

This guide will show businesses how to register for payments and submit invoices to Aveanna Healthcare Support Services using the QuickBase system.

Registering for Payments in QuickBase

When a 459 referral is submitted, the Business will automatically receive an enrollment request in QuickBase. The sender mailbox name will be: **notify@quickbase.com**

Hello ,

We have received a referral from the Regional Center for **UCI #** who will be receiving 459 social recreation services from your business. Aveanna, as a Financial Management Service Agency, will be processing payment on behalf of the family. Please note that Aveanna can only process payment through checks or direct deposit.

To proceed with payment, your business must be registered with us.

***** Important Information *****

If your business has already been registered and you have received our approved email, please disregard this email. **You do not need to register again. Please note that SDP and 459 social recreation are not the same service.**

Before proceeding, please review the information outlining the registration process:

Please be aware that your attachments **cannot** be saved in our system until your business details are submitted. Ensure that the business name you provide matches exactly as it appears in this email, any necessary corrections will be made after we verify your W9 form.

If your business name is completely incorrect, please contact us at the email below.

Business Name:

To initiate your registration with Aveanna: [Business Reg Portal - Business Dashboard](#) (No sign-up or login required)

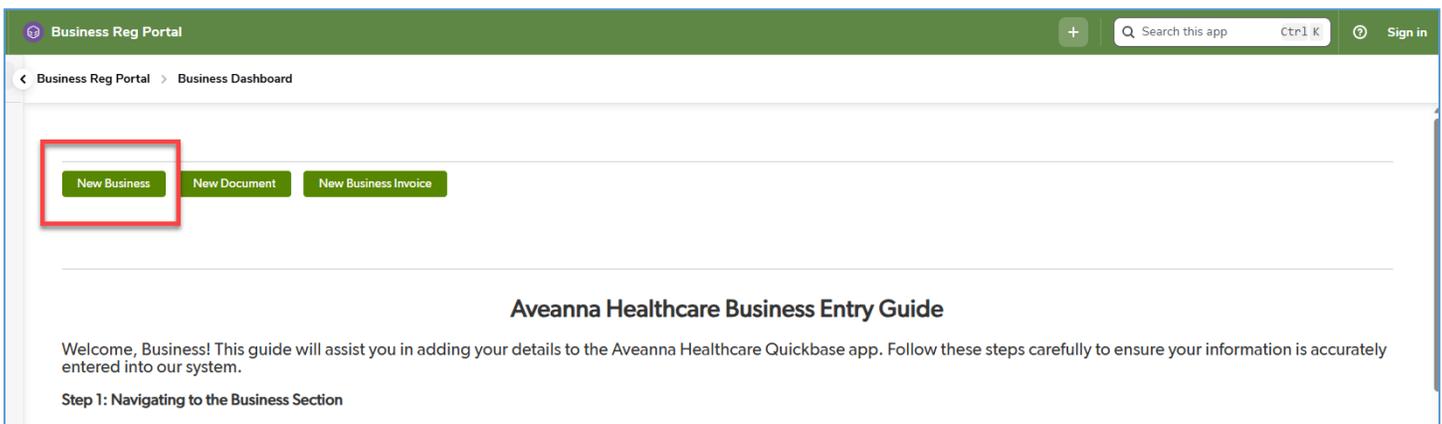
Step 1: Select **New Business** to enter your business information.
Step 2: After completing Step 1, select **New Document** to upload your required documents.

Once your document has been **successfully uploaded**, you will receive a confirmation email from notify@quickbase.com (this email is a no-reply email) If you do not receive the confirmation email, please email us at ssvendorservices@aveanna.com.

Once all documents have been uploaded, Aveanna typically takes between 1 - 2 weeks to review the documents. Upon approval of your registration, you will receive an email notification from notify@quickbase.com prompting you to submit your invoice.

The business may use the click Business Portal link in the email, or they may click the link in the first step.

1. Navigate to the QuickBase Aveanna Business Registration Portal: Use the link below to enter the Business Portal: [Business Reg Portal - Business Dashboard](#)
2. Begin registration: Click on the **New Business** button in the left corner.



Business Reg Portal

Business Reg Portal > Business Dashboard

New Business New Document New Business Invoice

Aveanna Healthcare Business Entry Guide

Welcome, Business! This guide will assist you in adding your details to the Aveanna Healthcare Quickbase app. Follow these steps carefully to ensure your information is accurately entered into our system.

Step 1: Navigating to the Business Section

1. Once logged in, locate the Business Tab on top of the screen.

3. Fill out the **Business Details** form. Enter the required information below for registration.



4. Enter the **Business Name**.

5. Enter **EIN/Tax ID** number.

6. Enter **DBA (Doing Business As)** information (if applicable).

7. Enter the Business's **Contact Name**.

8. Enter Business's **Contact Email**.

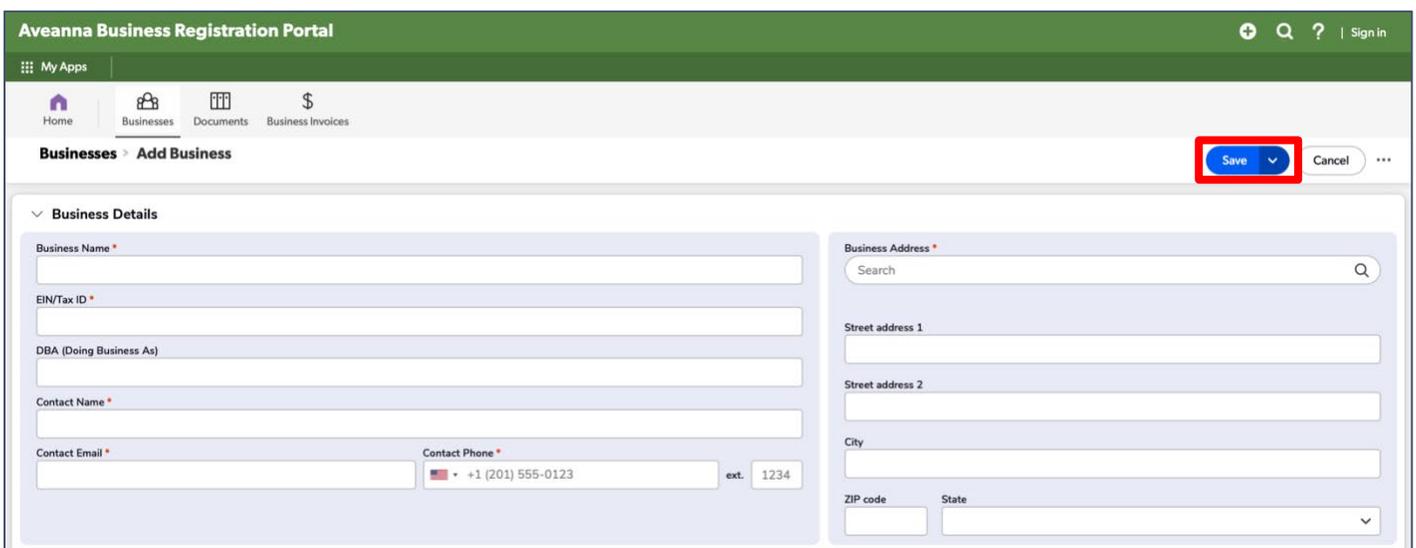
9. **NOTE:** Email must be accurate, as it will be used to alert the business to registration progress and important service updates.

10. Enter the Business's **Contact Phone** number.

11. Enter or Search for the **Business Address**.

NOTE: These fields are required.

12. Complete registration: Click the **Save** button to submit the registration.

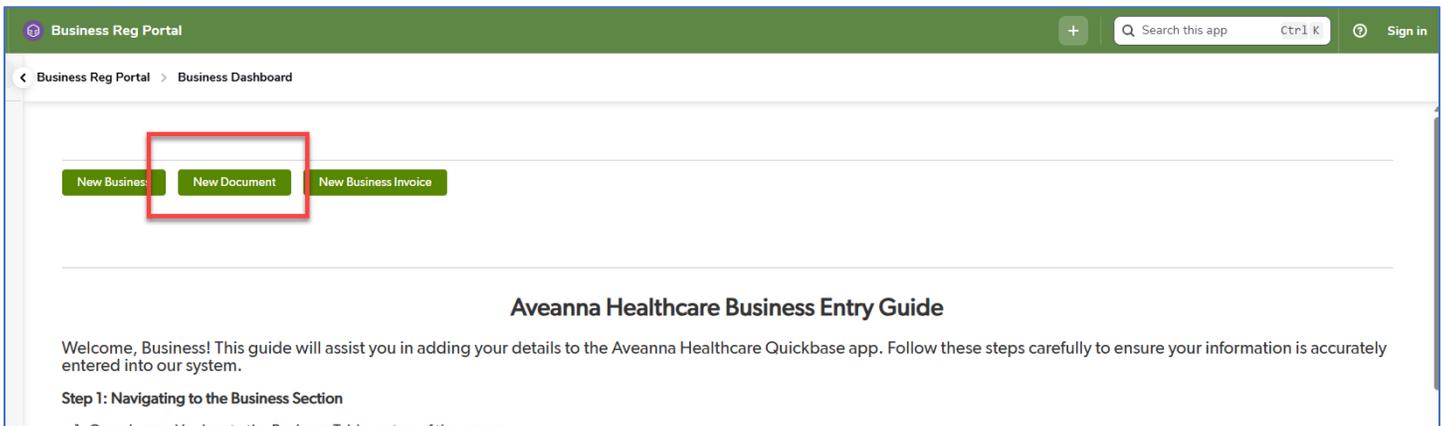


Attaching Documentation in QuickBase

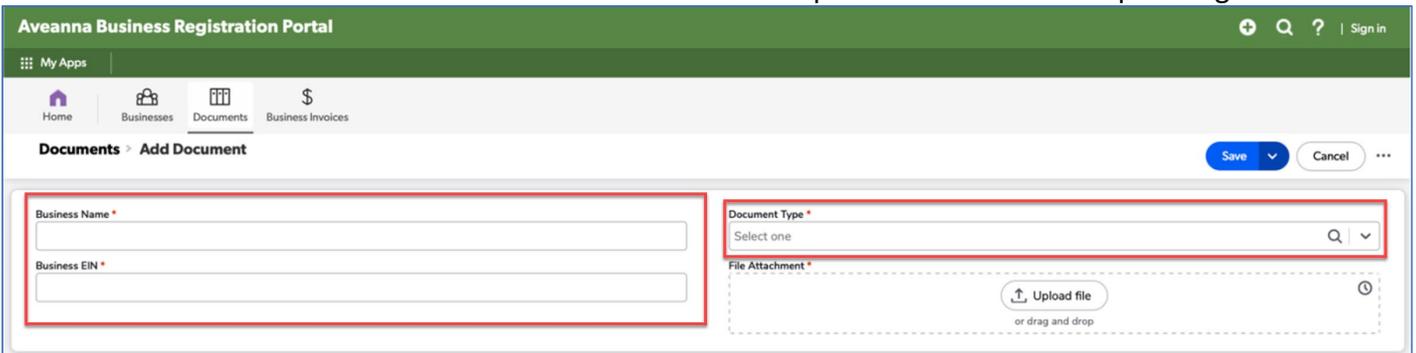
This section details how to upload documents in QuickBase.

Important: A W-9 and Business License are REQUIRED for all Businesses. If you DO NOT have a Business License, please contact the Aveanna Support team at ssvendorservices@aveanna.com for assistance.

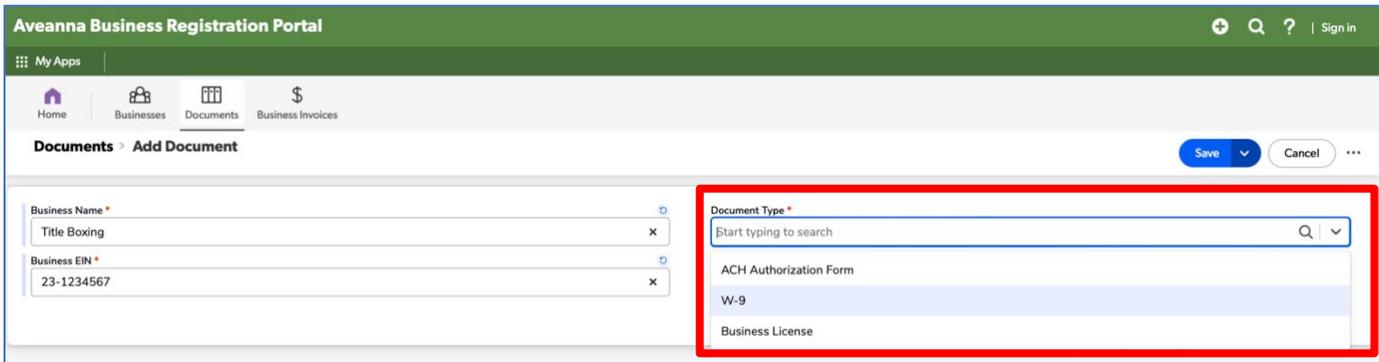
1. Navigate to the QuickBase Aveanna Business Registration Portal: Use the link below to enter the Business Portal. [Business Reg Portal - Business Dashboard](#)
2. To begin document upload, click on the **New Document** button.



Fill out the **Add Document** form. Use the fields to enter the required information for uploading the document.



3. Enter **Business Name**.
4. Enter **Business EIN**.
5. Use the drop-down menu to select **Document Type**.



Aveanna Business Registration Portal

My Apps

Home Businesses Documents Business Invoices

Documents > Add Document

Save Cancel

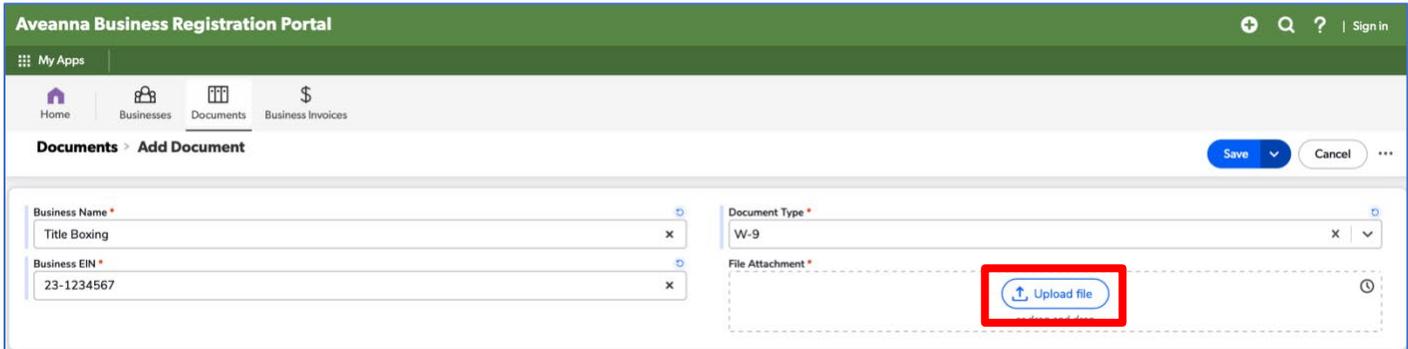
Business Name *
Title Boxing

Business EIN *
23-1234567

Document Type *
Start typing to search

- ACH Authorization Form
- W-9
- Business License

6. Attach document file: Click the **Upload file** button and attach the corresponding document.



Aveanna Business Registration Portal

My Apps

Home Businesses Documents Business Invoices

Documents > Add Document

Save Cancel

Business Name *
Title Boxing

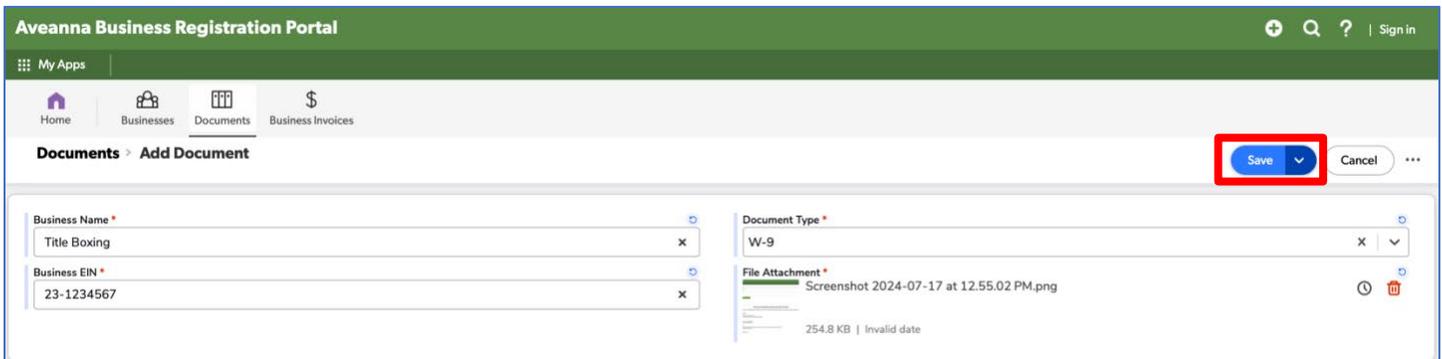
Business EIN *
23-1234567

Document Type *
W-9

File Attachment *

Upload file

7. Upload document: Click the **Save** button to upload the document.



Aveanna Business Registration Portal

My Apps

Home Businesses Documents Business Invoices

Documents > Add Document

Save Cancel

Business Name *
Title Boxing

Business EIN *
23-1234567

Document Type *
W-9

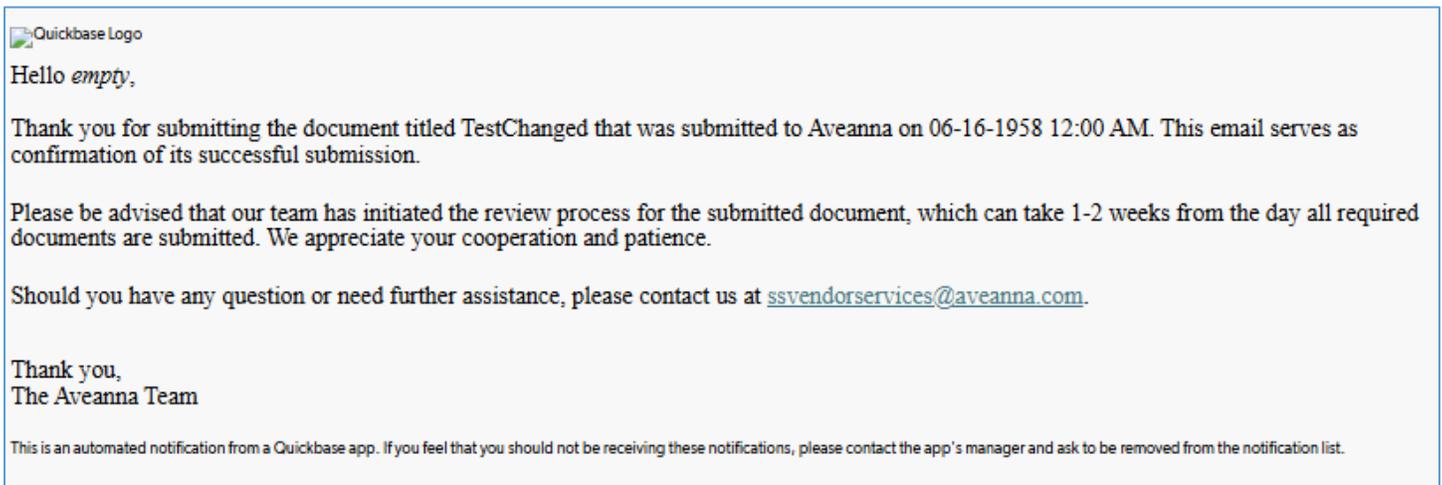
File Attachment *
Screenshot 2024-07-17 at 12.55.02 PM.png
254.8 KB | Invalid date

NOTE: If Step 6 is completed successfully, the attachment will appear in the File Attachment field, as shown above.

Result

Businesses will receive an email confirmation of the document upload from the sender's mailbox name notify@quickbase.com.

Repeat steps 1-7 to upload any other documents.

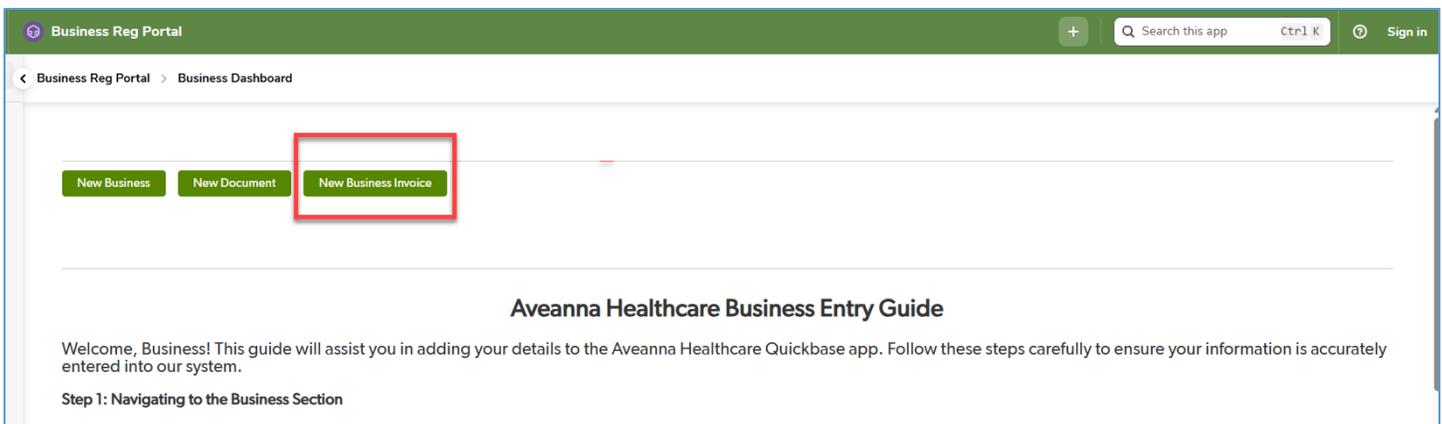


Uploading an Invoice in QuickBase for Payment

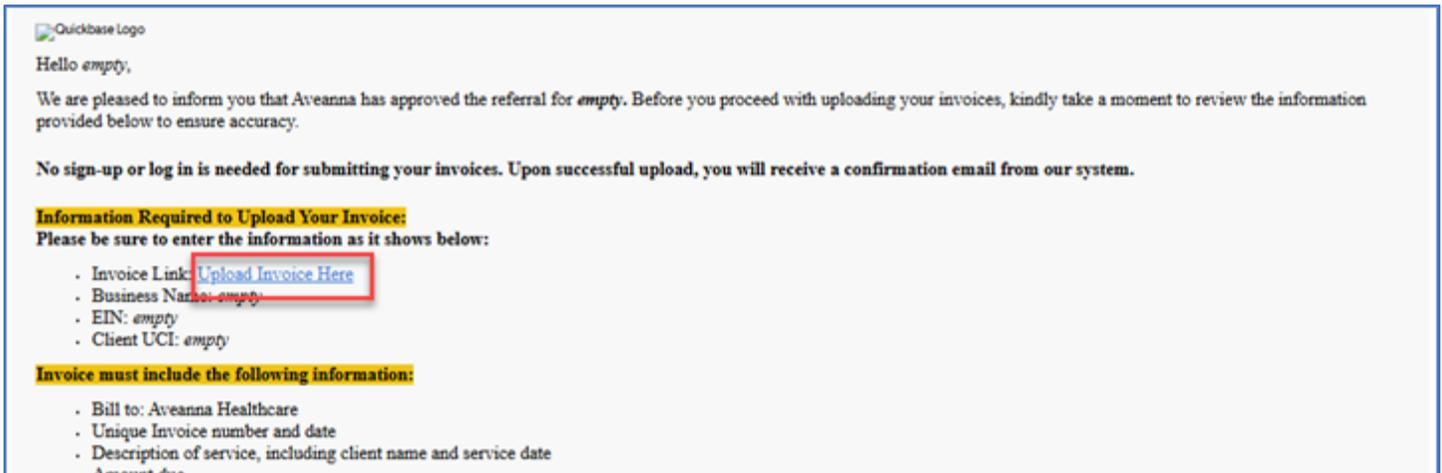
1. Navigate to the QuickBase Aveanna Business Registration Portal: Use the link below to enter the Business Portal [Business Reg Portal - Business Dashboard](#).

Important: Business will need the client UCI#. The Client UCI# can be found in the original referral email.

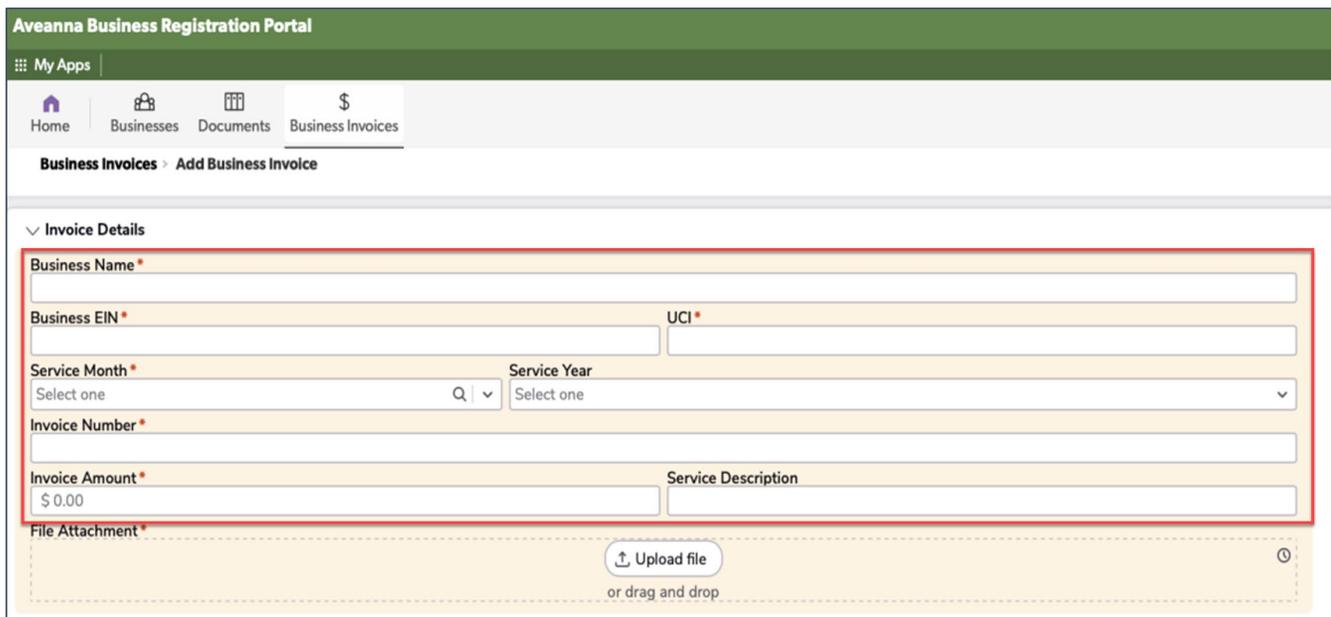
2. Navigate to the **Business Registration Portal** and click on **Add Business Invoice**.



Tip: You may also click on the “**Upload Invoice Here**” button from the approved referral email.

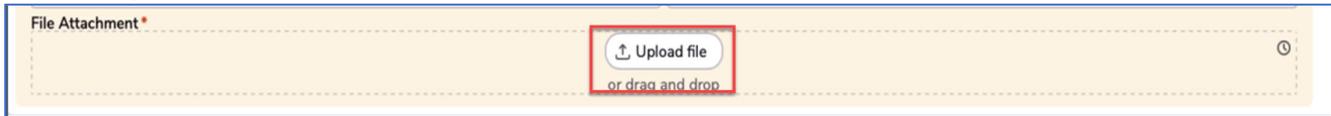


Fill out the **Invoice Details** form: Use the fields to enter the required information for invoice upload.



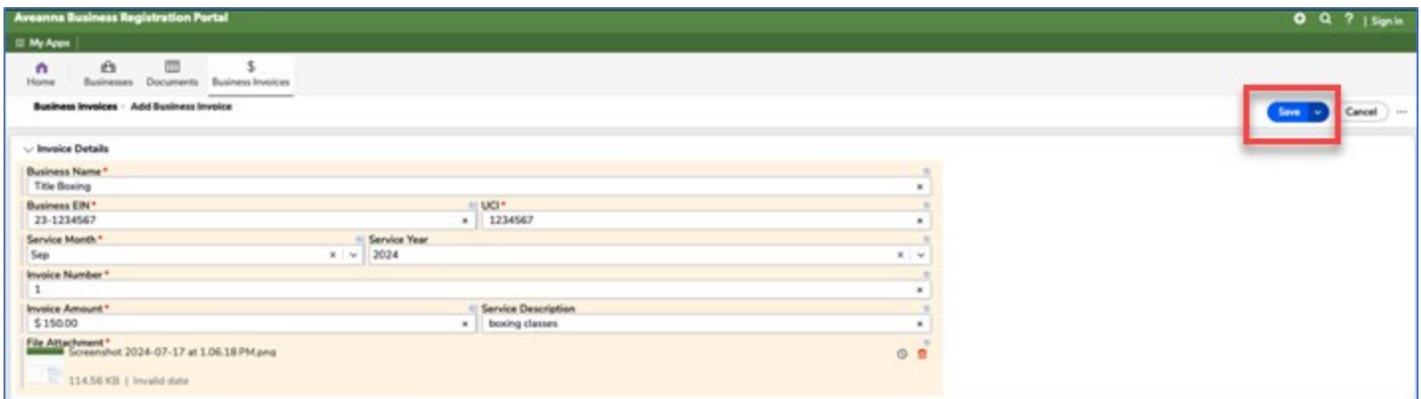
3. Enter **Business Name**.
4. Enter **Business EIN**.
5. Enter the **UCI** number.
6. Use the dropdown menu to enter the **Service Month**.
7. Use the dropdown menu to enter the **Service Year**.
8. Enter the **Invoice Number**.
9. Enter the **Invoice Amount**.
10. Enter **Service Description**. For example, “boxing classes.”

11. Use the **Upload File** button to attach the Invoice.



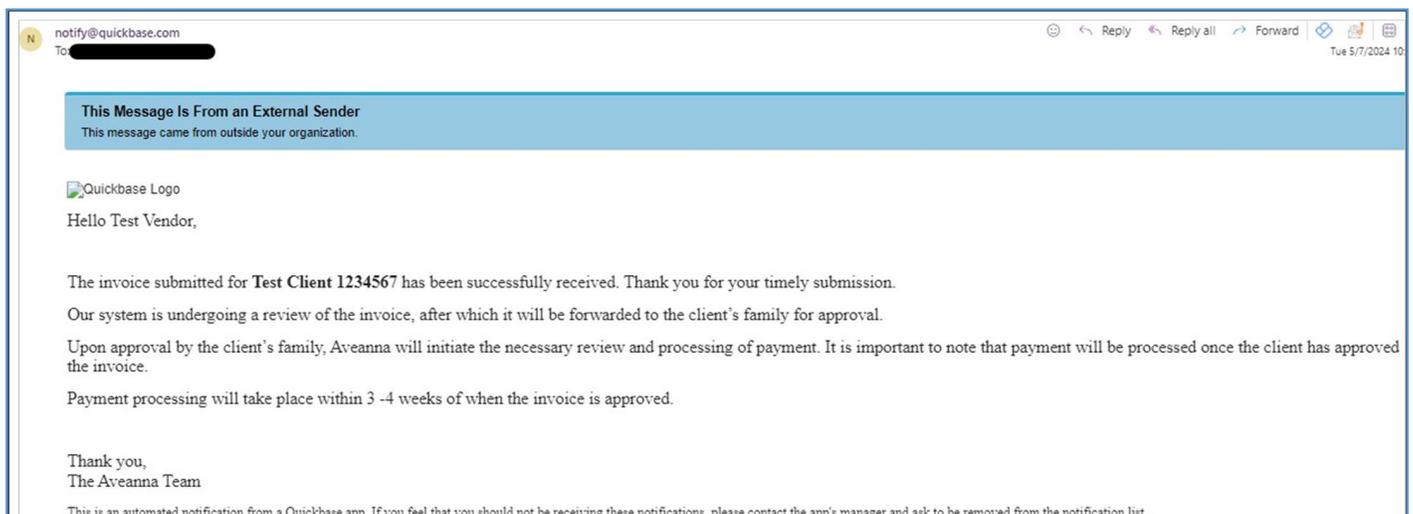
NOTE: If Step 10 is completed successfully, the screen will show an attachment in the **File Attachment** area, as seen in the bottom part of the picture.

12. Click the **Save** button to upload the invoice.

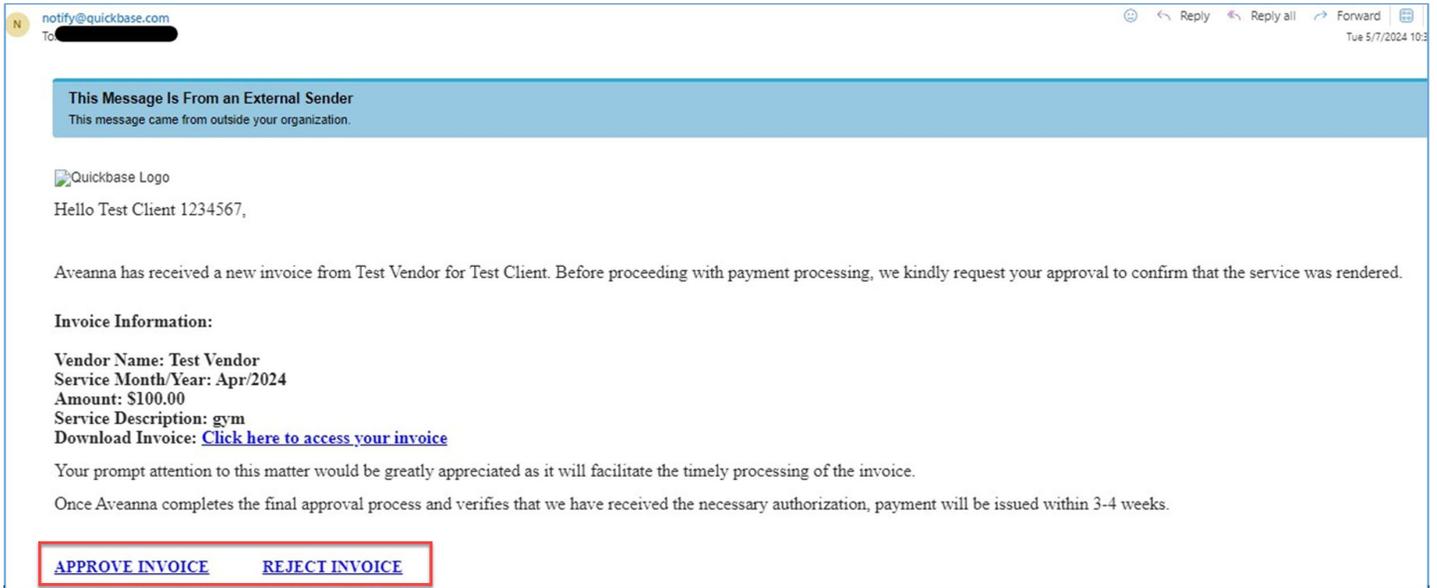


Result

The business will receive an email confirmation of the invoice upload from the sender's mailbox at notify@quickbase.com.



NOTE: An email will be sent to the Client or Client Family upon invoice submission to request approval. The Client or Client Family must approve the invoice before payment can be made.



Troubleshooting

If you encounter any issues during the referral entry process, contact the Aveanna Support team for assistance at ssvendorservices@aveanna.com.

Important: Ensure that you have a stable internet connection throughout the referral entry process to prevent data loss or submission errors.

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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