

How to Pay an Invoice

This training identifies how to pay invoices online.

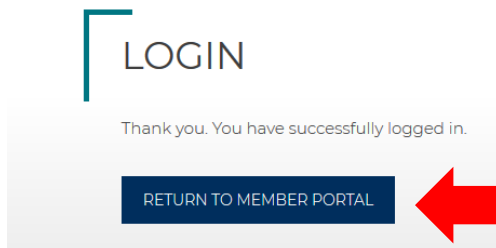
IMPORTANT: Before you begin the instructions below, first check the web browser you are using. Do not use Microsoft Internet Explorer, as this browser is not up to date with current web standards. Please do use Mozilla Firefox, Edge, or Google Chrome instead.

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).

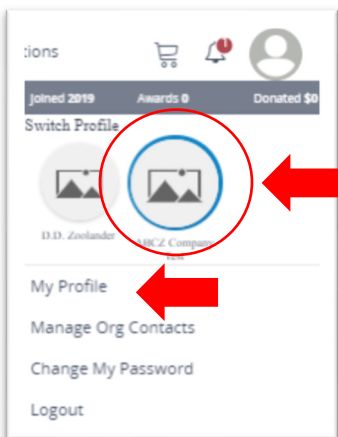
Contact your administrator or IHCA at 800-422-3106 to determine who is your Primary Executive Admin.

How to View and Pay Invoices

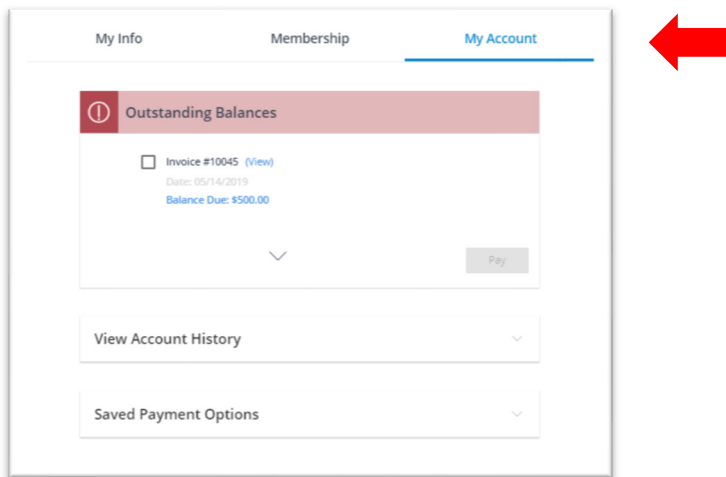
1. Log in from the IHCA website.
 - Select **Login** from the upper right corner of the home page.
 - Login and then select **Return to Member Portal**.



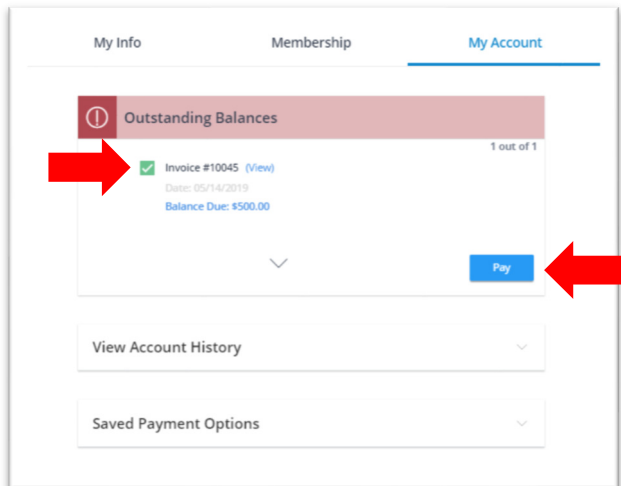
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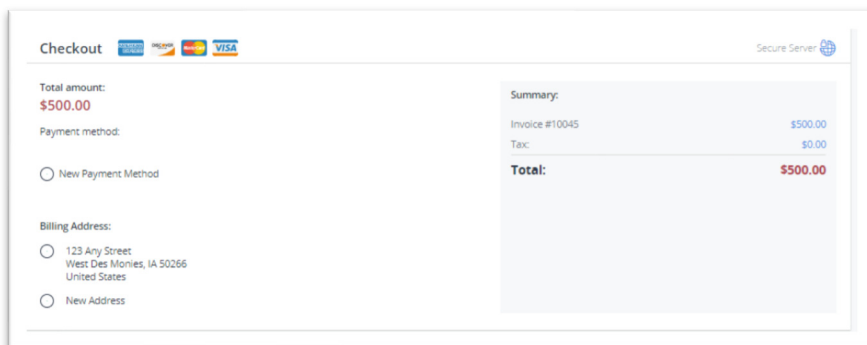
3. Select the **My Account** tab to view outstanding invoices.



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.
- Select New Payment Method for credit card payment.
 - Select Billing Address to receive an invoice.



- *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.*

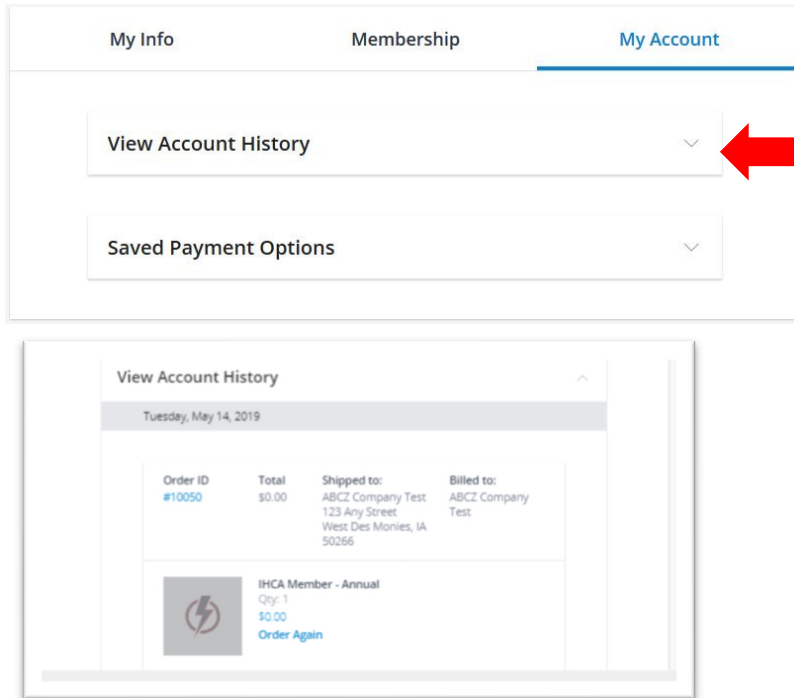
Credit card payments will be required only under the following circumstances:

- *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.

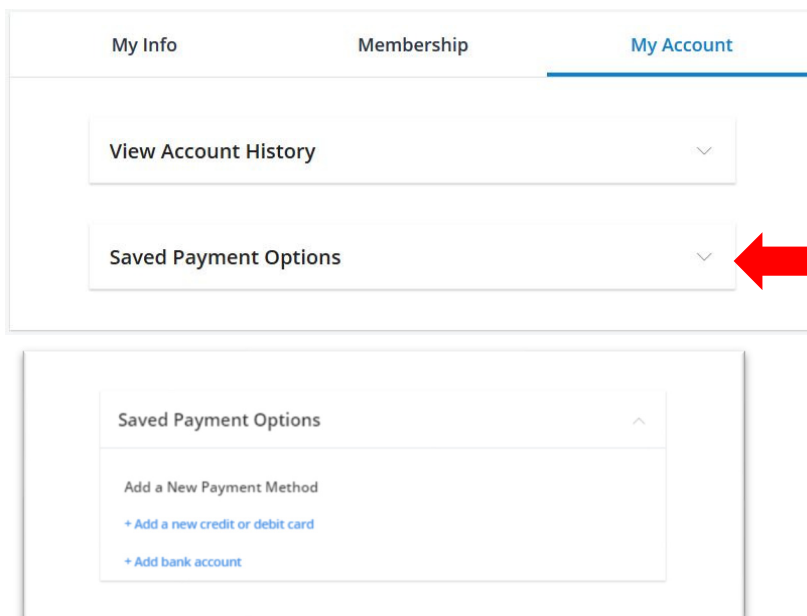
How to View Your Account History

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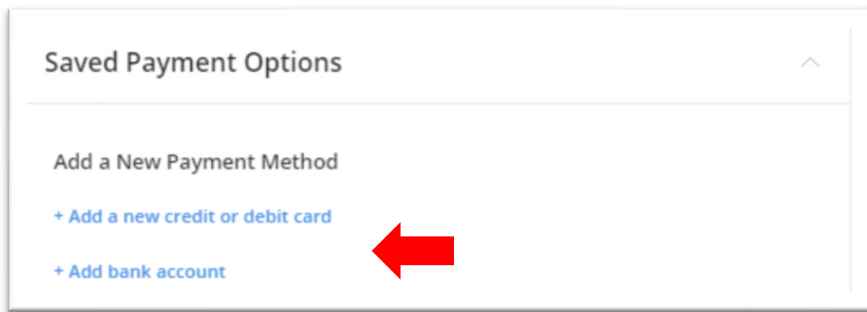


How to View Saved Payment Options

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.*



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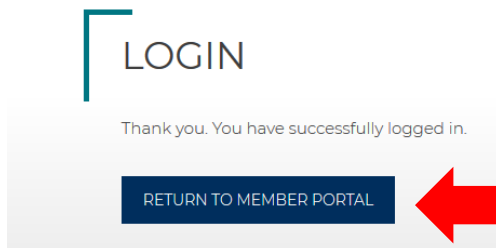
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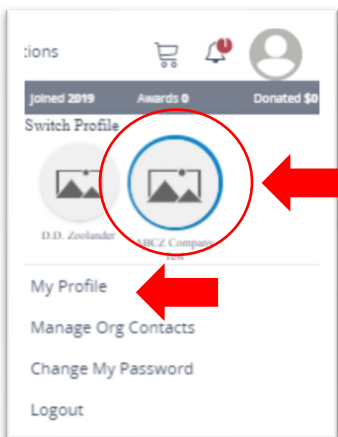
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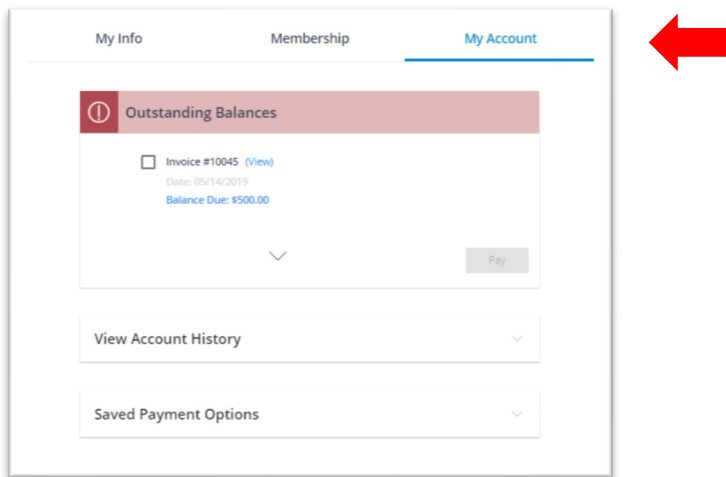
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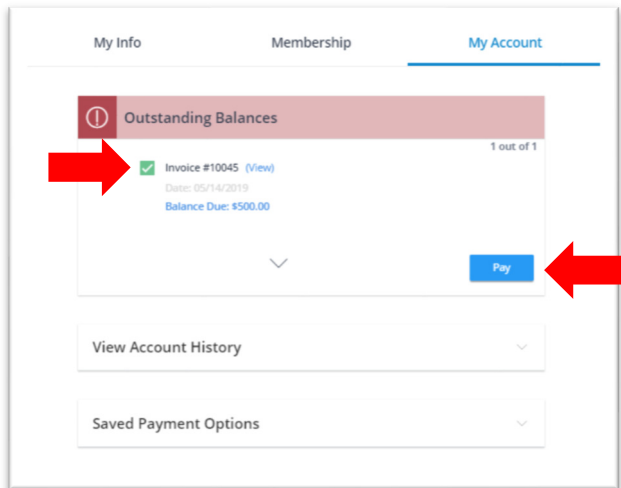
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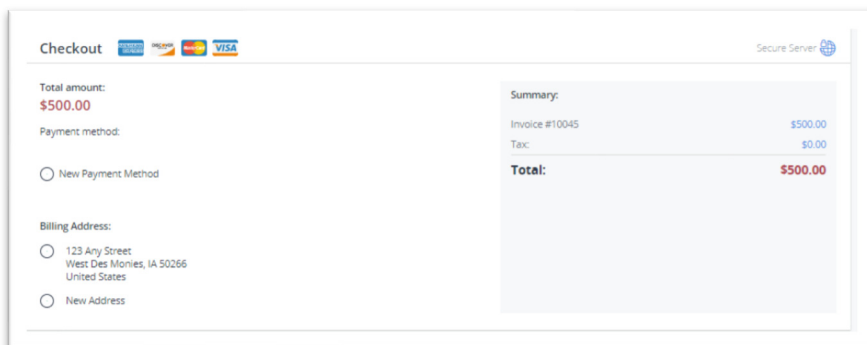
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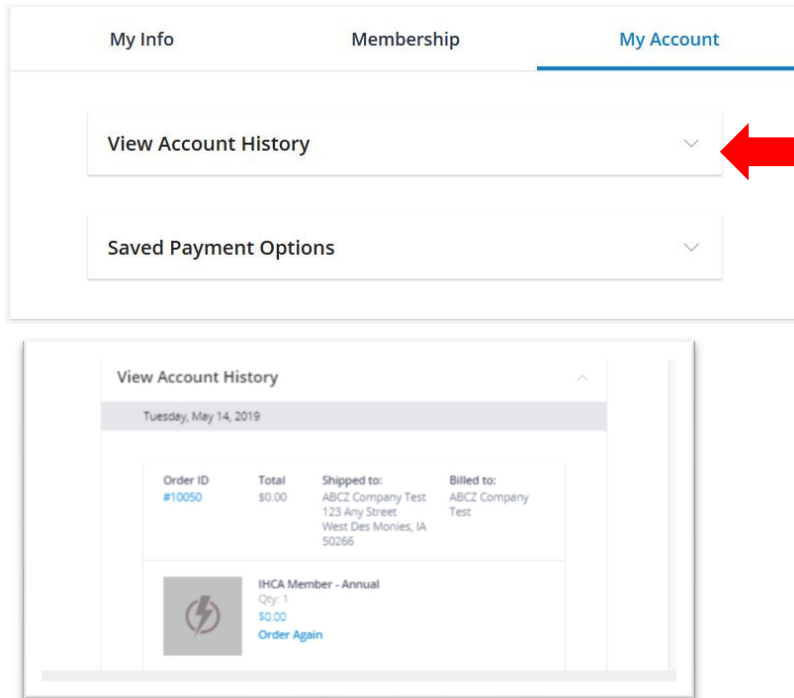
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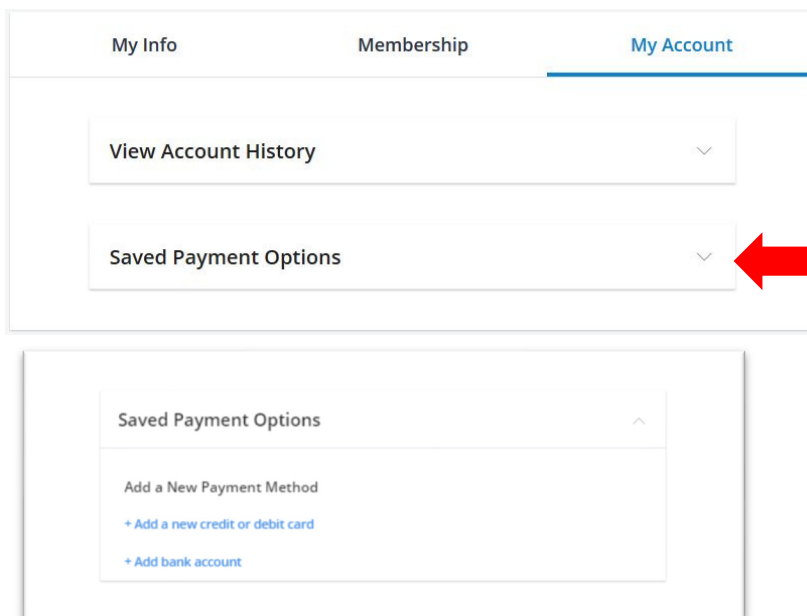
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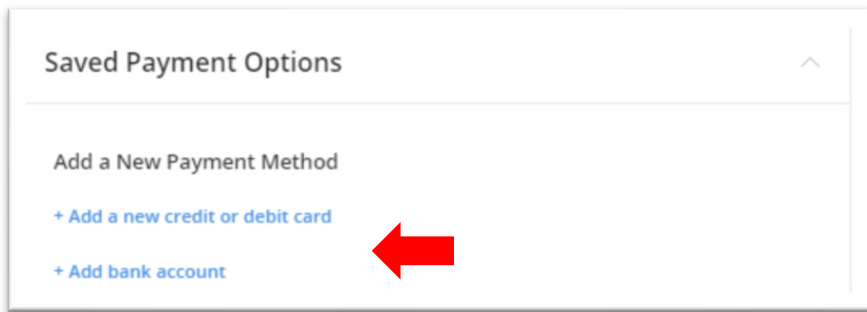


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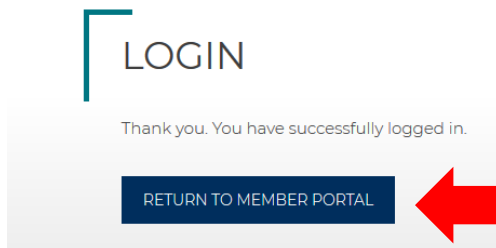
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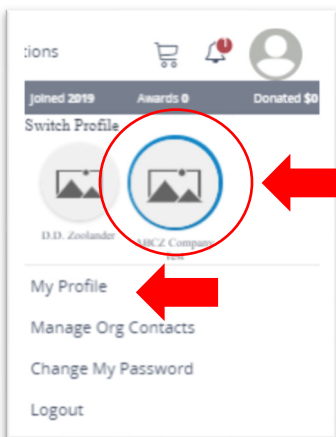
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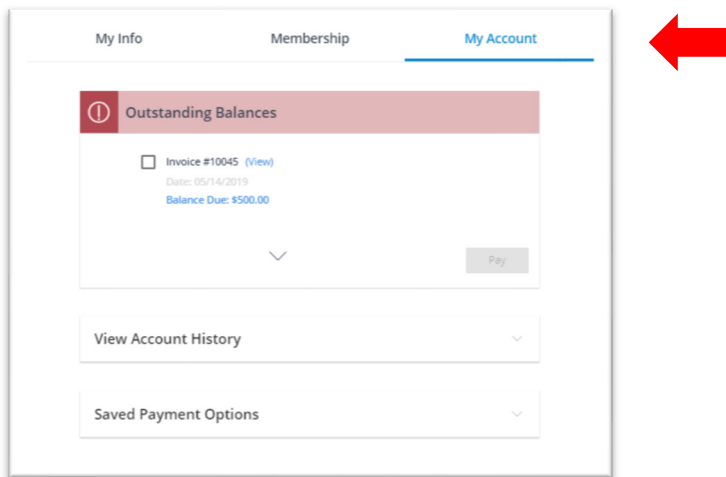
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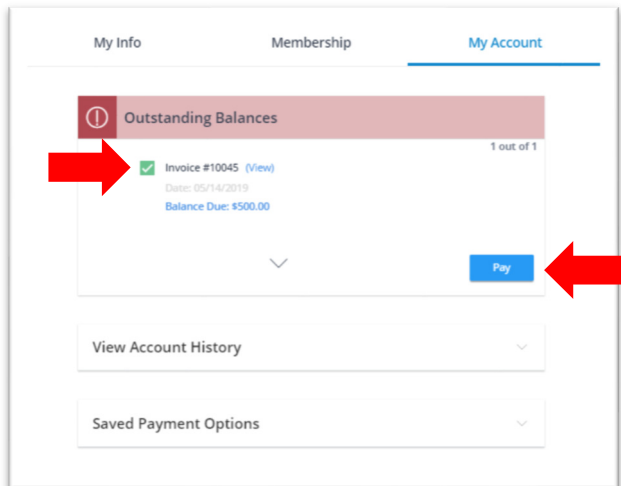
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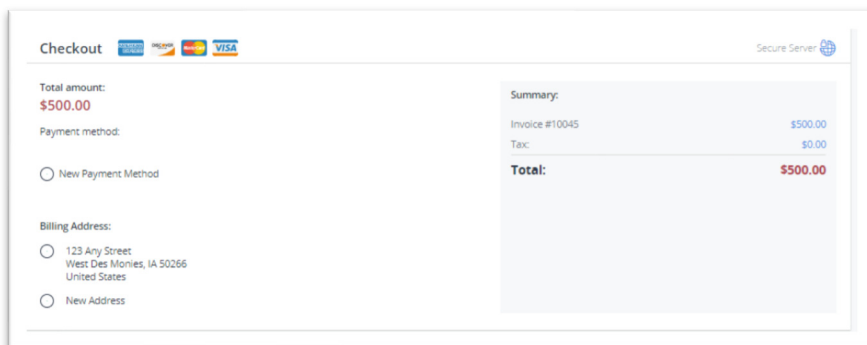
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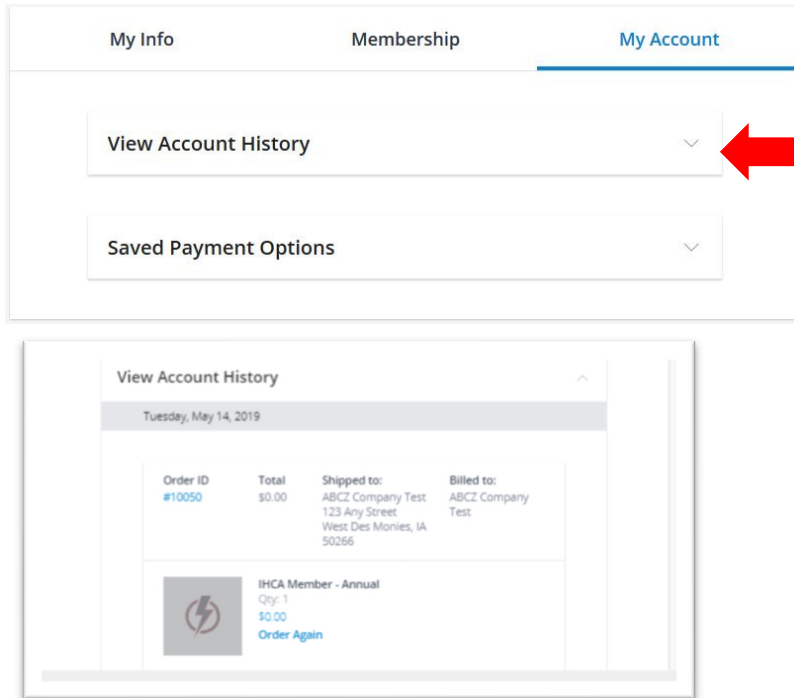
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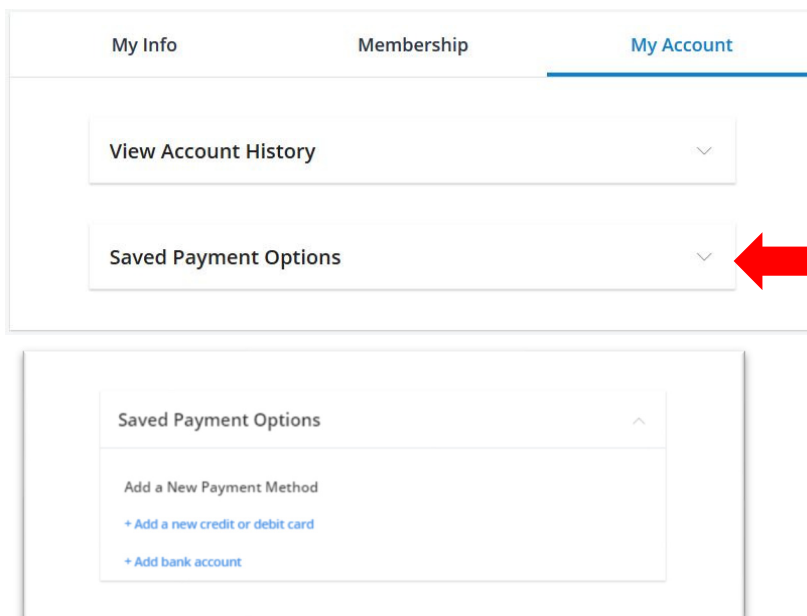
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