The Quality Award Portal: Submitting a Payment

This guide aims to help you submit an Intent to Apply or application payment in the Quality Award Portal. If you have any questions, please contact the Quality Award team at qualityaward@ahca.org.

1. Log into the Quality Award Portal.
2. If you are not on your center/corporation’s portal, click on your center’s name from the Building dropdown.

![Image of Quality Award Portal interface]

Welcome Christine Wilson

1. To get started, click Access to a Center/Corporation on the right.
2. Once your access to a center/corporation is approved, click on the building icon next to User Dashboard at the top of the page to go to your center/corporation’s page.
3. If you are an Examiner, click on Examiner in the upper right hand corner. To access Examiner Documents, click on your first initial in the upper right hand corner and select Examiner Resources.
   For assistance, click on your first initial in the upper right hand corner and click Help.

<table>
<thead>
<tr>
<th>MY CENTER/CORPORATION</th>
<th>MY EXAMINER APPLICATIONS (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor</td>
<td>Organization</td>
</tr>
<tr>
<td>Open</td>
<td>CW Test Corporation #1</td>
</tr>
<tr>
<td>Christine Wilson</td>
<td>05/05/2019</td>
</tr>
<tr>
<td>Approved</td>
<td>Corporate Account Administrator</td>
</tr>
<tr>
<td>AHCA/NCAL Administrator</td>
<td></td>
</tr>
</tbody>
</table>
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3. Once you are on your center/corporation’s portal you can submit a payment by click on the Payment tab on the top right or the Pay button.

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The 2023 application and application payment deadline is January 26, 2023.
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4. Select the payment that you would like to process and click **Add to Cart**. You can click on the **Added to Cart** tab to see all the products that are in your cart. Click on **Check Out** when you are ready to check out.

4a. When you add an item to your cart the pop-up below will display. Click **Yes**.
5. Review your order and click **Continue to Check Out** to make the payment. If you need to add or remove items, click **Add/Remove Products**.
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Note: it may take a few seconds to get to the next screen. Please don’t refresh your internet browser, but you may need to click the yellow Refresh button on your cart if you see this message below.

6. Click **Buy Now** to enter your payment details.
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7. A PayPal window will open. Scroll down to click on **Pay with Debit or Credit Card**, then enter your email address, payment details, and then click **Continue**. You will see these screens in the pop out window. **You do not need to log into Paypal or create a PayPal account.**
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8. Once your payment information is captured you will be brought back to the Quality Award Portal. You must click **Complete Payment** to complete the payment.

Once the payment is complete you will receive an alert that the payment is complete at a “transaction was successful” message.
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Additionally, you will receive an email from PayPal with the receipt. Do not delete this email.

You can view the invoices for past payments submitted by your center/corporation under **Historical Invoices**.

### DESCRIPTION OF TABS LISTED BELOW

**Available Products**: All products your center(s) are currently eligible to pay for.

**Added to Cart**: All products added to your cart.

**Items in Others' Carts**: Item(s) in the cart(s) of other users connected to your center/corporation.

**Corporate Purchases**: A record of payments submitted for you by your corporation. Note: This will not display for a Corporate Account Administrator.

**Historical Invoices**: A record of all the past payments submitted by your center/corporation.

*For assistance, click on your first initial in the upper right hand corner and click Help.*

**The 2023 application and application payment deadline is January 26, 2023.**

<table>
<thead>
<tr>
<th>#</th>
<th>Ordered On</th>
<th>Organization/Group Name</th>
<th>Purchaser</th>
<th>Status</th>
<th>Amount</th>
<th>Payment Received On</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>09/01/2022 11:26</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>Purchased</td>
<td>$0.00</td>
<td>09/01/2022 11:26:46 AM</td>
</tr>
</tbody>
</table>