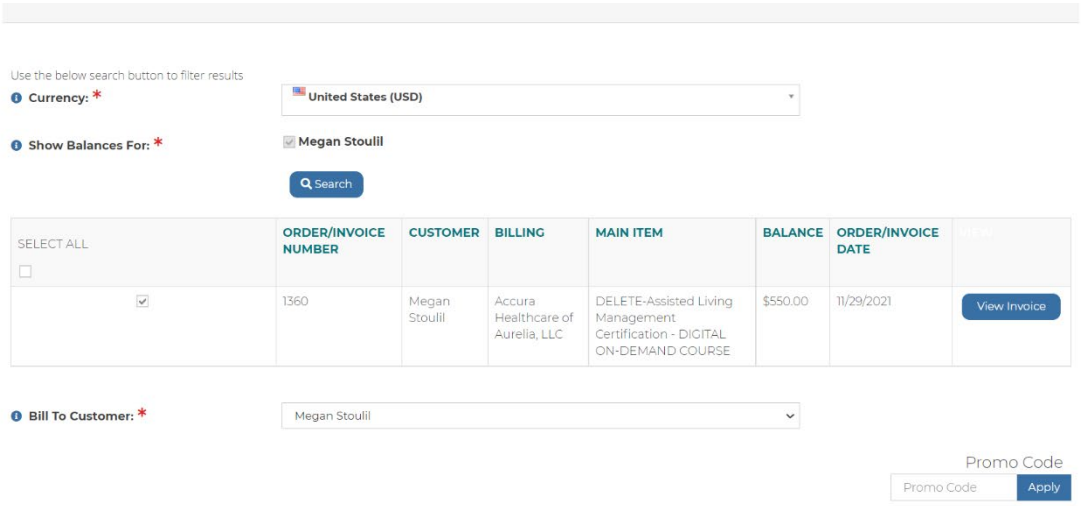
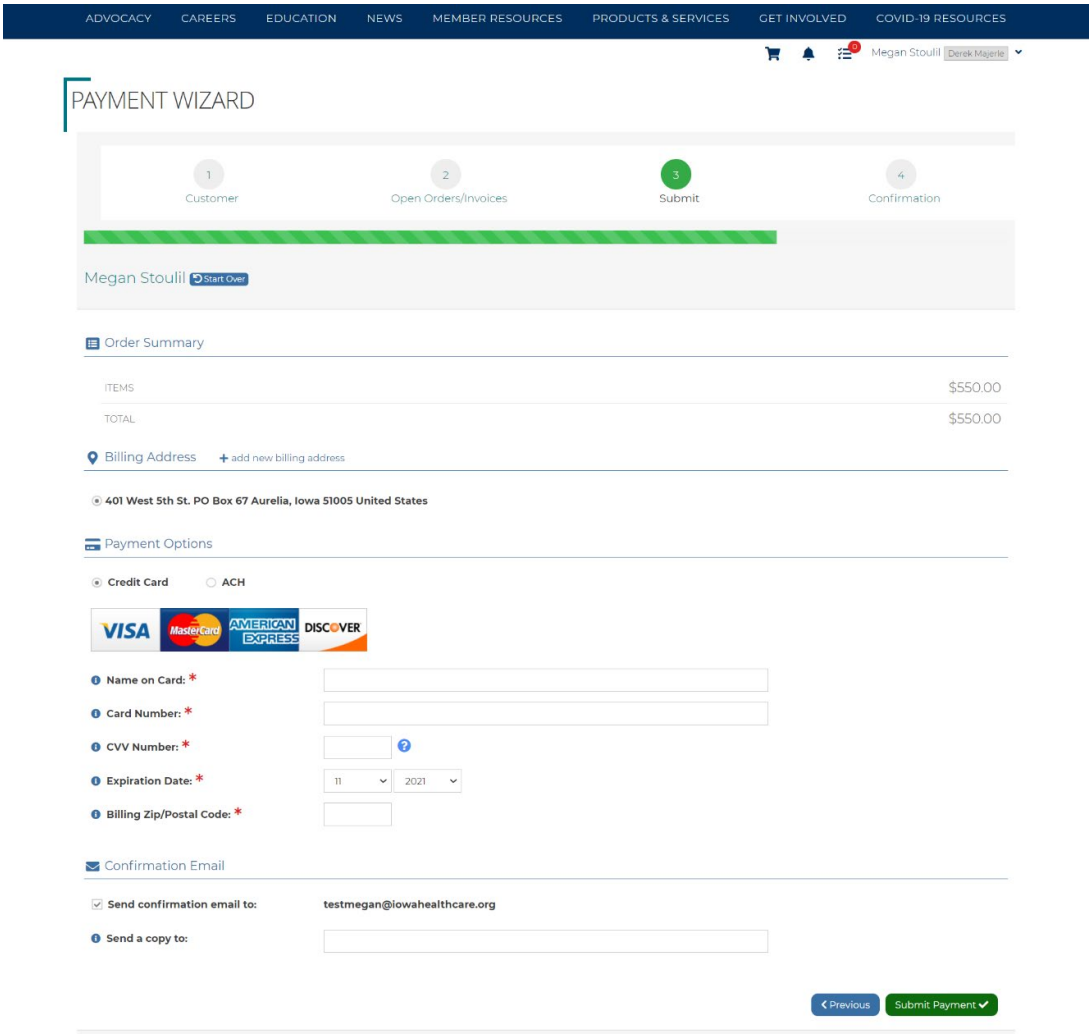
Step 3: Make the proper selection and click "Next"

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



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.



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

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