

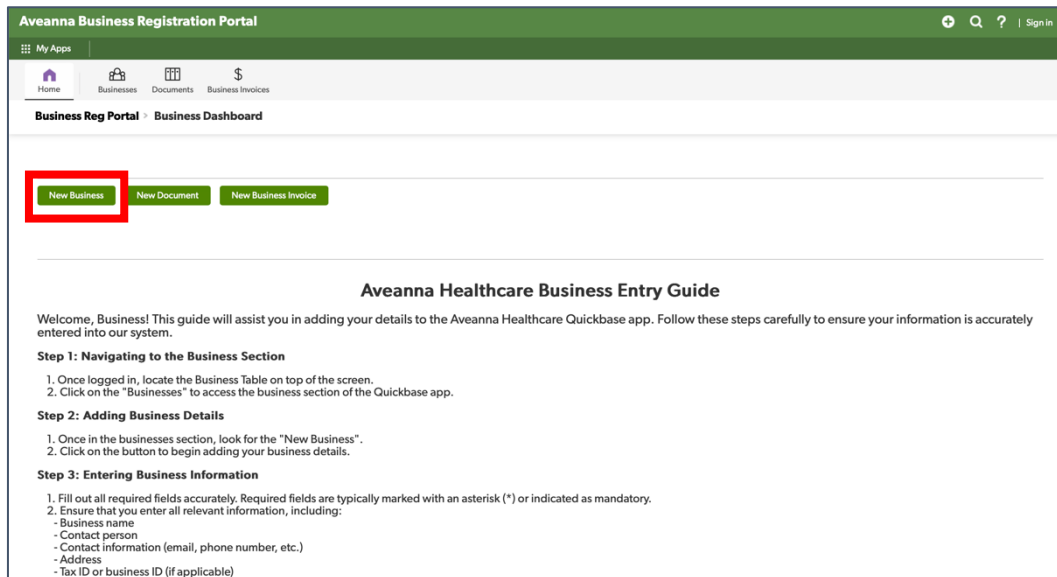
This guide will show businesses how to register for payments and submit invoices to Aveanna Healthcare Support Services using the Quickbase system.

Registering for Payments in Quickbase

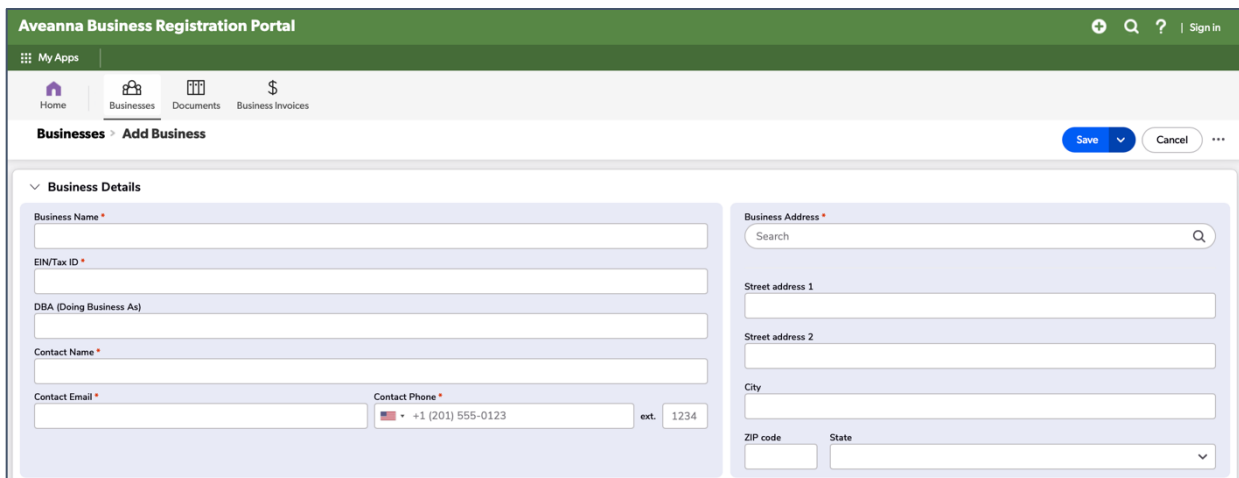
1) **Navigate to the Quickbase Aveanna Business Registration Portal:** Use the link below to enter the Business Portal.

- <https://premierhealthcareservices.quickbase.com/db/bt3i2dqxc?a=td>

2) **Begin registration:** Click on the “New Business” button on the left corner.



3) **Fill-out the “Business Details” form:** Use the fields to enter the required information for registration.



Aveanna Business Registration Portal

Businesses > Add Business

Save Cancel

Business Details

Business Name *

EIN/Tax ID *

DBA (Doing Business As)

Contact Name *

Contact Email *

Contact Phone *

Business Address *

Street address 1

Street address 2

City

ZIP code State

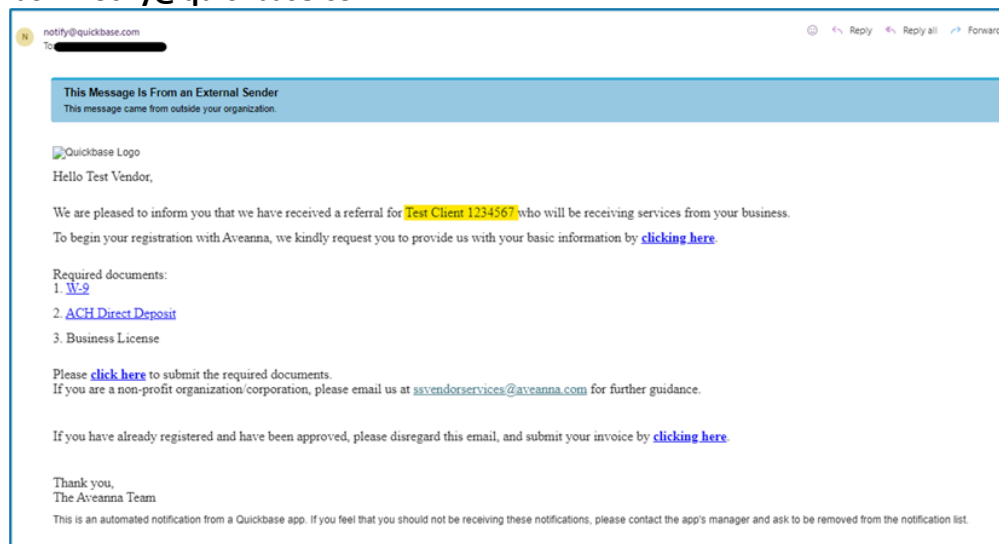
- Enter the Business Name.
- Enter EIN/Tax ID number.
- Enter DBA (Doing Business As) information (if applicable).
- Enter the Business' Contact Name.
- Enter Business' Contact Email.
 - **NOTE:** Email must be accurate as it will be used to alert the business of the progress and important updates for service.
- Enter the Business' Contact Phone number.
- Enter or Search for Business' Address.
 - **NOTE:** This is required.

4) Complete registration: Click the “Save” button to submit the registration.

The screenshot shows the 'Aveanna Business Registration Portal' interface. The main heading is 'Businesses > Add Business'. A red box highlights a blue 'Save' button with a dropdown arrow, located next to a 'Cancel' button. The form is divided into two main sections: 'Business Details' on the left and 'Business Address' on the right. The 'Business Details' section includes input fields for Business Name, EIN/Tax ID, DBA (Doing Business As), Contact Name, Contact Email, and Contact Phone (with a country code dropdown and an extension field). The 'Business Address' section includes a search bar, Street address 1, Street address 2, City, ZIP code, and State dropdown menus.

Result

Business will receive an email confirming the registration information and necessary documentation needed from sender mailbox: **notify@quickbase.com**.



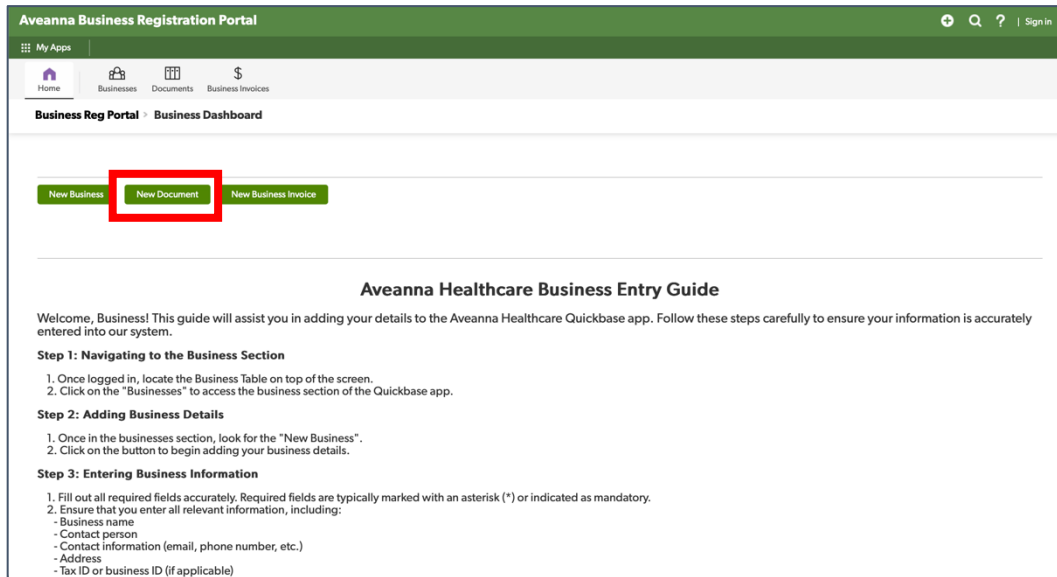
Attaching Documentation in Quickbase

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

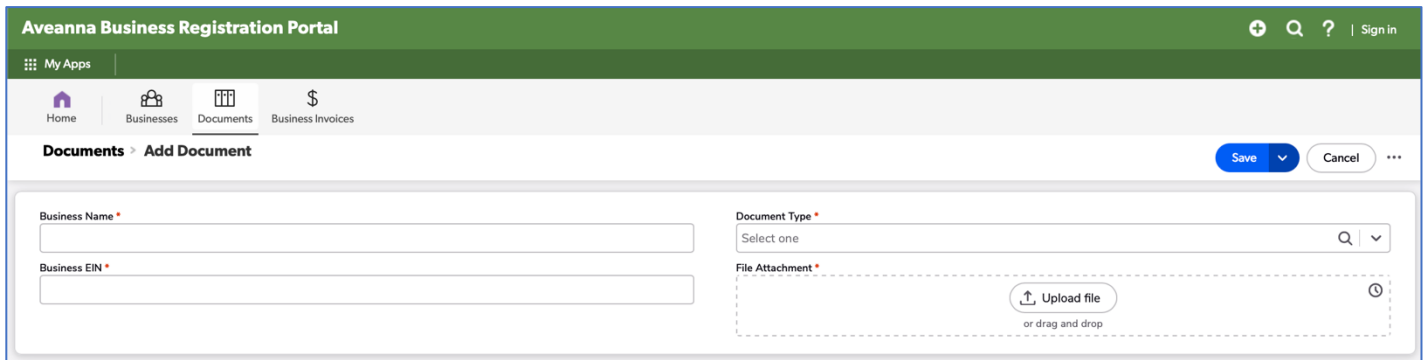
1) **Navigate to the Quickbase Aveanna Business Registration Portal:** Use the link below to enter the Business Portal.

- <https://premierhealthcareservices.quickbase.com/db/bt3i2dqxc?a=td>

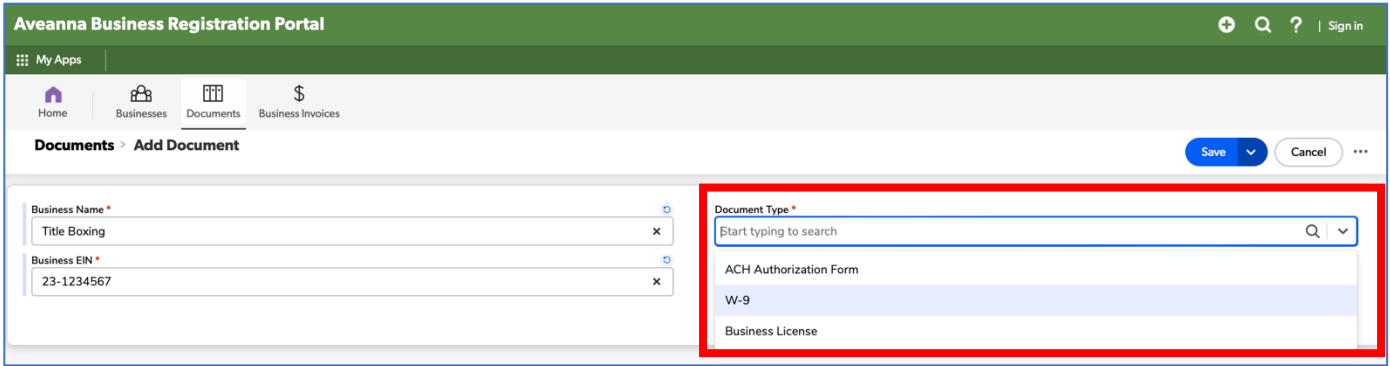
2) **Begin document upload:** Click on the “New Document” button.



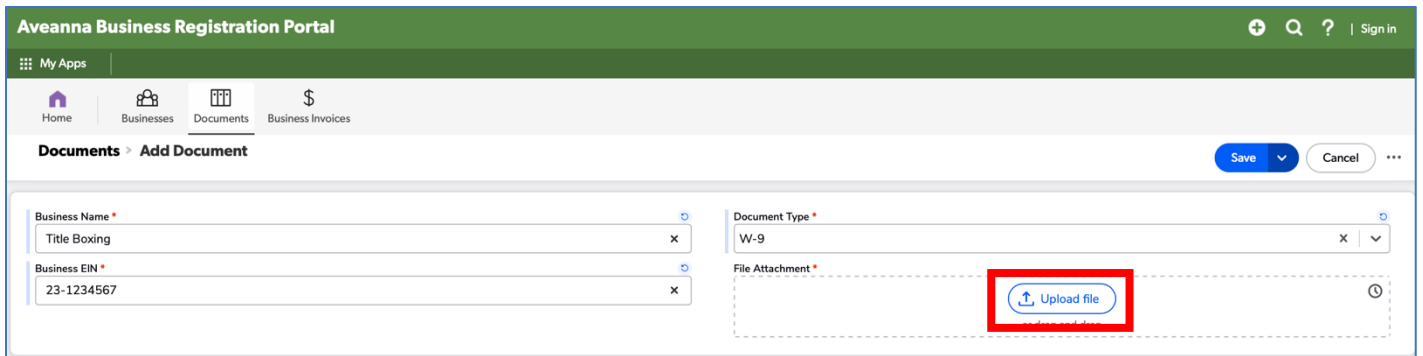
Fill-out the “Add Document” form: Use the fields to enter the required information for document upload.

The screenshot shows the 'Add Document' form in the 'Aveanna Business Registration Portal'. The form has a 'Save' button and a 'Cancel' button. It contains four main fields: 'Business Name' (text input), 'Business EIN' (text input), 'Document Type' (a drop-down menu with 'Select one' and a search icon), and 'File Attachment' (a dashed box containing an 'Upload file' button and the text 'or drag and drop').

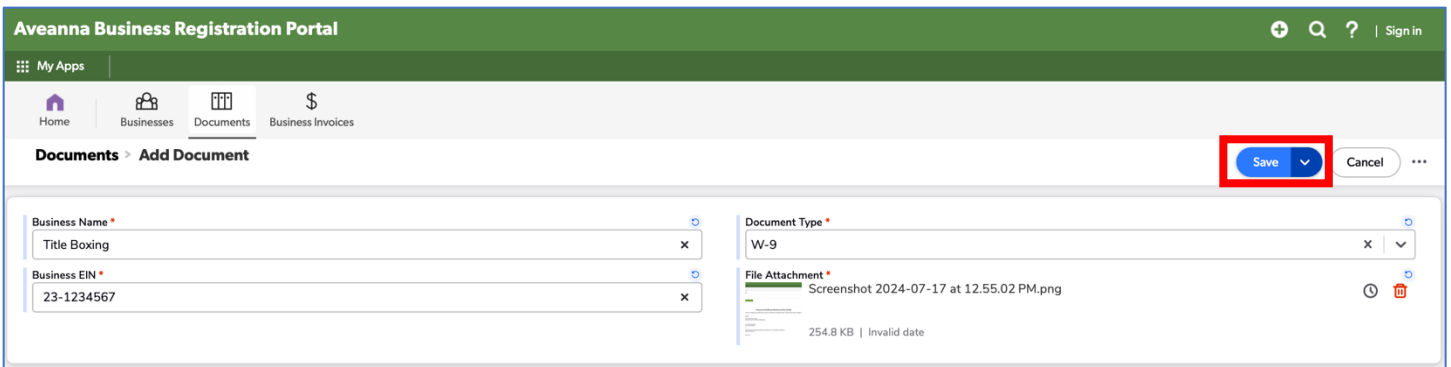
- 3) Enter Business Name.
- 4) Enter Business EIN.
- 5) Use the drop-down menu to select “Document Type”.



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



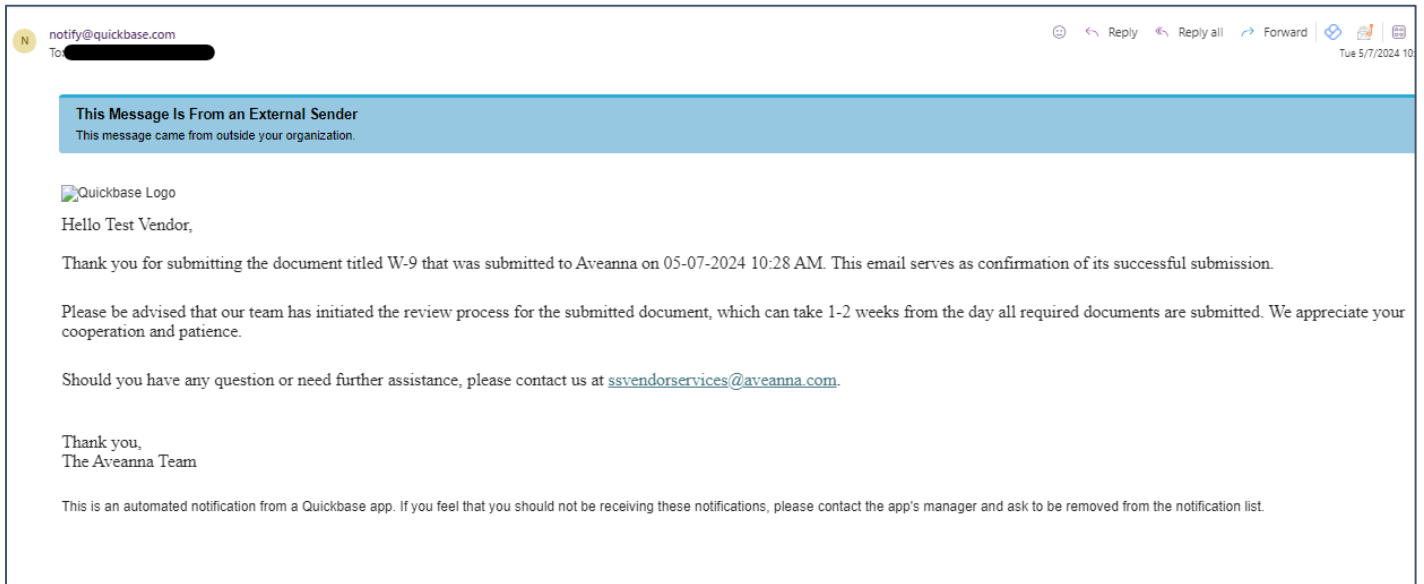
7) **Upload document:** Click the “Save” button to upload the document.



- **NOTE:** If Step 6 is completed successfully screen will show attachment in “File Attachment” field as seen above.

Result

Business will receive an email confirmation of document upload from sender mailbox: notify@quickbase.com.

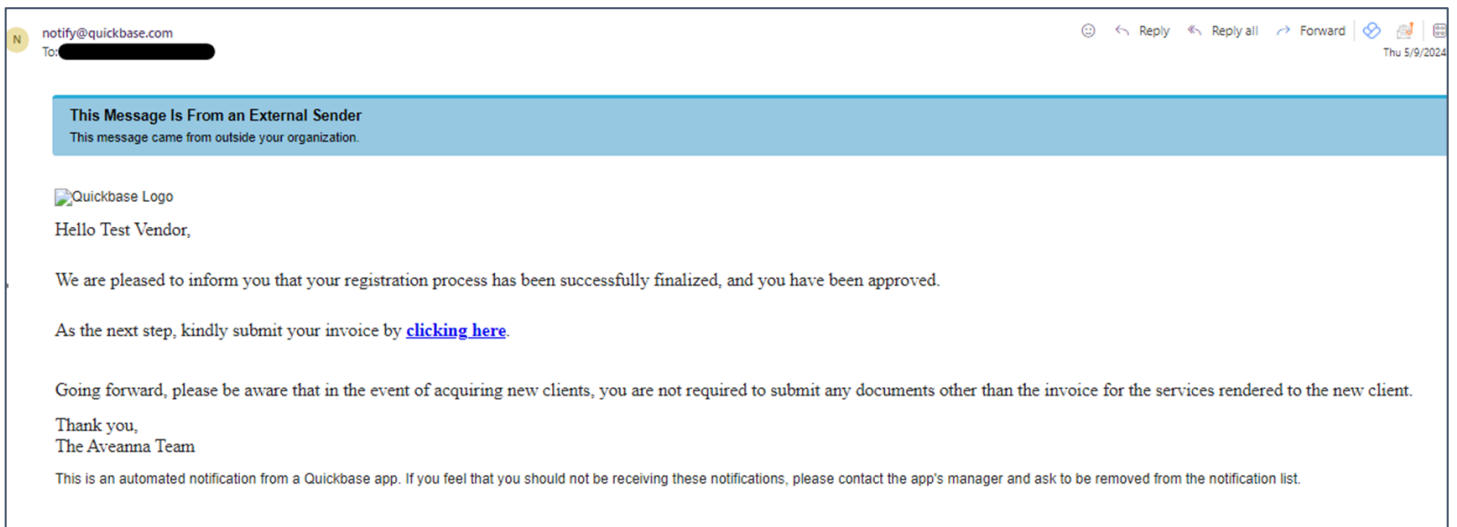


- **NOTE:** Repeat steps 1-7 for all other documents.

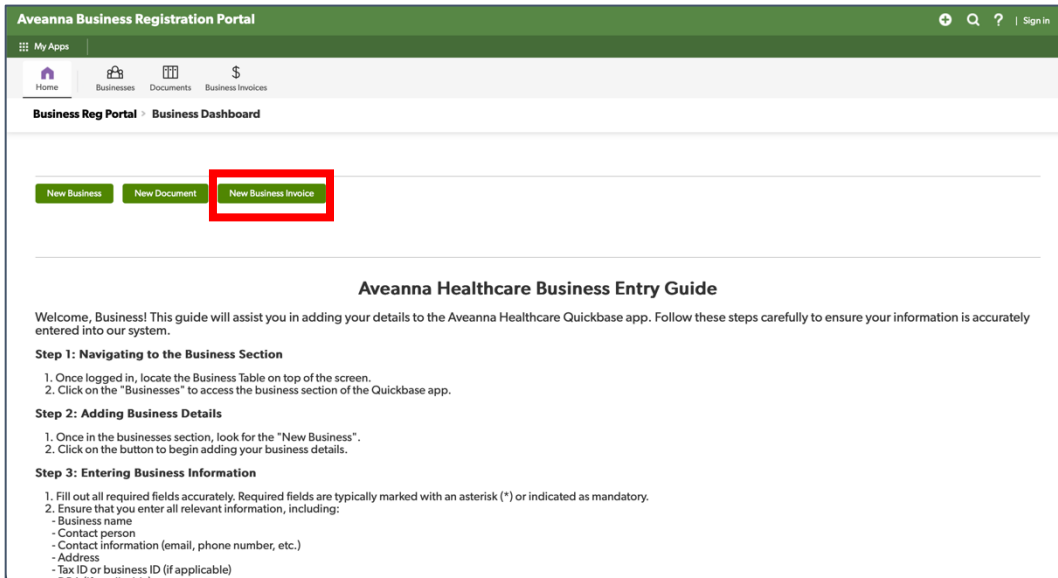
Uploading an Invoice in Quickbase for Payment

1) Navigate to the QuickBase Aveanna Business Registration Portal: Use the link below to enter the Business Portal.

- **NOTE:** Once the business has been added, they will receive the email below. They can click on the link in the email of access the Business Registration Portal or navigate to: <https://premierhealthcareservices.quickbase.com/db/bt3i2dqxc?a=td>
- **IMPORTANT:** Business will need the client UCI#. The Client UCI# can be found in the original referral email.



2) **Begin invoice upload:** Click on the “New Business Invoice” button.



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.

A screenshot of the "Add Business Invoice" form in the Aveanna Business Registration Portal. The page title is "Aveanna Business Registration Portal". The navigation bar includes "Home", "Businesses", "Documents", and "Business Invoices". The main content area shows "Business Invoices > Add Business Invoice". The form is titled "Invoice Details" and contains the following fields: "Business Name *", "Business EIN *", "UCI *", "Service Month *" (dropdown menu), "Service Year" (dropdown menu), "Invoice Number *", "Invoice Amount *" (with a value of \$ 0.00), "Service Description", and "File Attachment *" (with an "Upload file" button and "or drag and drop" text).

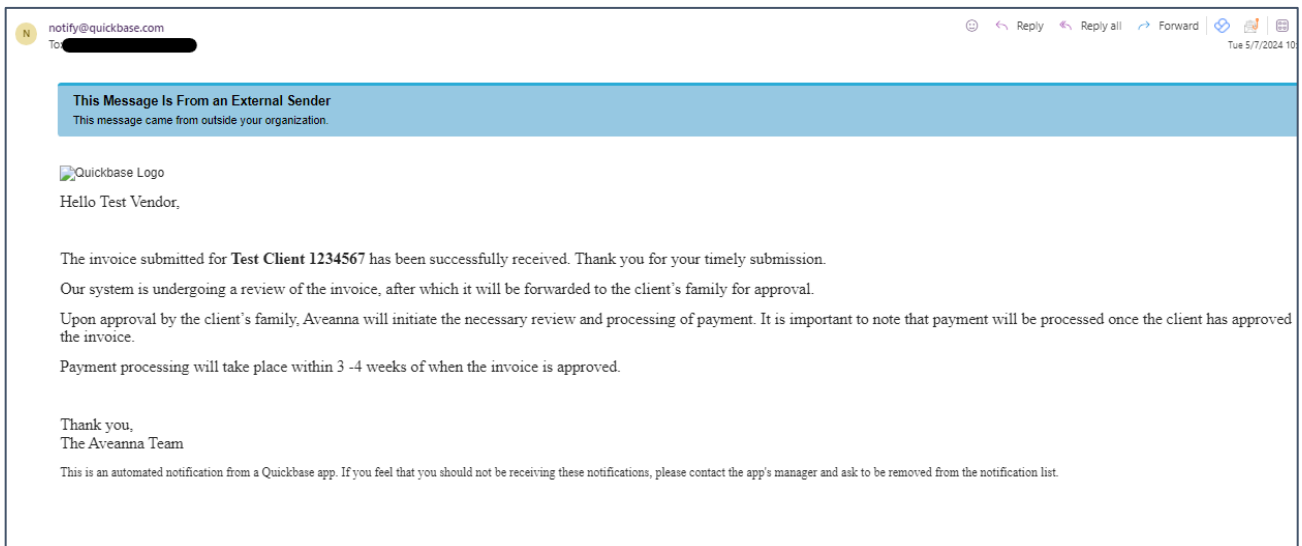
- **NOTE:** If Step 10 is completed successfully screen will show attachment in “**File Attachment**” field as seen below.

12) Click the “**Save**” button to upload the invoice.

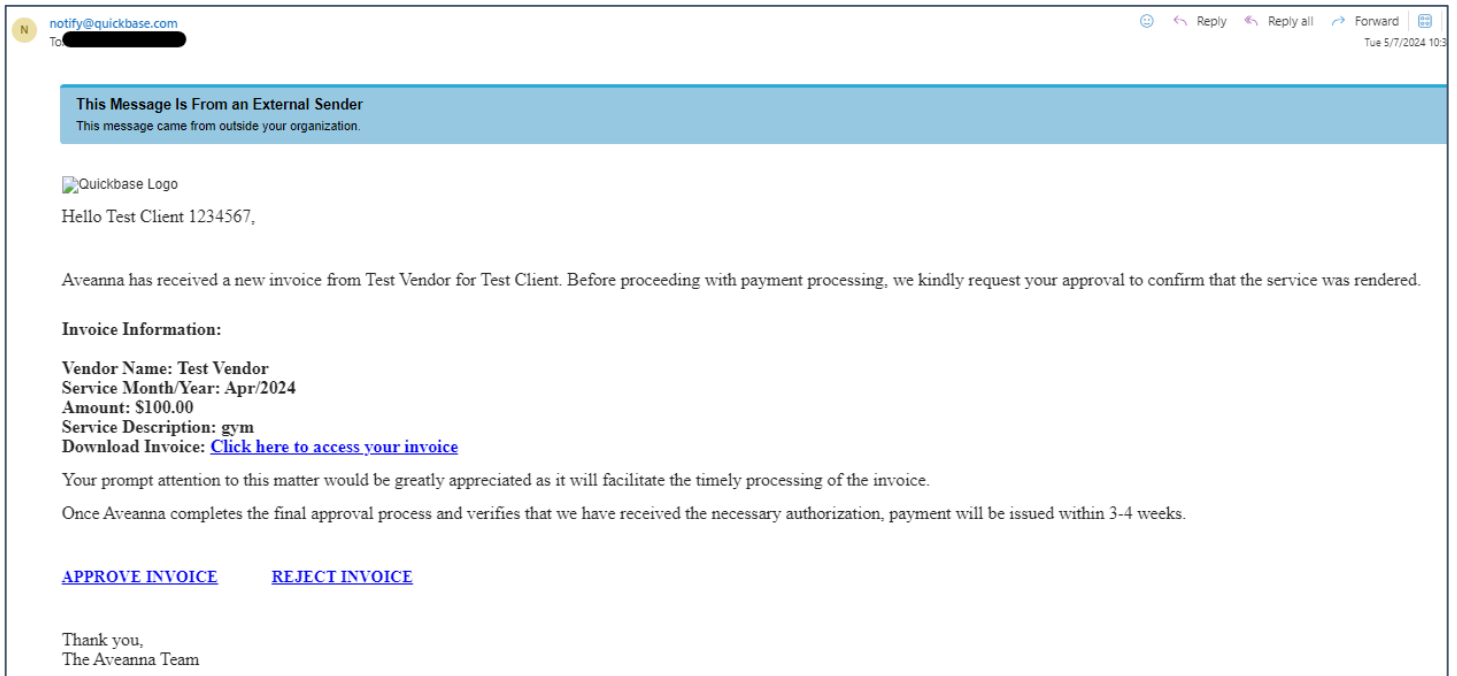
The screenshot shows the 'Aveanna Business Registration Portal' interface. At the top, there are navigation tabs for 'Home', 'Businesses', 'Documents', and 'Business Invoices'. Below this, the 'Business Invoices' section is active, with a sub-tab for 'Add Business Invoice'. A 'Save' button is highlighted with a red box. The main form area is titled 'Invoice Details' and contains several input fields: 'Business Name' (Title Boxing), 'Business EIN' (23-1234567), 'UCI' (1234567), 'Service Month' (Sep), 'Service Year' (2024), 'Invoice Number' (1), 'Invoice Amount' (\$150.00), and 'Service Description' (boxing classes). At the bottom of the form, a 'File Attachment' section shows a screenshot of the portal with a file size of 114.56 KB and an 'Invalid date' warning.

Result

Business will receive an email confirmation of invoice upload from sender mailbox: **notify@quickbase.com**.



- **NOTE:** An email will be sent to the Client upon invoice submission prompting for the approval.



Troubleshooting

1. If you encounter any issues during the referral entry process, contact the Aveanna Support team for assistance at ssvendorservices@aveanna.com.
2. 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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