OHCA MEMBER PORTAL: PAY AN INVOICE

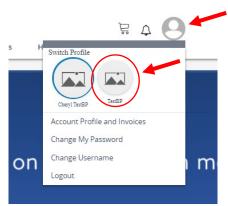


Login

Using your email and password, **login** to your individual portal account

Locate Invoices

If the invoices are on the organization's account, you will need to switch to that profile.



You can see which profile you are in by clicking the **profile** icon at the top right.

If you need to switch, select the organization's name.

View Invoices

The easiest way to check for invoices is to look at the alert bell at the top right on the page



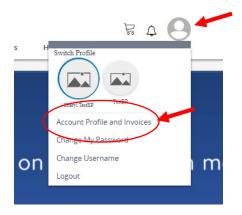
Click the **bell** and then [OUTSTANDING BALANCE]



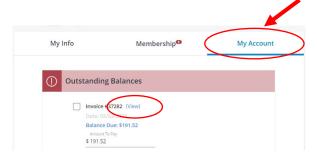
View Invoices (continued)

You can also view invoices by clicking your **profile icon**.

Select [ACCOUNT PROFILE AND INVOICES]



Select [MY ACCOUNT]



Current and past invoices are shown

Select Invoices for Payment

Select the invoices to pay or view

Click [VIEW] to open a PDF to save or print

Enter the payment amount and complete the payment process

If you need technical assistance, please reach out – OHCA-accounting@ohca.com or 503-726-5260. We are here to help. Thank you for using the OHCA member portal!