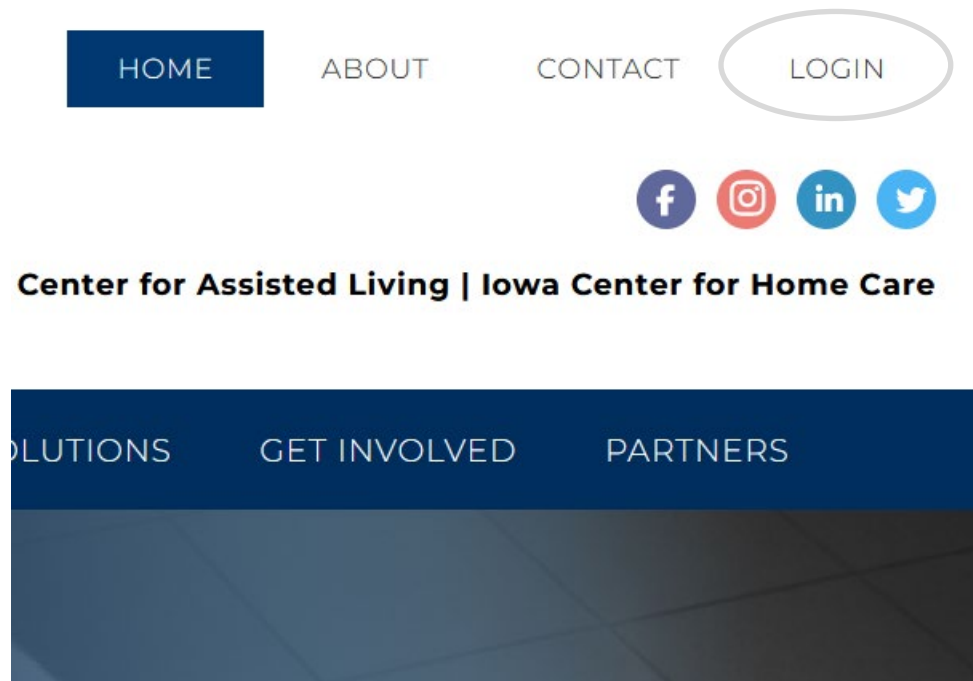


How to Print an Invoice

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/> and login. This can be found on the IHCA website in the top-right corner of the screen (Please see below).



Once logged into your account, click on the **“My Profile”** button on the left-hand side of the screen. Next, select the **“Organizations”** tab.

The screenshot shows the member portal interface. On the left, the 'My Profile' button is circled in red. In the top navigation bar, the 'Organizations' tab is also circled in red. The main content area displays a table with the following data:

NAME	RELATIONSHIP	MANAGE
Accura Healthcare of Aurelia, LLC	< Accura Healthcare of Aurelia, LLC is Portal Admin (Facility) of Gavin > Gavin is Portal Admin of Accura Healthcare of Aurelia, LLC	Manage

Step 2: Once you are in the organization profile, under the **“Purchases”** tab, select **“Recent Invoices.”**

The screenshot shows the member portal interface with the 'Purchases' tab selected in the top navigation bar and the 'Recent Invoices' sub-tab selected in the left-hand menu. The main content area displays a table with the following data:

NUMBER	MAIN ITEM	TOTAL	BALANCE	CREATED ON	VIEW
14961	IHCA District Dues	\$130.00	\$130.00	1/20/2022 2:20 PM	View
9331	IHCA Organization Quarterly Membership	\$1,046.32	\$1,046.32	1/13/2022 5:24 PM	View



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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 Member Portal, please email info@iowahealthcare.org.



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