

2012 AHCA/NCAL National Quality Award Program How to Submit the Application Fee

Please note: payment must be made by credit card. No other forms of payment will be accepted.

Go to the online application payment website:

<https://webportal.ahca.org/Custom/QualityAwardApplication.aspx>

Step 1: Contact Search

On the contact search page, search for your name to confirm whether you are in our database. **For best results, please use your last name only.** You may need to scroll down to see the search results. Once you find your name, click on it to proceed to the next page.

- If you do not find your name, please click the link to add yourself to our database. Once you have added yourself to the database, please return to the payment website.

Sign in Page

After you have clicked on your name, you will be taken to the sign in page. Please enter your email address and password.

- **If you do not know your password**, please click on the “forgot your password” link. Here you will be able to enter your email to have your password sent to you.
- If you are taken to a page that reads “we're sorry, but your email is not in our database” please contact quality-award@ahca.org to update your profile – do not create a new contact.

Step 2: Facility Search

After you have successfully signed in, you will be taken to the facility search page. **For best results, please search using your zip code only.** If this does not work, try searching by the first one or two words in your facility name. The system will look for an exact match so if your facility's name is not in our system exactly as you are typing it, you will not find it. you find your facility's name, please click on it to proceed to the payment page.

- **If you cannot find your facility**, please contact quality-award@ahca.org for assistance.

Step 3: Fee Selection

After you have clicked on your facilities name, you will be taken to the application fee payment page. Please select the award level for which you are submitting your application. If you are submitting an application payment for one facility only, click “Submit and go to Payment.” If you need to submit for additional facilities, click “Submit and add another Facility” to return to the facility search page.

Shopping Cart

On the Shopping Cart page, first confirm that everything is correct, and then click the “Continue to payment” link in the lower-right corner. **You may have to scroll to the right to find this link.**

Payment Process

Enter your credit card information and click “Submit Payment” (in the lower-right corner of the screen) to complete the process. AHCA accepts Master Card, Visa, and American Express.

Confirmation

Once you have successfully submitted payment, you will be taken to confirmation screen and will also receive a receipt via email confirming your payment. Once you receive confirmation of your payment, you have successfully submitted your application fee!