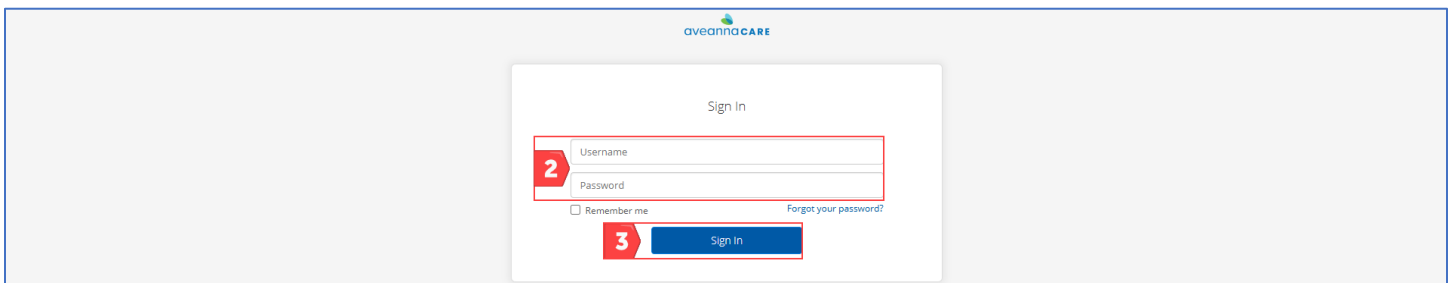


# HOW TO SUBMIT 459 PAYMENT ENTRIES FROM THE VENDOR ACCOUNT

This guide will help Vendors who provide services to Aveanna Clients by outlining how to access and navigate the Vendor Account and explain the process for submitting new vendor payment entries for processing.

## Signing in to the Vendor Account

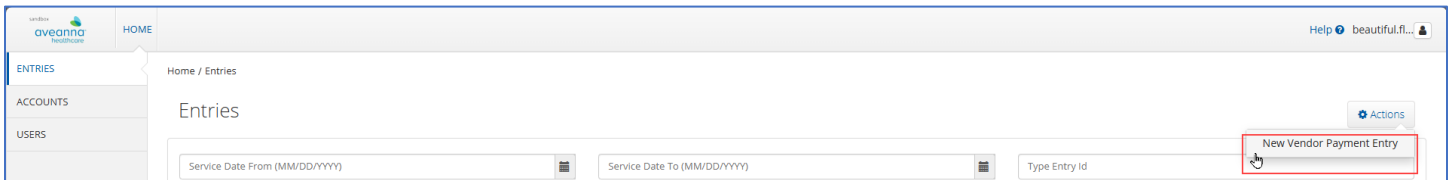
1. Navigate to the **Vendor Account** by visiting this link: [aveanna.dcisoftware.com](https://aveanna.dcisoftware.com).
2. Enter the assigned **Username** and **Password** in the appropriate fields.
3. Select the blue **Sign In** button to access the Dashboard Home screen.



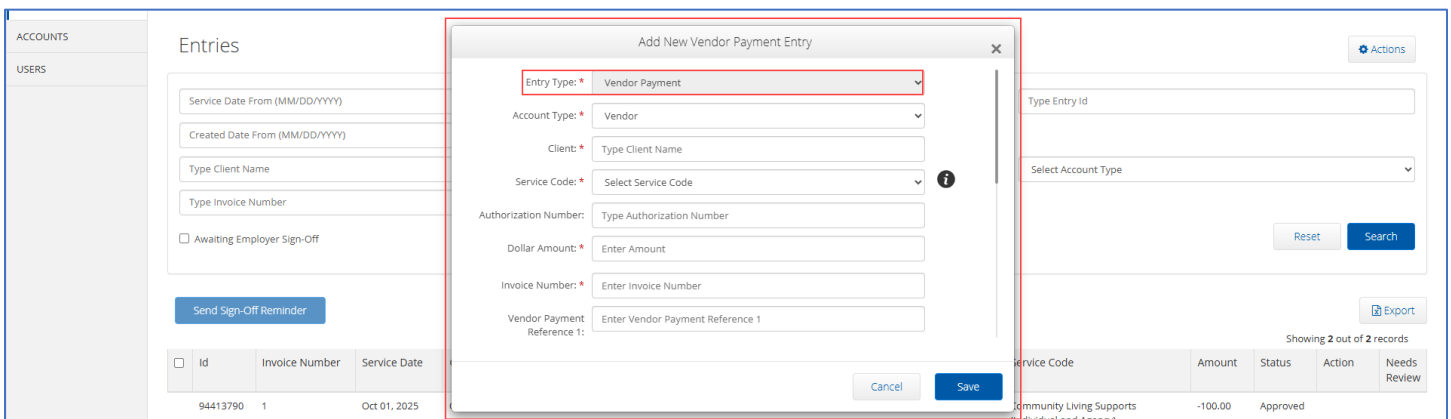
**Important:** If login credentials have not been assigned, please contact **Aveanna Customer Support** to request access via email at [ssvendorservices@aveanna.com](mailto:ssvendorservices@aveanna.com) or call **(800) 974-1234** for further assistance.

## Submitting a 459 Social Recreation Vendor Payment Entry

1. Beginning from the Vendor Account Home Screen, click **Actions** in the top right, then select **New Vendor Payment Entry** from the drop down appearing from **Actions**.



2. The **Add New Vendor Payment Entry** window will appear with the **Entry Type** pre-set to **Vendor Payment**.



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3. **Account Type:** Ensure **Vendor** is selected from the drop-down menu to bill for 459 Social Rec services.


Account Type: \*

4. **Client:** Type the **Client's name** in the field, and when it appears in the drop down, select it.

Client: \*

4. **Service Code:** Select **Social Rec. Reimb - VENDOR** from the drop-down to bill for 459 Social Rec services.

**Important:** Please ensure familiarity with the **service code** and **service description** associated with the entry. Vendors may be approved to provide multiple services, and it is important to submit payment entries under the correct service. *This information is included in the **confirmation email** from Aveanna for future reference.*

Service Code: \*  

5. **Authorization Number:** (OPTIONAL) Enter the associated service's **Authorization Number** or leave **blank**.

Authorization Number:

6. **Dollar Amount:** Enter the specific **dollar amount** needed to be billed for this service.

**Important:** If the amount is incorrect or exceeds the authorized budget, the system may automatically reject the service entry. Please verify the amount is correct before proceeding.

Dollar Amount: \*

7. **Invoice Number:** Enter the invoice number for this service as shown on your generated invoice. This required number may also include letters as well.

Invoice Number: \*

8. **Vendor Payment Reference 1: (REQUIRED)** Enter a description of the service being billed for in this field.

**Examples:** Service descriptions include **Therapeutic Horseback Riding, Swimming Lessons, YMCA services** etc.

Vendor Payment Reference 1:

9. **Vendor Payment Reference 2, 3, 4 & 5:** Fields 2-5 are unused and left **blank**. Proceed to **Dates of Service**.

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10. **Date(s) of Service:** Enter the calendar date the service being billed for occurred in the **Date** field.

Date(s) of Service: *	Date	Amount	Action
	<input type="text" value="02/01/2026"/>	<input type="text"/>	<input type="button" value="-"/> <input type="button" value="+"/>

**Amount:** Enter the same dollar amount entered in **Question 7** into the **Amount** field here. Should the amounts not match or be incorrect, the service entry will be rejected during processing. Ensure both dollar amounts are accurate and identical.

Date(s) of Service: *	Date	Amount	Action
	<input type="text" value="02/01/2026"/>	<input type="text" value="400"/>	<input type="button" value="-"/> <input type="button" value="+"/>

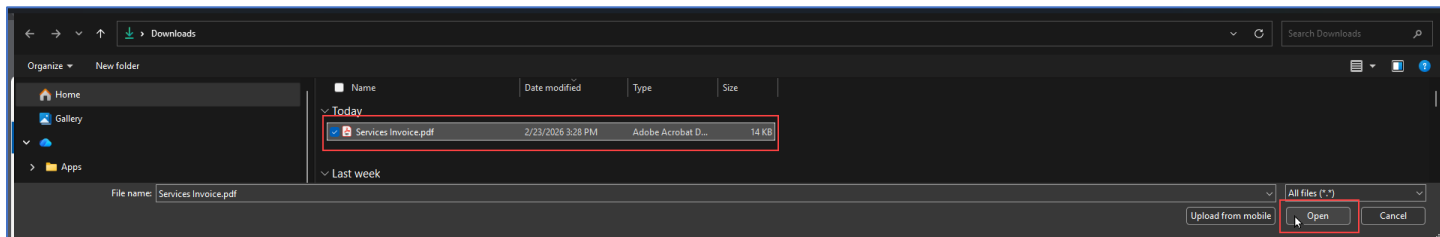
**Please Note:** Disregard the **plus (+)** and **minus (-) Action** buttons, as they are **NOT** used (*since only one service date per entry is permitted.*) The **Notes** field is optional and can be left blank. Proceed to Invoice Attachment.

Date(s) of Service: *	Date	Amount	Action
	<input type="text" value="02/01/2026"/>	<input type="text" value="400"/>	<input type="button" value="-"/> <input type="button" value="+"/>
Notes: <input type="text" value="Add Notes"/>			

11. **Invoice Attachment: (REQUIRED)** Attach the **invoice PDF** for this specific service. First, click **Choose Files**.

Invoice Attachment: *	<input type="button" value="Choose Files"/>
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Once the File Explorer window opens on your device, select the specific **invoice PDF** and click **Open**.



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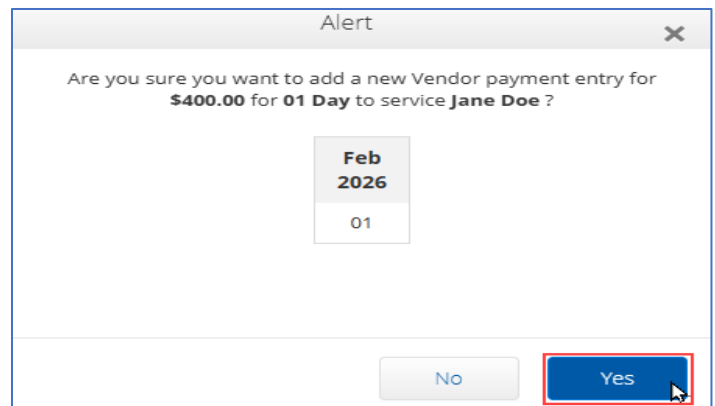
The **invoice PDF** will then appear. **Please Note:** If the wrong file is attached, click the **blue minus (-)** button to remove it, then return to **Choose Files** to attach the **correct invoice PDF**.



12. After completing all fields, review responses for accuracy then click **Save**.



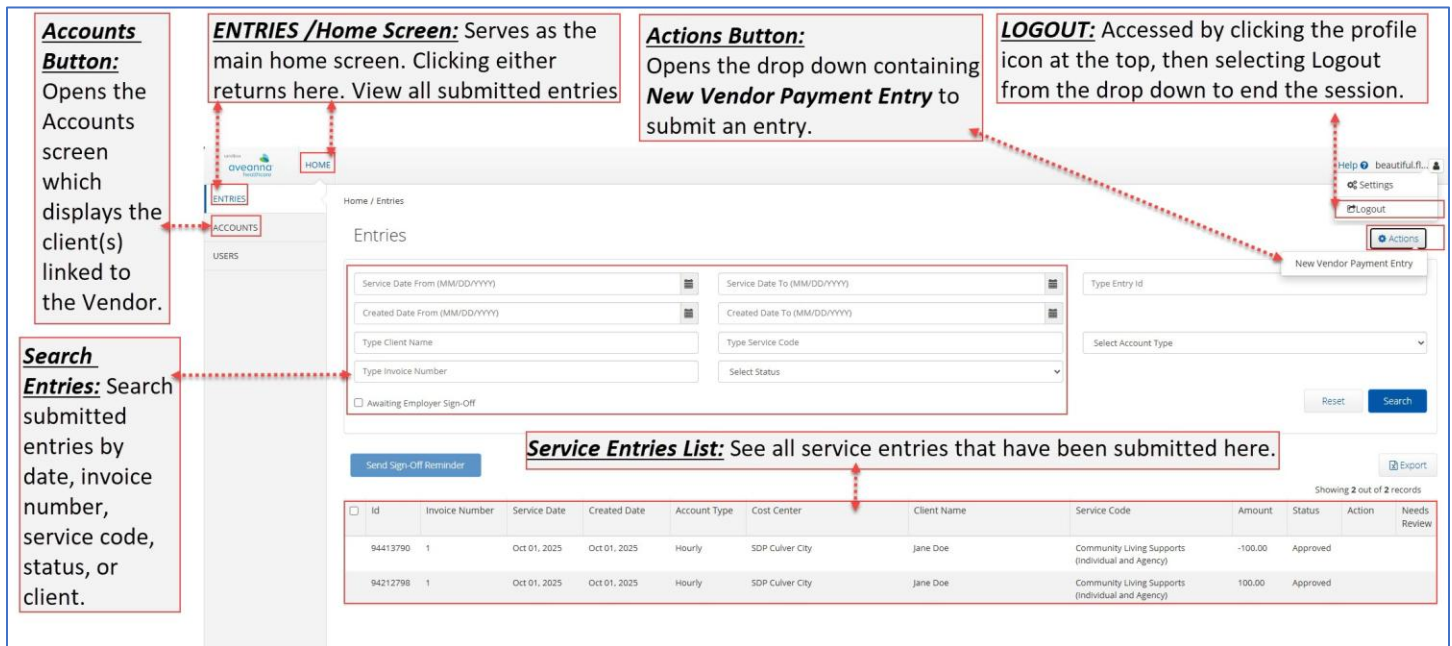
13. When the confirmation **Alert** appears, select **Yes**.



# HOW TO SUBMIT 459 PAYMENT ENTRIES FROM THE VENDOR ACCOUNT

## Vendor Account Home Screen Overview

This visual overview highlights key features of the **Vendor Account** Home Screen once signed in.



**Accounts Button:** Opens the Accounts screen which displays the client(s) linked to the Vendor.

**ENTRIES /Home Screen:** Serves as the main home screen. Clicking either returns here. View all submitted entries

**Actions Button:** Opens the drop down containing **New Vendor Payment Entry** to submit an entry.

**LOGOUT:** Accessed by clicking the profile icon at the top, then selecting Logout from the drop down to end the session.

**Search Entries:** Search submitted entries by date, invoice number, service code, status, or client.

**Service Entries List:** See all service entries that have been submitted here.

id	Invoice Number	Service Date	Created Date	Account Type	Cost Center	Client Name	Service Code	Amount	Status	Action	Needs Review
94413790	1	Oct 01, 2025	Oct 01, 2025	Hourly	SDP Culver City	Jane Doe	Community Living Supports (Individual and Agency)	-100.00	Approved		
94212798	1	Oct 01, 2025	Oct 01, 2025	Hourly	SDP Culver City	Jane Doe	Community Living Supports (Individual and Agency)	100.00	Approved		

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-888-255-8360 (TTY: 711).

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-888-255-8360 (TTY: 711)。

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