

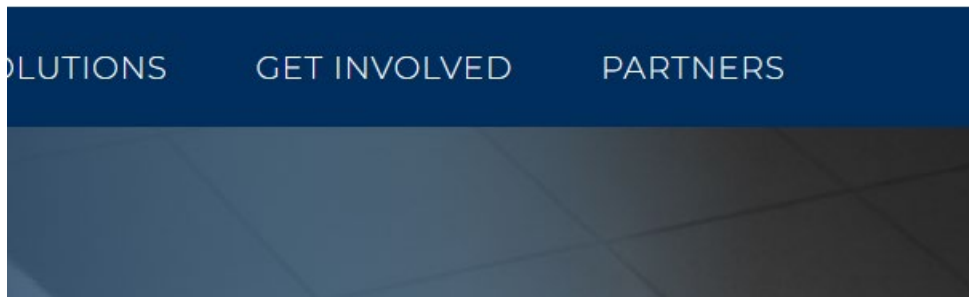
How to Pay an Invoice

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).

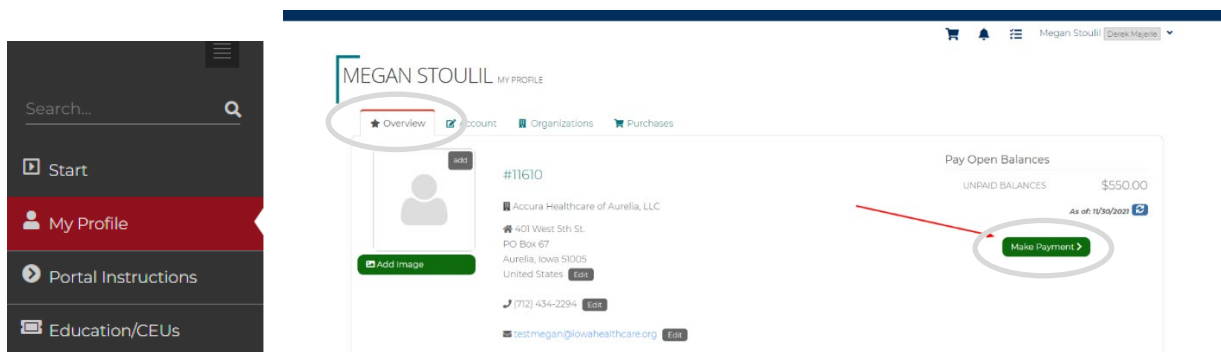


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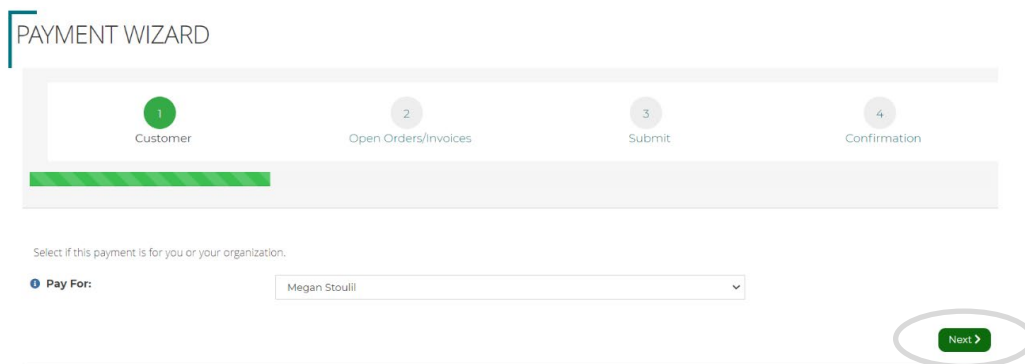
To pay an invoice for an individual

Step 1: Once logged in, under “My Profile,” select the “Overview” tab.



Step 2: Select “Make Payment.” (Pictured above)

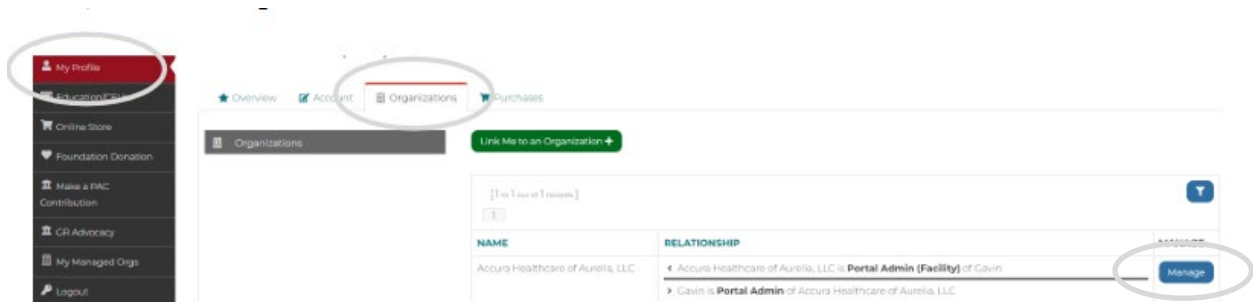
The system will then ask if you would like to make a payment for yourself or your organization. Make the proper selection and click “Next.”



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To pay an invoice for an organization

Step 1: Once logged in, under “My Profile,” select the “Organizations” tab.



Step 2: Select “Manage.” (Pictured above)

The system will then ask if you would like to make a payment for yourself or your organization. Make the proper selection and click “Next.”

The screenshot shows the 'PAYMENT WIZARD' interface. At the top, there are four steps: 1. Customer, 2. Open Orders/Invoices, 3. Submit, and 4. Confirmation. Below the steps, there is a dropdown menu labeled 'Pay For:' with 'Megan Stoull' selected. A green 'Next >' button is circled at the bottom right.



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

Use the below search button to filter results

Currency: * United States (USD)

Show Balances For: * Megan Stoullil

SELECT ALL	ORDER/INVOICE NUMBER	CUSTOMER	BILLING	MAIN ITEM	BALANCE	ORDER/INVOICE DATE	VIEW
<input type="checkbox"/>	1360	Megan Stoullil	Accura Healthcare of Aurelia, LLC	DELETE-Assisted Living Management Certification - DIGITAL ON-DEMAND COURSE	\$550.00	11/29/2021	<input type="button" value="View Invoice"/>

Bill To Customer: * Megan Stoullil

Promo Code

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.



PAYMENT WIZARD

1 Customer 2 Open Orders/Invoices 3 **Submit** 4 Confirmation

Megan Stoull [Start Over](#)

Order Summary


ITEMS	\$550.00
TOTAL	\$550.00

Billing Address [+ add new billing address](#)

401 West 5th St. PO Box 67 Aurelia, Iowa 51005 United States

Payment Options

Credit Card ACH



Name on Card: *

Card Number: *

CVV Number: *

Expiration Date: * /

Billing Zip/Postal Code: *

Confirmation Email

Send confirmation email to:

Send a copy to:

[Previous](#) [Submit Payment](#)

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



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