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.
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.

![Gables Home - Test Center Portal](image)

**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.**

<table>
<thead>
<tr>
<th>Year</th>
<th>Type</th>
<th>Organization / Group</th>
<th>Level</th>
<th>ITA Deadline</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>SNFAL</td>
<td>Gables Home - Test Center</td>
<td>Bronze</td>
<td>11/08/2018</td>
<td>01/31/2019</td>
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<tr>
<td>2019</td>
<td>SNFAL</td>
<td>Gables Home - Test Center</td>
<td>Silver</td>
<td>11/08/2018</td>
<td>01/31/2019</td>
</tr>
</tbody>
</table>
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.

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

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.

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.
The Quality Award Portal: Submitting a Payment

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.
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.
The Quality Award Portal: Submitting a Payment