

# 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](mailto: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.

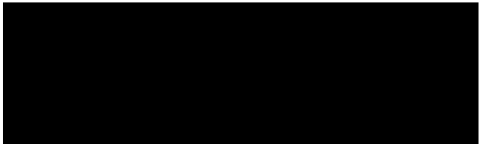
*For assistance, click on your first initial in the upper right hand corner and click **Help**.*

**MY CENTER/CORPORATION** MY EXAMINER APPLICATIONS (0)

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

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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.



### 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)

Search:  1-1 of 1

Year	Type	Organization / Group	Level	ITA Deadline	Deadline	
2023	SNF		Bronze	11/15/2022	01/26/2023	

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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.

NCAL

Applications Payment

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.

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3

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

2 Add to Cart

1

<input type="checkbox"/>	Organization/Name	Product	Cost
<input checked="" type="checkbox"/>		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**.

Alert

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

YES NO

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- 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]

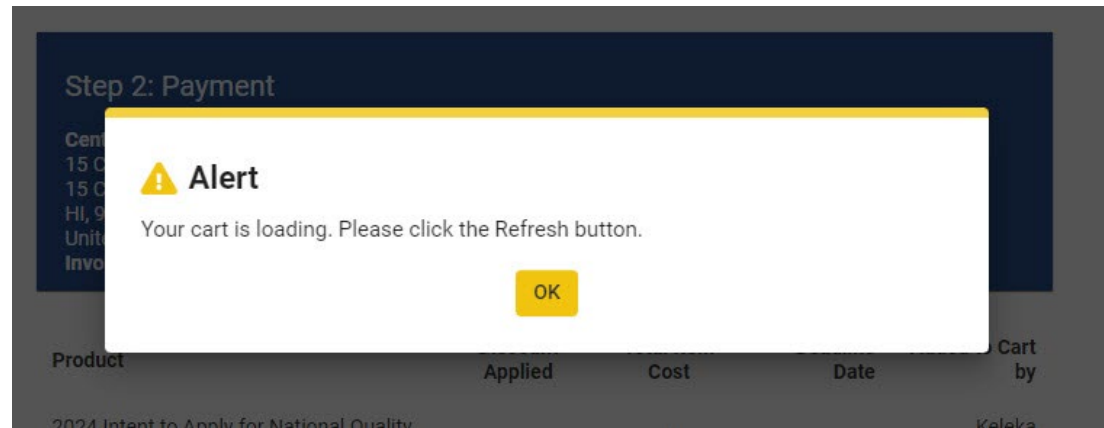
Product	Discount Applied	Total Item Cost	Deadline Date	Added to Cart by
2023 Intent to Apply for National Quality Award Bronze SNF	N/A	\$75.00	11/15/2022	[Redacted]
Total:				\$75.00

Add/Remove Products

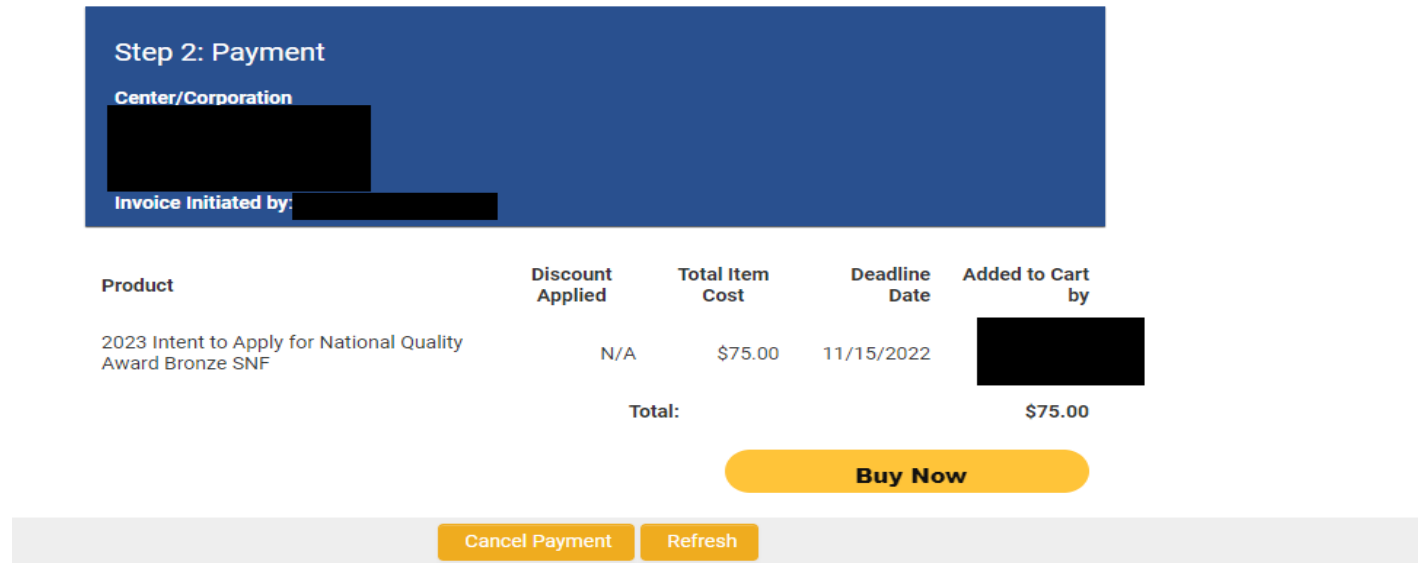
» Continue to Check Out

## 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.



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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.*

Log in to your PayPal account - Google Chrome  
paypal.com/checkoutnow?locale.x=en\_US&fundingSource=paypal&se...  
Purchase Protection, and more.

[Redacted]

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...  
\$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

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**

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- 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  
[Redacted]

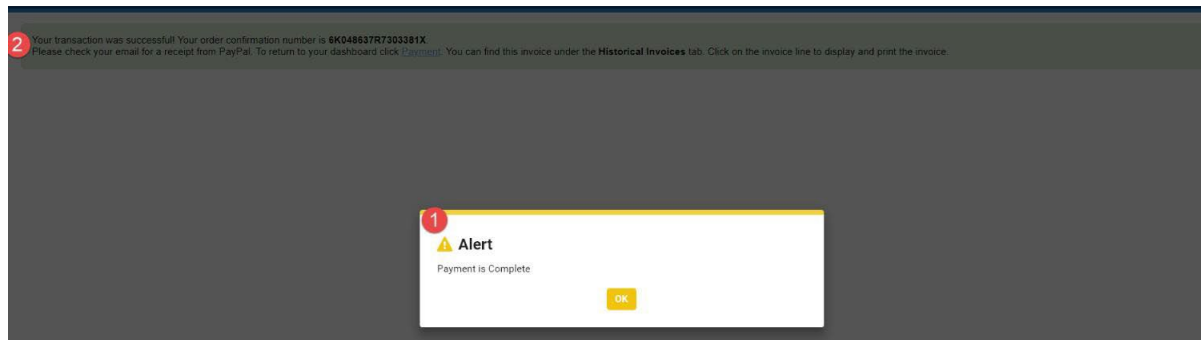
Purchaser: [Redacted]

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]

[Cancel Payment](#) [Complete 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. 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**

Search: [ ] 1-1 of 1 < >

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