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.
**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’.
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.
**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.

**Step 5:** After you click on “Pay” you will be directed to the screen below. Click “Add to Cart.”
Step 6: After you click on “Add to Cart” you will be directed to the screen below.

Click on “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. Then click “Continue.”
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.