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.

Link to help video:
https://www.youtube.com/watch?v=N7e-KYDnWVw&t=0s&list=PLIIq9hl2n2LvvarN2SZXx_vNYrLLd0yT&index=5

1. Log into the Quality Award Portal.
2. If you are not on your center/corporation’s portal click on Navigate to get to your center/corporation’s portal.
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.
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**.
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**.
6. **Click Buy Now** to enter your payment details.

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

Click **Cancel Payment** to cancel your order.
7. A PayPal window will open. Click on **Pay with Debit or Credit Card** and enter your payment details and then click **Continue**.
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.

![Payment Information]

**Step 2: Payment**

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

<table>
<thead>
<tr>
<th>Product</th>
<th>Discount Applied</th>
<th>Total Item Cost</th>
<th>Deadline Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Intent to Apply for National Quality Award Bronze SNFAL</td>
<td>$74.50</td>
<td>$0.50</td>
<td>11/08/2018</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$0.50</td>
<td></td>
</tr>
</tbody>
</table>

Ship to:
Unvi Patel, 8106 Locust St., Irving
TX, 75063, US

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

**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.

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<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>2018-07-31 12:51:09</td>
<td>Gables Home - Test Center</td>
<td>Urv Patel</td>
<td>Purchased</td>
<td>$0.50</td>
<td>07/31/2018 12:54:17 PM</td>
</tr>
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</table>