

How to Generate an Invoice and Make Credit Card/Check Payments

Generating an Invoice

1 From your online application, click "Invoice Generator".

The screenshot shows a web application interface. On the left is a navigation menu with the following items: All (6), Incomplete (3), Complete (4), Archived (2), My Judging Assignments, My Profile, Admin Panel, and Log Out. The main content area has a breadcrumb trail: Intent to Apply → Invoices and Application Payments - Part I → Applicant Signature Form → Invoices and Application Payments - Part II. Below the breadcrumb, there is a section titled "Please follow these instructions to generate an invoice and remit payment:" followed by two bullet points: "Application fees can be paid online via credit card or by mail via check." and "If paying by check, please mail your generated invoice and check made payable to NACCHO to: Project NACCHO Lockbox Processing, PO Box 79197, Baltimore, MD 21279-0197." Below this is a "Please Note:" section explaining the Invoice Generator tool and providing contact information for errors. At the bottom, there is a form field labeled "Application Invoice Number" with a red asterisk and a note to add a confirmation number.



You can also access the Invoice Generator through this link: eweb.naccho.org/eweb/DynamicPage.aspx?site=NACCHO&Webcode=EvtRedirectorTL&Reg_evt_key=fac47495-1f77-44eb-873f-25a522d04c681f8

2 Login to MyNACCHO using a personal account or LHD account.

- Home
- Log In
- My Information
- My Membership
- My Subscriptions
- My Transactions
- NACCHO Applications
- NACCHO Profile Report Dashboard
- Publications
- Toolbox

Login Required

NACCHO membership helps local health departments improve their workforce and infrastructure through robust benefits.

Login

Email address

Password

Login

Remember me

[Forgot Password?](#)

[Forgot Username?](#)

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- Publications
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Login Required

NACCHO membership helps local health departments improve their workforce and infrastructure through robust benefits.

Login

Email address

avigil@naccho.org

Password

Login

Remember me

[Forgot Password?](#)

[Forgot Username?](#)

New Users

p helps local health departments improve their workforce and infrastructure through unique and

Login

Email address

avigil@naccho.org

Password

••••••••••

Login

Remember me

[Forgot Password?](#)

[Forgot Username?](#)

Users

need to create an account to complete your request. It's fast and free.

an account today to:

3

Once logged in, you will be directed to the Registration page. Use the drop-down at the top of the page and select "Project Public Health Ready". Next, select the appropriate fee type to generate an invoice for:

1. Part 1 – Application Fee for PPHR
2. Part 2 – Application Fee for PPHR
3. PPHR Application Fee - Part 1 & 2 Combine

NACCHO
National Association of County & City Health Officials

Welcome back! MY CART | MY A

Home
My NACCHO
My Events
My Information
My Membership
My Subscriptions
My Transactions
NACCHO Applications
NACCHO Profile Report Dashboard
Publications
Toolbox

Registration

Applicant Information

Please select

Required

fee type: Please select

Required

name: Ms. Ashley Vigil

organization: National Association of County and City Health

address: Business: 1201 I ST NW

Required

phone: (602) 755-8100

[Home](#)[My NACCHO](#)[My Events](#)[My Information](#)[My Membership](#)[My Subscriptions](#)[My Transactions](#)[NACCHO Applications](#)[NACCHO Profile
Report Dashboard](#)[Publications](#)[Toolbox](#)[Log Out](#)

Registration

Applicant Information

Project Public Health Ready ▾

Required

fee type: Please select ▾

Required

name: Ms. Ashley Vigil

organization: National Association of County and City Health ▾

address: Business: 1201 I ST NW ▾

Required

phone: (202)756-0160 ▾

email: avigil@naccho.org ▾



Confirm your name, organization, address, phone number, and e-mail address are correct. If it is not, you will have to update your MyNACCHO profile on the top left before continuing.



The information under Applicant Information cannot be edited. If you are submitting payment on behalf another LHD (e.g., State paying for LHD application, or a regional coordinator paying for multiple LHDs), please add the name of the actual health agency applying for PPHR recognition in the Applying For section.

4

Chose the Product at the bottom of the page that corresponds with your application type, either First-Time Application or Re-Recognition application.

email:

Applying For:

org name:

city:

state:

Product	Price	Member Type	Ca
<input type="checkbox"/> Part 2 - First-Time Application Fee for Project Public Health Ready	2,500.00	[Any]	
<input type="checkbox"/> Part 2 - Re-Recognition Application Fee for Project Public Health Ready (must have a current recognition status)	1,250.00	[Any]	

0.00

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Product	Price	Member Type	Ca
<input type="checkbox"/> Part 2 - First-Time Application Fee for Project Public Health Ready	2,500.00	[Any]	
<input checked="" type="checkbox"/> Part 2 - Re-Recognition Application Fee for Project Public Health Ready (must have a current recognition status)	1,250.00	[Any]	

0.00

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5

Once you select the appropriate Product, click "Recalculate" and then click "Create Invoice".

ie Application Fee for Project Public 2,500.00 [Any]

gnition Application Fee for Project 1,250.00 [Any]
ady (must have a current recognition

250.00

recalculate

Create Invoice

Cancel

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How to Pay by Check

6

You will be directed to screen below after creating the invoice. From this screen, click "Print Invoice" to generate a PDF invoice for your PPHR Application fees. Please mail your check and invoice to:
Project Public Health Ready
NACCHO Lockbox Processing
PO Box 79197
Baltimore, MD 21279-0197

The screenshot shows a user dashboard. On the left is a sidebar menu with the following items: My NACCHO, My Events, My Information, My Membership, My Subscriptions, My Transactions, NACCHO Applications, NACCHO Profile Report Dashboard, Publications, Toolbox, and Log Out. The main content area on the right contains the following text: "Thank you for applying for Project Public Health Ready", "Please click the link below to print your invoice and remit payment via check t", "NACCHO, Project Public Health Ready", "NACCHO Lockbox Processing", "PO Box 79197", "Baltimore, MD 21279-0197", a "Print Invoice" button (highlighted with an orange circle), "Please click My Transactions to pay your PPHR Invoice by credit card.", and a "My Transactions" button.



Please make checks payable to NACCHO.

How to Pay by Credit Card

7 Click "My Transactions"

- [My Membership](#)
- [My Subscriptions](#)
- [My Transactions](#)
- [NACCHO Applications](#)
- [NACCHO Profile Report Dashboard](#)
- [Publications](#)
- [Toolbox](#)
- [Log Out](#)

Please click the link below to print your invoice and remit payment via check to:

NACCHO, Project Public Health Ready
NACCHO Lockbox Processing
PO Box 79197
Baltimore, MD 21279-0197

[Print Invoice](#)

Please click My Transactions to pay your PPHR Invoice by credit card.

[My Transactions](#)

8 This will direct you to screen below. This is a list of all your transactions on MyNACCHO. Click "Pay" for the invoices you wish to pay by credit card.

NACCHO National Association of County & City Health Officials Welcome back! MY

- [Home](#)
- [My NACCHO](#)
- [My Events](#)
- [My Information](#)
- [My Membership](#)
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- [NACCHO Profile Report Dashboard](#)
- [Publications](#)
- [Toolbox](#)
- [Log Out](#)

All Invoices

Invoice	Date	Total	Paid
347890	06/06/2023	\$1250.00	\$0.00
347889	06/06/2023	\$2500.00	\$0.00
327038	05/15/2023	\$1250.00	\$0.00
320679	01/31/2023	\$0.00	\$0.00
300585	03/11/2022	\$0.00	\$0.00

My Memberships

Association	Type	Status	Joined	Effect
NACCHO	Complimentary -		03/10/2022	01/01

Date	Total	Paid	Balance Due		
06/2023	\$1250.00	\$0.00	\$1250.00	pay	print
06/2023	\$2500.00	\$0.00	\$2500.00	pay	print
15/2023	\$1250.00	\$0.00	\$1250.00	pay	print
31/2023	\$0.00	\$0.00	\$0.00	pay	print
11/2022	\$0.00	\$0.00	\$0.00	pay	print

Type	Status	Joined	Effective On	Expires On	Terminates On	Rejoin/Renew
mentary - zation	Active	02/18/2009	01/01/2011	12/31/2025		

9

After you click "Pay" you will be directed to the screen below. Click "Add to Cart" and then "Check Out". Continue through the process by adding your credit card in the next screen.

price	price	discount	shipping	net total	due:	unpaid balance
1,250.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00		\$1,250.00

total: 1250.00
applied: 0.00
balance: 1250.00

Add To Cart Cancel

Codes

ete. Press check-out button below to continue the payment process.



Check-Out

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