

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

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- 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: x 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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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

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

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

Step 2: Payment

Center/Corporation
[Redacted]

Invoice Initiated by: [Redacted]

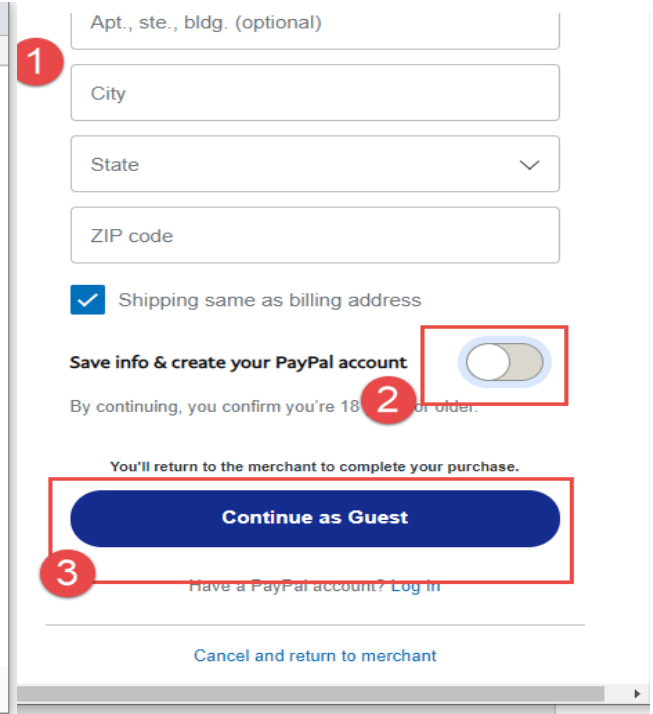
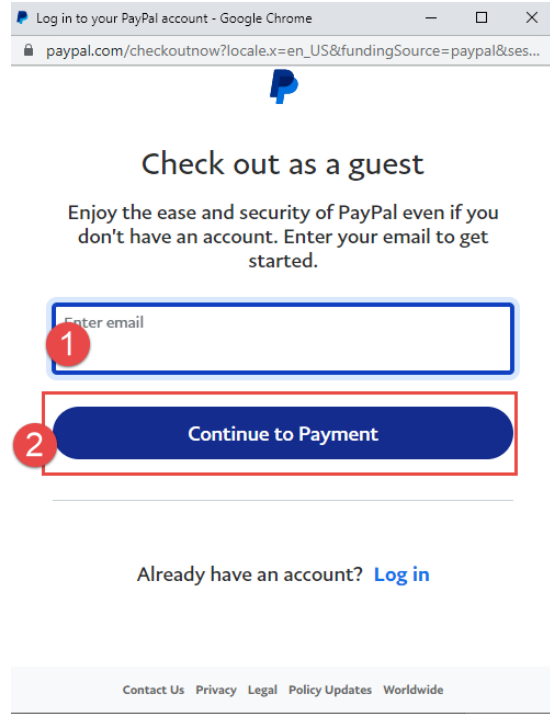
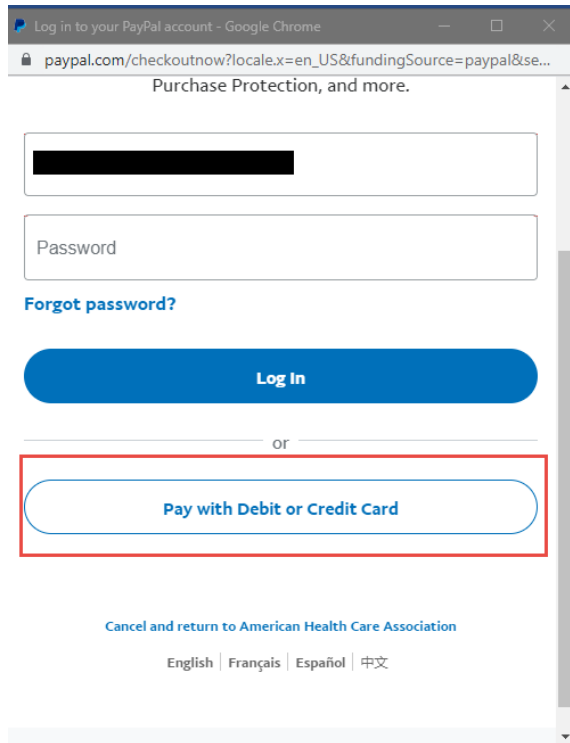
Product	Discount Applied	Total Item Cost	Deadline Date	Added to Cart by
2023 Intent to Apply for National Quality Award Bronze SNF	N/A	\$75.00	11/15/2022	[Redacted]
Total:				\$75.00

Buy Now

Cancel Payment Refresh

- A PayPal window will open. Click on **Pay with Debit or Credit Card** and enter your email address, payment details, toggle off “*Save info & create your PayPal account*”, and then click **Continue as Guest**. You will see these screens in the pop out window.

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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
Purchaser:

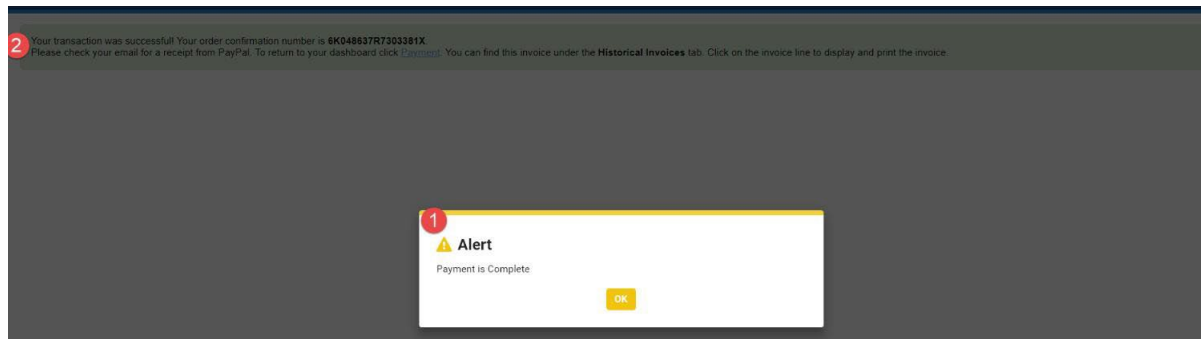
Product	Discount Applied	Total Item Cost	Deadline Date
2019 Intent to Apply for National Quality Award Bronze SNFAL	\$74.50	\$0.50	11/08/2018
Total:		\$0.50	

Ship to:

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 with the receipt.

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

 [Check Out](#)

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AVAILABLE PRODUCTS (1)	ADDED TO CART (0)	ITEMS IN OTHERS' CARTS	CORPORATE PURCHASES	HISTORICAL INVOICES		
<input type="text"/> <input type="button" value="x"/> <input type="button" value="Q"/> 1-1 of 1 <input type="button" value="<"/> <input type="button" value=">"/>						
#	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