GENERATING PPHR INVOICES AND PAYING ONLINE WITH A CREDIT CARD

When Generating an Invoice, it is important to know:

- The Invoice Generator is merely a tool made available for applicants that need them for their own health department’s accounting/finance process in order to generate payments.
- NACCHO does **NOT** require applicants generate or submit these invoices with their (Part 1 or Part 2) payments.
- The invoice will be generated under the account of the person logged into naccho.org (if you do not have an account, please create a free one at naccho.org before proceeding).
- If multiple or incorrect invoices are generated through this process, they will remain in the user’s naccho.org account, but NACCHO will **NOT** follow up on them. Again, the Invoice Generator is merely a tool made available for applicants that need them.

**Don’t Forget:**

Applicants are required to submit an **Intent to Apply** form along with the first payment (Part 1) and an **Application Submission** form along with the second payment (part 2).

To access these forms, [click here](#).

Applicants also have the option of submitting these forms by email to PPHR@naccho.org if they wish to send payment separately, such as paying by credit card.

The Invoice Generator should work with all the major browsers (Chrome, Firefox, Internet Explorer, and Edge), however there have been occasional issues with Safari. If there are issues with the instructional steps below, attempt this troubleshoot:

1. Log out of naccho.org
2. Close and then re-open the internet browser
3. Click on the Invoice Generator link below and try again

**To begin, click this Invoice Generator Link.**

Continue to the next page for further step-by-step instructions on how to generate a PPHR invoice as well as how to pay with a credit card online.
Step 1: When you click on the Invoice Generator link and if you are NOT logged in, you will see this screen. At this time, log in with the email address and password you use for My NACCHO.
Step 2: Once logged in, you will be taken to this screen. Use the drop-down at the top of the page and choose ‘Project Public Health Ready Invoice Generator.’ Then choose the ‘fee type’. You have the option to generate an invoice for: Part 1, Part 2 or Part 1 and Part 2 combined.

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

Note that while the ‘Applicant Information’ cannot be edited, the name of the actual health agency applying for PPHR can be added in the “Applying For” section. This allows the “Applicant” the ability to generate invoices for more than one health department, if necessary, or if the “Applicant” is someone other than the staff person applying (e.g. accounts payable).

Choose a “Product” at the bottom of the page that corresponds with your application type (First-Time Application or Re-Recognition Application). Click “recalculate” and then “Create Invoice.”
**Step 3:** You will be redirected to the screen below. From this screen, you can click on “Print Invoice” to generate a PDF of the invoice in a new window to print.

If the invoice appears blank, the generation did not take place properly. Attempt the troubleshoot below and start from **Step 1** again.

1. Log out of naccho.org
2. Close and then re-open the internet browser
3. Click on the Invoice Generator link and try again

To view and print past invoices, click on “My Transactions.”

To pay by credit card, proceed to Step 4 on the next page.
Step 4: To pay by credit card, click on “My Transactions” on the left-hand side of the screen.

This will direct you to the screen below. This is a list of all your transactions on My NACCHO.

Click “pay” by the invoice you wish to pay by credit card.
**Step 5:** After you click on “Pay,” you will be directed to the screen below. Click “Add to Cart.”

If you have added too many invoices, click the “X” to remove all invoices in the cart. Go back to **Step 4** to select the invoice you wish to pay.

![NACCHO Review Invoice](image1)

**Step 6:** After you click on “Add to Cart” you will be directed to the screen below.

Click on “Check-Out.”

![NACCHO Shopping Cart View](image2)
**Step 7:** After you click on “Check-Out” you will be directed to the screen below. Pick from the drop-down boxes and enter your credit card payment information. Then click “Continue.”
Step 8: If there is any incorrect information, you can click on “Edit Cart” or “Edit Payment” to correct. Otherwise, click on “Submit Order” to complete your payment.

Step 9: Once you have completed your online credit card payment, please email the invoice number and applicant/health agency name to the PPHR staff at PPHR@naccho.org so they can notify their finance department to expect the incoming payment.

You will only be contacted regarding your payment if there is an issue.