

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](#).

NACCHO
National Association of County & City Health Officials

[Home](#)
[Log In](#)
[NACCHO Applications](#)
[My Information](#)
[My Subscriptions](#)
[My Transactions](#)
[Publications](#)
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Login Required

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

Login

Email address

Password

Remember me

[Forgot Password?](#) [Forgot Username?](#)

[Login](#)

New Users

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

Create an account today to:

- Enjoy unique member benefits and pricing
- Have 24/7 access to your order history
- Customize your preferences

[Create Account](#)

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."

Registration

Applicant Information

Project Public Health Ready Invc

Required

fee type: Please select

name: Part 1 - Application Fee for PPHR

organization: Part 2 - Application Fee for PPHR

address: PPHR Application Fee - Part 1 & 2 Combined

phone: Please select

email: Please select

Applying For:

org name: Local Health Department

city: Any City

state: Any State

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

0.00

recalculate

Create Invoice Cancel

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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.

The screenshot shows the NACCHO website interface. At the top, there is a dark teal header with the NACCHO logo on the left and navigation links on the right: "Welcome back!", "MY CART" with a shopping cart icon, "MY ACCOUNT" with a user icon, and "Log out". Below the header is a vertical navigation menu on the left with links: Home, My NACCHO, NACCHO Applications, My Events, My Information, My Membership, My Subscriptions, My Transactions, Publications, Toolbox, and Log Out. The main content area is titled "Thank You" and contains the following text: "Thank you for applying for Project Public Health Ready Invoice Generator", "Please click the link below to print your invoice and remit payment to:", "Sarah Summers", "NACCHO", "1201 Eye St. NW, 4th Floor", "Washington, DC 20005". A button labeled "Print Invoice" is highlighted with a red rectangular box. Below this, there is a line of text: "To view previous transactions or to pay an outstanding invoice by credit card, visit My Transactions." and a button labeled "My Transactions". In the bottom right corner of the page, there is a button labeled "Home 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.

NACCHO
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Welcome back! MY CART | MY ACCOUNT | L

- Home
- My NACCHO
- NACCHO Applications
- My Events
- My Information
- My Membership
- My Subscriptions
- My Transactions**
- Publications
- Toolbox
- Log Out

All Invoices

1 2 3 4 5

Invoice	Date	Total	Paid	Balance Due		
255098	05/21/2020	\$5000.00	\$0.00	\$5000.00	pay	print
255088	05/20/2020	\$1250.00	\$0.00	\$1250.00	pay	print
255088	05/20/2020	\$2500.00	\$0.00	\$2500.00	pay	print
255089	05/20/2020	\$3750.00	\$0.00	\$3750.00	pay	print
255075	05/19/2020	\$2500.00	\$0.00	\$2500.00	pay	print
255044	05/15/2020	\$0.00	\$0.00	\$0.00	pay	print
241312	01/22/2020	\$0.00	\$0.00	\$0.00	pay	print
228915	11/08/2019	\$0.00	\$0.00	\$0.00	pay	print

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.

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Welcome back! MY CART | MY ACCOUNT | Log out |

Review Invoice

Review the invoice details below and click **Add to Cart** when you are ready to remit payment.

Invoice Detail

Ms. invoice code: 255075
proforma? Yes transaction date: 5/19/2020

quantity	item	price	price	discount	shipping	net total	due:	unpaid balance
1.0000	Part 1 & 2 Combined - Application	2500.00	2500.00	0.00	0.00	2500.00	2500.00	2500.00

total: 2500.00
applied: 0.00
balance: 2500.00

Add To Cart Cancel

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

Click on “Check-Out.”

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Welcome back! MY CART | MY ACCOUNT | Log out |

Shopping Cart View

empty cart

price	quantity	balance	item	net-total	shipping	tax
2500.00	1.00	2500.00	Part 1 & 2 Combined - Application Fee for PPHR	2500.00	0.00	0.00 255075

total: 2500.00
balance: 2500.00

Apply Discount Program

Check-Out

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.”

Shopping Cart **Payment**

Customer Information

Customer: **Mr. John Smith**

Use this: + Add a New Phone

Use this email: + Add a New Email

Billing Information

Bill to: **John Smith**

Billing contact: + Add a New Address

Pick your billing address: + Add a New Address

Required

Bill to: **Mr. John Smith**
Program Analyst
National Association of County and City Health Officials
(NACCHO)
1201 I ST NW Ste 400
Washington, DC 20005-5905

Payment Information

Bill me later:

Payment amount: **2500.00**

Payment method: + Add a New Address

Required

Cardholder's name:

Required

Credit card number:

Required

Expiration date:

Required

CVV:

Invoice total: **2500.00**

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.

Shopping Cart [Confirm your order](#)

Order Line Items ✕

quantity	price	net total	item
1.00 <i>Required</i>	2500.00 <i>Required</i>	2500.00	Project Public Health Ready Standard Application - Part 1

Order is not complete. Press Submit Order to complete.

Billing/Shipping Information

Customer name: Smith John	Billing name: Smith John
Phone: 202-888-0441	Contact:
Email: SmithJohn@naccho.org	

Ship to: Mr. John Smith Program Analyst National Association of County and City Health Officials (NACCHO) 1201 I ST NW Ste 400 Washington, DC 20005-5905	Bill to: Mr. John Smith Program Analyst National Association of County and City Health Officials (NACCHO) 1201 I ST NW Ste 400 Washington, DC 20005-5905
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Payment Information

Credit to apply: 0.00	Total discount: 0.00
Net applied: 2500.00	Total tax: 0.00
Net-balance: 0.00	Total shipping: 0.00
Payment amount: 2500.00	Net-total: 2500.00
Payment method: MasterCard	
Cardholder's name: John Smith	
Credit Card Number: 11*****1111	
Expiration date: 2020/02	
Send confirmation by email? <input checked="" type="checkbox"/>	

Edit Cart Edit Payment Submit Order