

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.

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**.*

MY CENTER/CORPORATION MY EXAMINER APPLICATIONS (0)

Requestor	Organization	Date Request Submitted	Status	Role	Awaiting Approval From	
Open	Christine Wilson	CW Test Corporation #1	06/05/2019	Approved	Corporate Account Administrator	AHCA/NCAL Administrator

The Quality Award Portal: Submitting a Payment

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.



DESCRIPTION OF TABS LISTED BELOW

Apply: All awards your center(s) are currently eligible to apply for. Not available for center associates.

Current Applications: All applications your center(s) are currently working on.

Award History: Past award history for your center(s).

Access Requests for Approval: A list of all requests for access that need your approval. Not available for center contacts and center associates.

Center/Corporation Users: A list of all users connected to this center/corporation.

You can search for a center using the search bar and then clicking the magnifying glass Magnifying Glass .

You can use the export button Export Button to export a list to Excel.



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.


APPLY (1)		CURRENT APPLICATIONS		AWARD HISTORY		ACCESS REQUESTS FOR APPROVAL (0)		CENTER/CORPORATION USERS (0)		⚠ REQUIRES ATTENTION (0)	
<div><div></div><div><div></div><div>×</div><div>Q</div></div><div>1-1 of 1</div><div><</div><div>></div></div>											
Year	Type	Organization / Group	Level	ITA Deadline	Deadline						
2023	SNF		Bronze	11/15/2022	01/26/2023	Apply Now	Pay				

The Quality Award Portal: Submitting a Payment

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.



ApplicationsPayment

4

Check Out

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**.

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3

AVAILABLE PRODUCTS (1)ADDED TO CART (0)ITEMS IN OTHERS' CARTSCORPORATE PURCHASESHISTORICAL INVOICES

2Add to Cart

1

☐

Organization/Name

Product

Cost

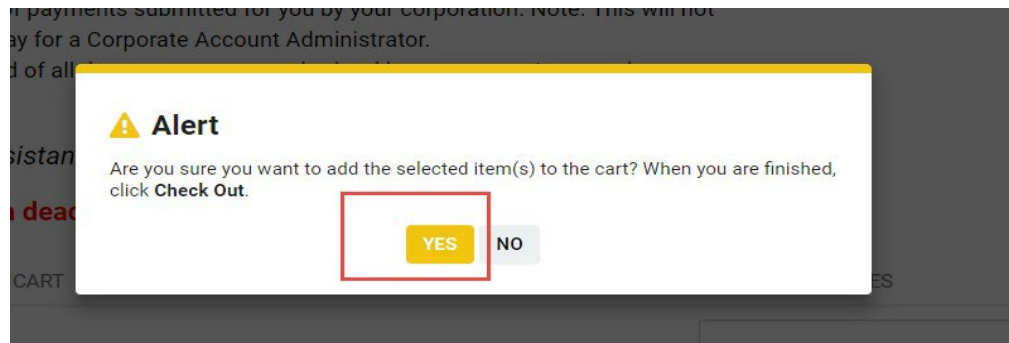
☒

2023 Intent to Apply for National Quality Award Bronze SNF

\$75

- 4a. When you add an item to your cart the pop-up below will display. Click **Yes**.

The Quality Award Portal: Submitting a Payment



The Quality Award Portal: Submitting a Payment

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**.

Order # 13724

1. Click **Continue to Check Out** to process your payment.
2. Click **Add/Remove Products** to add or remove items from your cart.

☒ Batch Update Complete
1 records updated

Step 1 - Review Your Order

Center/Corporation

[Redacted]

Invoice Initiated By

[Redacted]

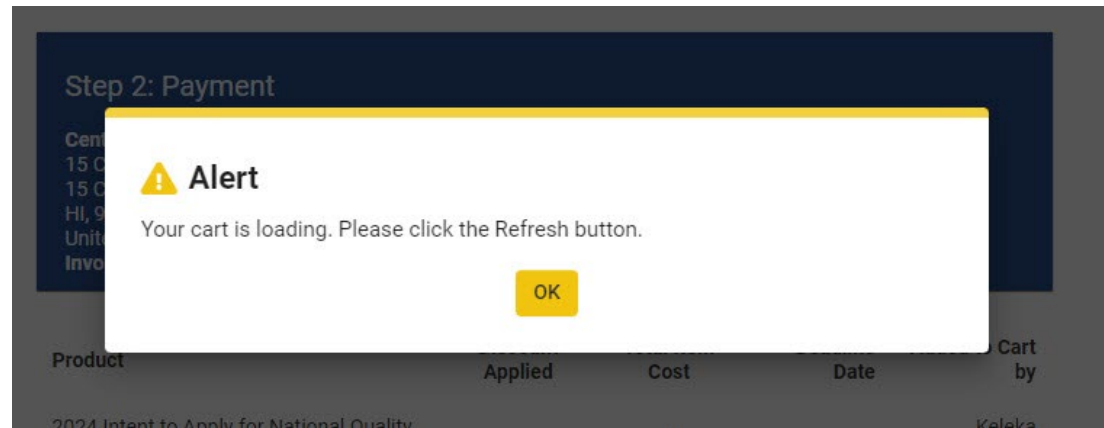
Product	Discount Applied	Total Item Cost	Deadline Date	Added to Cart by
2023 Intent to Apply for National Quality Award Bronze SNF	N/A	\$75.00	11/15/2022	[Redacted]
Total:				\$75.00

Add/Remove Products

» Continue to Check Out

The Quality Award Portal: Submitting a Payment

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.

Step 2: Payment

Center/Corporation

Invoice Initiated by:

Product	Discount Applied	Total Item Cost	Deadline Date	Added to Cart by
2023 Intent to Apply for National Quality Award Bronze SNF	N/A	\$75.00	11/15/2022	
Total:				\$75.00

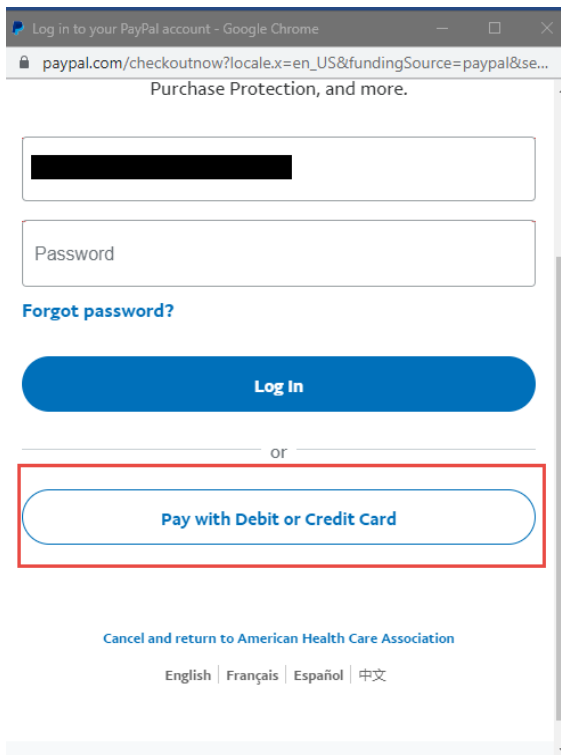
Buy Now

Cancel Payment

Refresh

The Quality Award Portal: Submitting a Payment

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.*



Log in to your PayPal account - Google Chrome

paypal.com/checkoutnow?locale.x=en_US&fundingSource=paypal&se...

Purchase Protection, and more.

[Redacted Email Address]

Password

[Forgot password?](#)

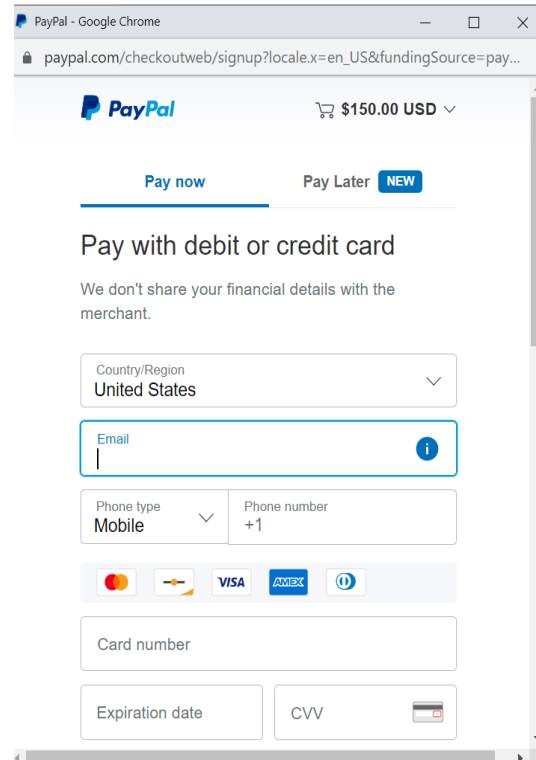
Log In

or

Pay with Debit or Credit Card

[Cancel and return to American Health Care Association](#)

English | Français | Español | 中文



PayPal - Google Chrome

paypal.com/checkoutweb/signup?locale.x=en_US&fundingSource=pay...

PayPal \$150.00 USD

Pay now **Pay Later** **NEW**

Pay with debit or credit card

We don't share your financial details with the merchant.

Country/Region
United States

Email

Phone type
Mobile

Phone number
+1

Card number

Expiration date

CVV

The Quality Award Portal: Submitting a Payment

PayPal - Google Chrome

paypal.com/checkoutweb/signup?locale.x=en_US&fundingSource=pay...

Street address
123 Apple Road

Apt., ste., bldg. (optional)

City
Washington

State
District of Columbia

ZIP code
00000

☒ Shipping same as billing address

If your details match a PayPal account, we'll add this purchase to give you eligible benefits like Purchase Protection.

By continuing, you confirm you're 18 years or older.

You'll return to the merchant to complete your purchase.

Continue

PayPal - Google Chrome

paypal.com/checkoutweb/signup?locale.x=en_US&fundingSource=pa...

Texas

ZIP code
[REDACTED]

☒ Shipping same as billing address

Save info & create your PayPal account ☒

Shop with confidence Shop millions of merchants

By creating an account, you confirm you're years old and agree to the [E-sign Consent Agreement](#) and [Privacy Statement](#).

You'll return to the merchant to complete your purchase.

Create Account & Continue

Have a PayPal account? [Log In](#)

toggle this off (from blue to the gray color) so that you do not create a PayPal account

The Quality Award Portal: Submitting a Payment

- 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.

Product	Discount Applied	Total Item Cost	Deadline Date
2019 Intent to Apply for National Quality Award Bronze SNFAL	\$74.50	\$0.50	11/08/2018

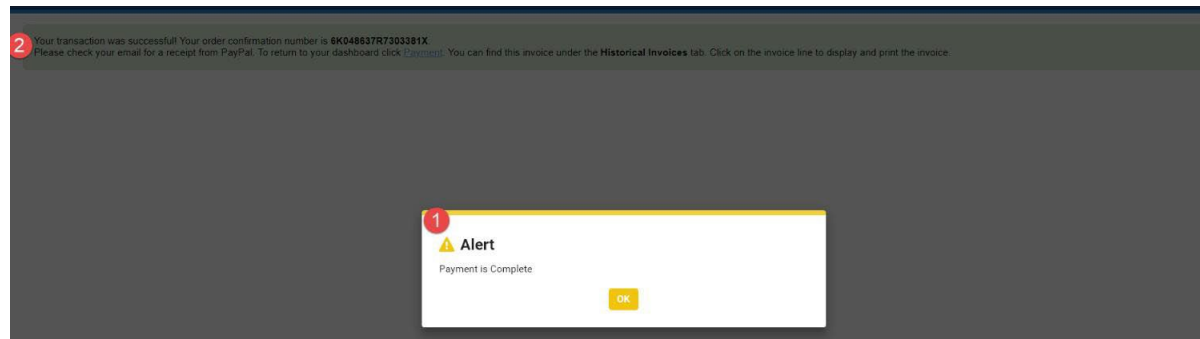
Total: \$0.50

Ship to: [Redacted]

[Complete Payment](#)

[Cancel 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 (service@paypal.com) with the receipt. Do not delete this email.

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

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AVAILABLE PRODUCTS (1) ADDED TO CART (0) ITEMS IN OTHERS' CARTS CORPORATE PURCHASES **HISTORICAL INVOICES**

1-1 of 1

#	Ordered On	Organization/Group Name	Purchaser	Status	Amount	Payment Received On
Order # 13725	09/01/2022 11:26			Purchased	\$0.00	09/01/2022 11:26:46 AM