

How to Pay an Invoice

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

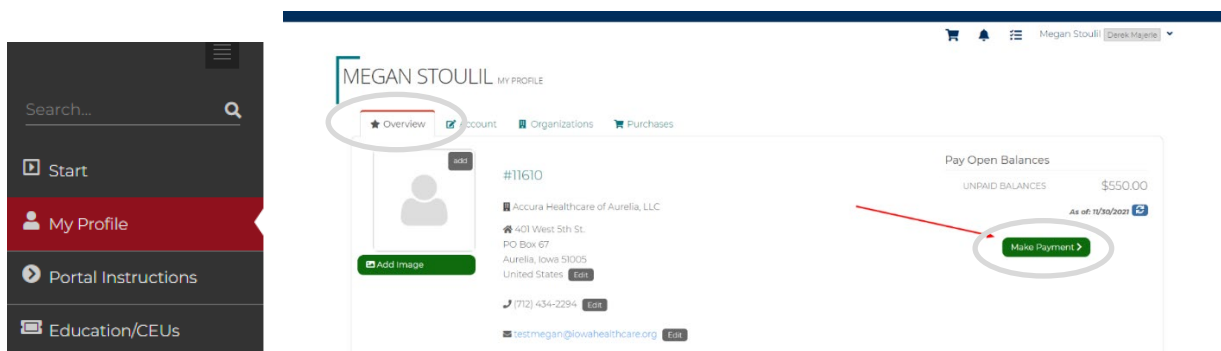
Visit: <https://members.iowahealthcare.org/> and login. This can be found on the IHCA website in the top-right corner of the screen (Please see below).



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."**

PAYMENT WIZARD

1 Customer 2 Open Orders/Invoices 3 Submit 4 Confirmation

Select if this payment is for you or your organization.

Pay For: Megan Stoull

Next >

To pay an invoice for an organization

Step 1

Once logged in, under **"My Profile,"** select the **"Organizations"** tab.

The screenshot shows the member portal interface. On the left, a navigation menu is visible with 'My Profile' circled. The main content area has tabs for 'Overview', 'Account', 'Organizations', and 'Purchases', with 'Organizations' circled. Below the tabs, there is a 'Link Me to an Organization +' button. A table lists organizations with columns for NAME, RELATIONSHIP, and MANAGE. The first row shows 'Accura Healthcare of Aurelia, LLC' with the relationship 'Accura Healthcare of Aurelia, LLC is Portal Admin (Facility) of Gavin'. The 'MANAGE' button for this row is circled.

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

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."**

PAYMENT WIZARD

1 Customer 2 Open Orders/Invoices 3 Submit 4 Confirmation

Select if this payment is for you or your organization:

Pay For:

[Next >](#)

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: *

Show Balances For: *

[Search](#)

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

Bill To Customer: *

Promo Code [Apply](#)

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.

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Megan Stoull Derek Magrini

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

VISA MasterCard AMERICAN EXPRESS DISCOVER

Name on Card: *

Card Number: *

CVV Number: * ?

Expiration Date: * 11 2021

Billing Zip/Postal Code: *

Confirmation Email

Send confirmation email to: testmegan@iowahealthcare.org

Send a copy to:

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

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