

How to Print an Invoice

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

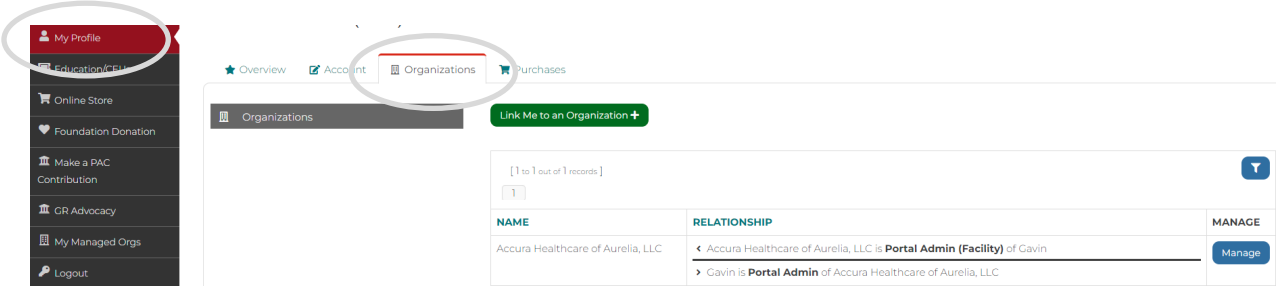
Portal admins and billing contacts have access to manage their organizations and to print invoices. To get here, please follow these instructions:

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.



Step 2

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



The screenshot shows the Member Portal interface. On the left is a navigation menu with options like 'My Profile', 'Education/CEUs', 'Online Store', 'Foundation Donation', 'Make a PAC Contribution', 'GR Advocacy', and 'My Managed Orgs'. The main content area has tabs for 'Overview', 'Account', 'Individuals', and 'Purchases'. The 'Purchases' tab is active, and a sub-menu is open showing 'Recent Invoices' selected. Below this, there is a table of recent invoices with columns for NUMBER, MAIN ITEM, TOTAL, BALANCE, CREATED ON, and VIEW. Two invoices are listed: one for 'IHCA District Dues' and another for 'IHCA Organization Quarterly Membership'. Each row has a 'View' button.

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

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.