

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 **User Dashboard** 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

- 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.

The screenshot shows the top navigation bar with the AHCA and NCAL logos on the left and 'Applications' and 'Payment' tabs on the right. The 'Payment' tab is highlighted with a red box and a red arrow pointing up. Below the navigation bar, the page title is 'Gables Home - Test Center Portal'. The address is '123 Main St. Alexandria VA 22305'. A section titled 'DESCRIPTION OF TABS LISTED BELOW' contains several paragraphs of text. A red text line states 'The application deadline is January 31st, 2019 at 8 PM EST.'. Below this is a navigation menu with 'APPLY (9)' selected. A search bar is present. A table with columns for Year, Type, Organization / Group, Level, ITA Deadline, and Deadline is shown. The table has two rows for 2019 SNFAL applications. Each row has 'Apply Now' and 'Pay' buttons. The 'Pay' button in the first row is highlighted with a red box and a red arrow pointing down.

Applications **Payment**

Gables Home - Test Center Portal

123 Main St.
Alexandria VA 22305

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.

*For assistance, click **Help** in the top blue bar.*

The application deadline is January 31st, 2019 at 8 PM EST.

APPLY (9) CURRENT APPLICATIONS AWARD HISTORY CENTER/CORPORATION USERS (4)

| Year | Type | Organization / Group | Level | ITA Deadline | Deadline | Apply Now | Pay |
|------|-------|---------------------------|--------|--------------|------------|-----------|-----|
| 2019 | SNFAL | Gables Home - Test Center | Bronze | 11/08/2018 | 01/31/2019 | Apply Now | Pay |
| 2019 | SNFAL | Gables Home - Test Center | Silver | 11/08/2018 | 01/31/2019 | 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.

AHCA **NCAL**
AMERICAN HEALTH CARE ASSOCIATION NATIONAL CENTER FOR ASSISTED LIVING

Applications Payment

Gables Home - Test Center Portal

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 **Help** in the top blue bar.

The application deadline is January 31st, 2019 at 8 PM EST.

AVAILABLE PRODUCTS **3** ADDED TO CART ITEMS IN OTHERS' CARTS CORPORATE PURCHASES HISTORICAL INVOICES

2 Add to Cart

| <input type="checkbox"/> | Organization/Name | Product | Cost |
|-----------------------------------|---------------------------|--|-------|
| 1 <input type="checkbox"/> | Gables Home - Test Center | 2019 Intent to Apply for National Quality Award Silver SNFAL | \$150 |
| <input type="checkbox"/> | Gables Home - Test Center | 2019 Intent to Apply for National Quality Award Gold SNFAL | \$300 |
| <input type="checkbox"/> | Gables Home - Test Center | 2019 Intent to Apply for National Quality Award Bronze AL | \$75 |

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

Alert

Are you sure you want to add the selected item(s) to the cart? When you are finished, click **Check Out**.

YES NO

The Quality Award Portal: Submitting a Payment

- Review your order and click **Continue to Check Out** to make the payment. If you need to add or remove items, click **Continue Shopping**.

Order # 10630

Step 1 - Review Your Order

Center/Corporation
████████████████████
████████████████████
ME, 04043-6558
United States
Purchaser: Neal Davis

| Product | Discount Applied | Total Item Cost | Deadline Date |
|---|------------------|-----------------|-----------------|
| 2021 Intent to Apply for National Quality Award Silver AL | N/A | \$150.00 | 11/12/2020 |
| | | Total: | \$150.00 |

[Add/Remove Products](#)

[» Continue to Check Out](#)

Note: it may take a few seconds to get to the next screen. Please don't refresh.

The Quality Award Portal: Submitting a Payment

6. Click **Buy Now** to enter your payment details.

Batch Update Complete ✕
1 records updated

of < >

Instructions

- Click **Buy Now** to enter your payment details.
 - A pop-up window will appear. If it does not, make sure that your pop-up blocker is turned off.
 - Click **Pay with Debit or Credit Card** to enter your credit card details.
 - Once you enter your credit card information you will be brought back to this page.
- IMPORTANT: You must click **Complete Payment** to process payment.
 - A successful payment will generate a confirmation screen and an emailed receipt from PayPal.

Click **Cancel Payment** to cancel your order.

Step 2: Payment

Center/Corporation
Gables Home - Test Center
123 Main St., Alexandria
VA, 22305
United States
Purchaser: Urvi Patel

| Product | Discount Applied | Total Item Cost | Deadline Date |
|--|------------------|-----------------|---------------|
| 2019 Intent to Apply for National Quality Award Silver SNFAL | N/A | \$150.00 | 11/08/2018 |

Total: \$150.00

Buy Now

7. A PayPal window will open. Click on **Checkout as Guest** and enter your email address, payment details, and then click **Continue**. You will see these screens in the pop out window.

Log in to your PayPal account - Google Chrome

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

PayPal

Pay with PayPal

Enter your email or mobile number to get started.

Email or mobile number

Forgot email?

Next

or

Checkout as Guest

Cancel and return to American Health Care Association

Log in to your PayPal account - Google Chrome

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

PayPal

Check out as a guest

Enjoy the ease and security of PayPal even if you don't have an account. Enter your email to get started.

Enter email

Continue to Payment

Already have an account? [Log in](#)

Contact Us Privacy Legal Worldwide

PayPal - Google Chrome

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

PayPal

\$150.00 USD

PayPal Guest Checkout

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

Country/Region
United States

Card number

MM / YY CVV

Billing address

First name Last name

Street address

Continue

Cancel and return to merchant

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

- Choose PayPal on eligible merchant sites
- Review your purchase and click to pay

That's it! With One Touch, you can skip login on this device – no password or card info to enter. (We don't recommend enabling One Touch on shared devices.)

You'll need to create a password later to access all other member benefits and account statements – check your email for important details.

Save your payment info and create a PayPal account.

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

Continue

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

Cancel and return to merchant

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.

Step 2: Payment

Center/Corporation
Gables Home - Test Center
123 Main St., Alexandria
VA, 22305
United States
Purchaser: Urvi Patel

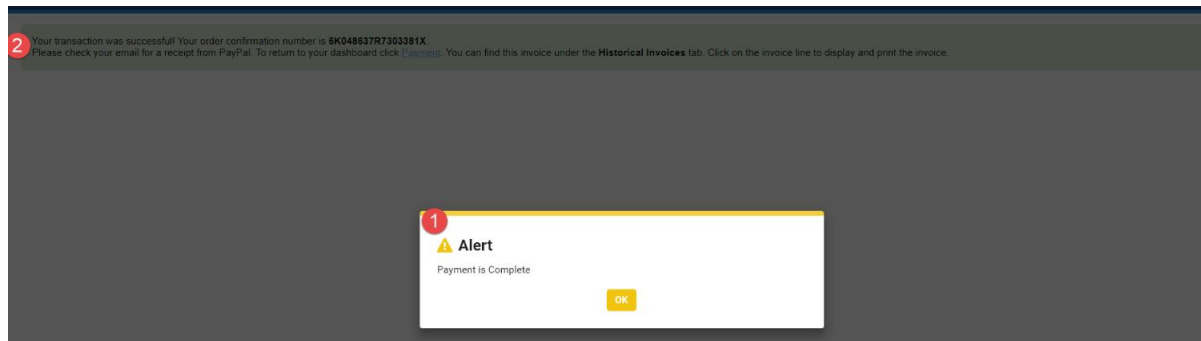
| Product | Discount Applied | Total Item Cost | Deadline Date |
|--|------------------|-----------------|---------------|
| 2019 Intent to Apply for National Quality Award Bronze SNFAL | \$74.50 | \$0.50 | 11/08/2018 |
| Total: | | | \$0.50 |

Ship to:
Urvi Patel, 8108 Locust St., Irving
TX 75063, US

[Complete Payment](#)

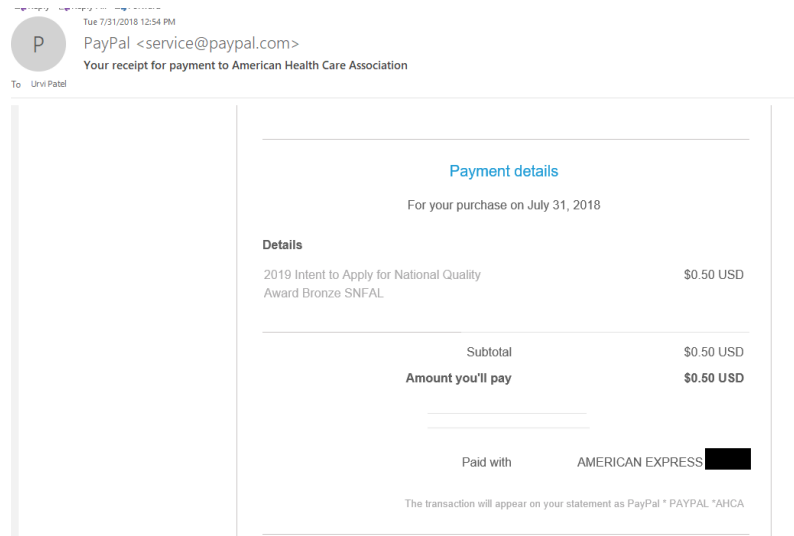
[Cancel Payment](#)

Once the payment is complete you will receive an alert that the payment is complete at a “transaction was successful” message.



The Quality Award Portal: Submitting a Payment

Additionally, you will receive an email from PayPal with the receipt.



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

NCAL
NATIONAL CENTERS FOR ASSISTED LIVING

Applications Payme

Gables Home - Test Center Portal

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 **Help** in the top blue bar.

The application deadline is January 31st, 2019 at 8 PM EST.

AVAILABLE PRODUCTS ADDED TO CART ITEMS IN OTHERS' CARTS CORPORATE PURCHASES **HISTORICAL INVOICES**

| # | Ordered On | Organization/Group Name | Purchaser | Status | Amount | Payment Received On |
|--------------|---------------------|---------------------------|------------|-----------|--------|------------------------|
| Order # 1251 | 2018-07-31 12:51:09 | Gables Home - Test Center | Urvi Patel | Purchased | \$0.50 | 07/31/2018 12:54:17 PM |

The Quality Award Portal: Submitting a Payment