

Generating PPHR Invoices and Paying Online with a Credit Card

The hyperlink below can be used to generate invoices for PPHR applications through a submitter's naccho.org account (if you do not have an account, please create a free one at www.naccho.org before proceeding).

These invoices are made available for applicants that need them in order to generate payments. NACCHO does not require that applicants generate or submit these invoices with their Part 1 or Part 2 payments.

However, applicants are required to submit an **Intent to Apply** form along with the first payment and an **Application Submission** form along with the second payment. Applicants also have the option of submitting these forms by email to PPHR@naccho.org if they wish to send payments separately, such as paying by credit card.

To generate an invoice, [click here](#).

The link above functions best in Internet Explorer, though other browsers may also work. If the links above do not take the user to the correct steps shown below, attempt this troubleshoot:

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

Scroll down for further step-by-step instructions on how to generate PPHR invoices as well as how to pay with a credit card online.

Step 1: When you click on the hyperlink 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 MyNACCHO.

NACCHO

National Association of County & City Health Officials

- [Home](#)
- [Log In](#)
- [NACCHO Applications](#)
- [My Information](#)
- [My Subscriptions](#)
- [My Transactions](#)
- [Publications](#)
- [Toolbox](#)

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 MyNACCHO profile.

Note that while the 'Applicant Information' cannot be edited and is generated based on your MyNACCHO profile, the name of the actual health agency applying can be added to the "Applying For" section. This allows the submitter the ability to generate invoices for more than one PPHR applicant, if necessary.

Choose the 'Product' at the bottom of the page that corresponds with your application type (standard or re-recognition). Click 'recalculate' and then 'Create Invoice'.

NACCHO National Association of County & City Health Officials

Welcome back! MY CART | MY ACCOUNT | Log out

Registration

Applicant Information

Project Public Health Ready Invc

Required

fee type: Please select

name: PPHR - Part 1

organization: PPHR - Part 1 & 2 Combined

address: PPHR - Part 2

Required

phone:

email:

Applying For:

org name:

city:

state:

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

0.00

recalculate

Create Invoice Cancel

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.

You can also click on “My Transactions” to view and print past invoices. **To pay by credit card, proceed to step 4 below.**

NACCHO
National Association of County & City Health Officials

Welcome back! MY CART

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

Thank You

Thank you for applying for Project Public Health Ready - Part 1

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

[Print Invoice](#)

To view previous transactions or to pay an outstanding invoice by credit card, visit My Transactions.

[My Transactions](#)

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 MyNACCHO. Click “pay” for the invoice you wish to pay by credit card.

NACCHO
National Association of County & City Health Officials

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

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

All Invoices

1 2 3

Invoice	Date	Total	Paid	Balance Due	pay	print
207019	09/27/2018	\$2500.00	\$0.00	\$2500.00	pay	print
207018	09/27/2018	\$2500.00	\$0.00	\$2500.00	pay	print
207018	09/27/2018	\$2500.00	\$0.00	\$2500.00	pay	print
206720	09/10/2018	\$2500.00	\$0.00	\$2500.00	pay	print
196059	08/06/2018	\$2500.00	\$0.00	\$2500.00	pay	print
196042	08/06/2018	\$1250.00	\$0.00	\$1250.00	pay	print
174217	06/04/2018	\$250.00	\$250.00	\$0.00	pay	print
162755	05/01/2018	\$0.00	\$0.00	\$0.00	pay	print
161680	03/30/2018	\$0.00	\$0.00	\$0.00	pay	print
161245	03/20/2018	\$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.”

NACCHO
National Association of County & City Health Officials

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

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

Shopping Cart Open Invoices

Invoice Detail

customer: Smith, John invoice code: 207019
 proforma? Yes transaction date: 9/27/2018

item	quantity	price	price	discount	discount	tax	tax	shipping	net
Project Public Health Ready Standard	1.00	2500.00	2500.00	0.00	0.00	0.00	0.00	0.00	2500.00

total: 2500.00
 applied: 0.00
balance: 2500.00
 net amount due: 2500.00

Add To Cart

© Copyright 2018 , NACCHO | Privacy Statement

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

Click on “Check-Out.”

NACCHO National Association of County & City Health Officials

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

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

Shopping Cart [View](#)

Cart Line Items ✕

net total	item	discount	quantity	price
2500.00	207019 Project Public Health Ready Standard Application - Part 1	0.00	1.00	2500.00
			<small>Required</small>	<small>Required</small>

Sub total: 2500.00

Total discount: 0.00

Total tax: 0.00

Total shipping: 0.00

Total: 2500.00

Discount:

Source Code:

discounts applied:

© Copyright 2018 , NACCHO | Privacy Statement

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. Then click “Continue.”

Shopping Cart **Payment**

Customer Information

Customer: Mr. John Smith

Use this:

Use this email:

Billing Information

Bill to: John Smith

Billing contact:

Pick your billing address:

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:

Cardholder's name:

Credit card number:

Expiration date:

CVV:

Invoice total: 2500.00

Step 8: If anything is incorrect, click on “Edit Cart” or “Edit Payment,” otherwise, click on “Submit Order” to complete your payment.

Once you have completed a credit card transaction please email PPHR staff (pphr@naccho.org) so they can notify the finance department of the incoming payment. You will only be contacted if there is an issue with your payment.

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
---	---

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