

## How to Pay an Invoice

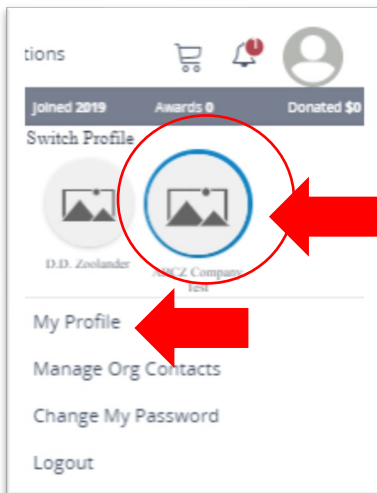
This training identifies how to pay invoices online.

**Online invoice payment should be done by the organization’s Primary Executive Admin** (i.e., the administrator or designated individual who has access to your organization’s information in the Member Portal).

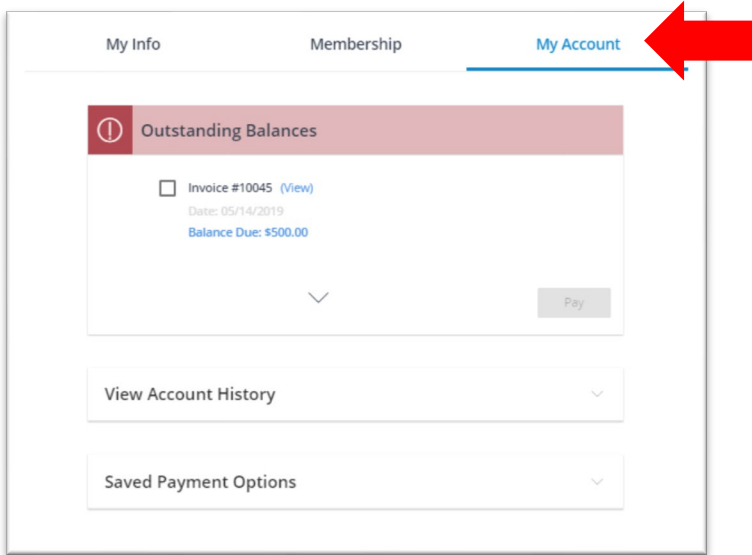
Contact your administrator or IHCA at 800-422-3106 to determine who is your Primary Executive Admin.

### How to View and Pay Invoices

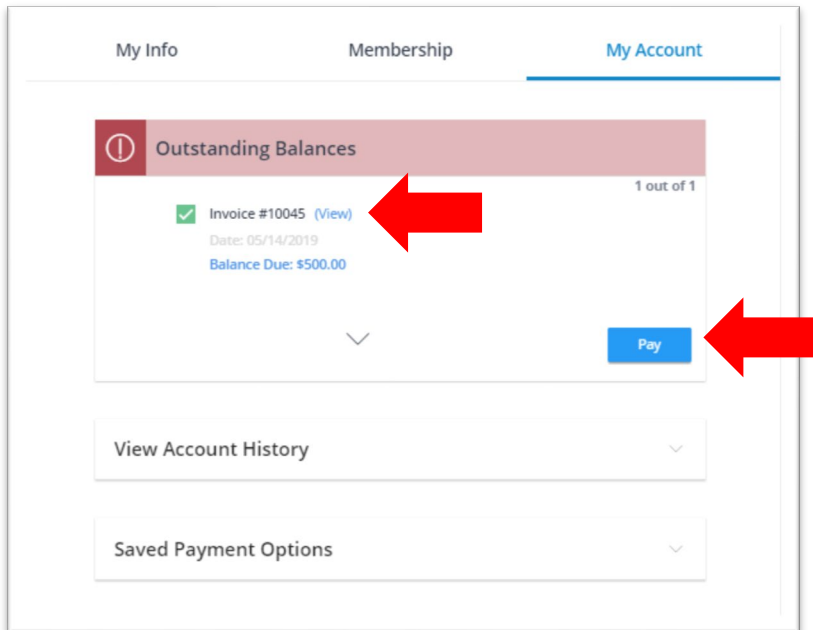
1. Access the Member Portal link from the IHCA website.
  - Select the **Member Portal logo** at the bottom left of the home page.
  - Select the **Access IHCA Member Portal** button.
2. Log in to the Member Portal **and select your Organizational Profile if you are the Primary Executive Admin, and then My Profile.**



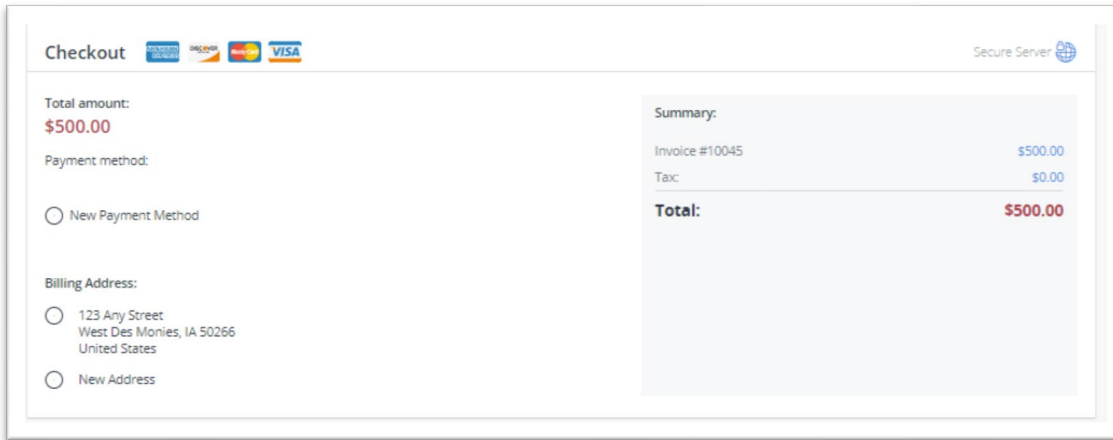
3. Select the **My Account** tab to view outstanding invoices.



4. To pay an invoice, check the box next to the invoice, and select the *Pay* button.



5. Select your preferred Payment Method, and then select the Checkout button.
  - a. Select New Payment Method for credit card payment.
  - b. Select Billing Address to receive an invoice.



The screenshot shows a checkout interface with the following elements:

- Checkout** header with logos for American Express, Discover, Mastercard, and Visa.
- Total amount:** \$500.00
- Payment method:** Radio button for **New Payment Method**.
- Billing Address:** Radio button for **123 Any Street, West Des Moines, IA 50266, United States** and radio button for **New Address**.
- Summary table:**

Summary:	
Invoice #10045	\$500.00
Tax:	\$0.00
<b>Total:</b>	<b>\$500.00</b>

➤ *Members in good standing will have the choice to pay by credit card or to be billed for education. Members who choose to be billed will receive their invoice via email.*

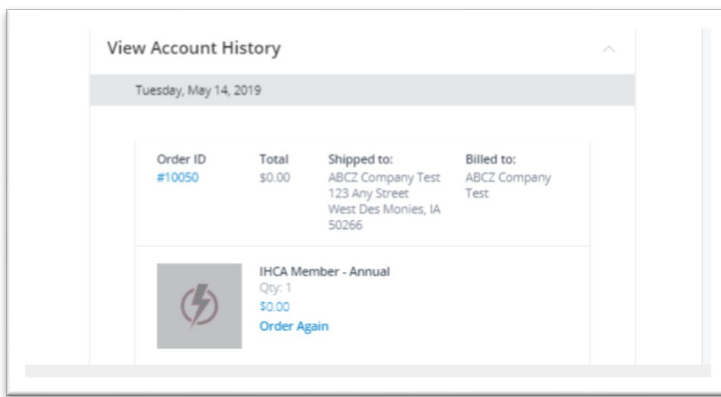
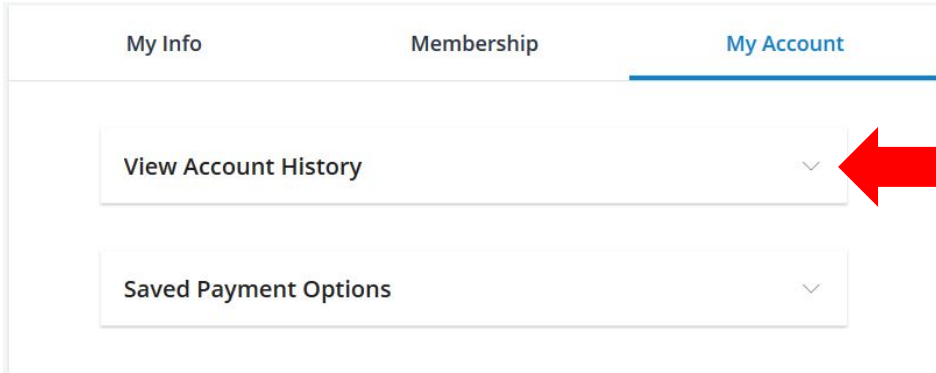
*Credit card payments will be required only under the following circumstances:*

- *Outstanding balance due to IHCA is over \$5,000 and 60 days past due from the invoice or charge for any facility*
- *Non-members and associate members*

*An IHCA staff member will contact the facility before they are moved to credit card only option to discuss that facility's payment options.*

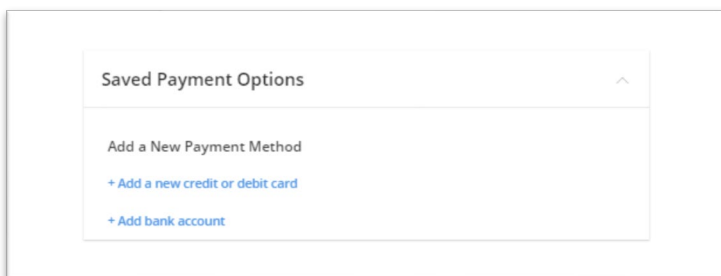
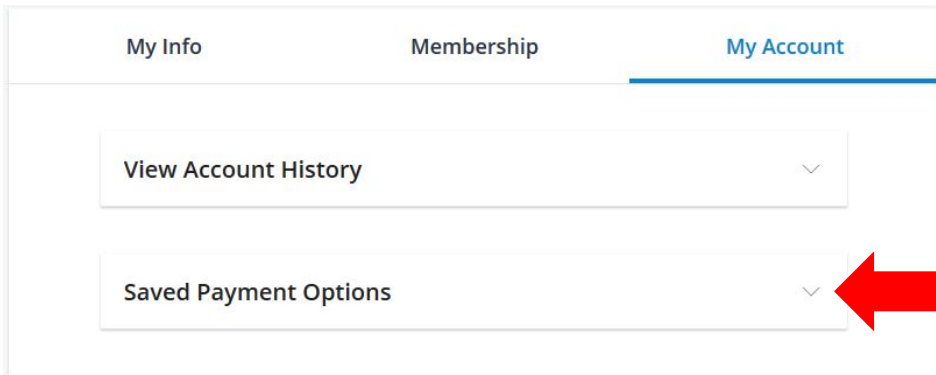
## How to View Your Account History

1. From the My Account tab, select the arrow next to **View Account History**.



## How to View Saved Payment Options

1. From the My Account tab, select the arrow next to View Saved Payment Options.



2. From here you can add credit card, debit card or bank account information. *You can save your payment information on your account so that you don't have to re-enter it again. This information is kept secured with the credit card processing company. Once the card is saved, the system will mask the card number for future use.*

