# QuickBase Social Recreation Business Guide

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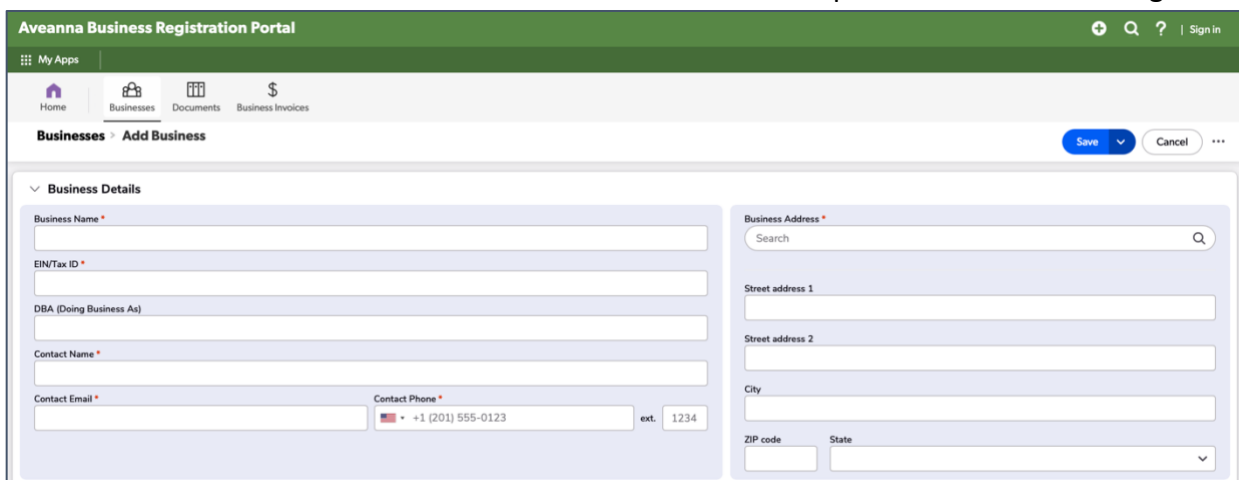
Registering for Payments in QuickBase

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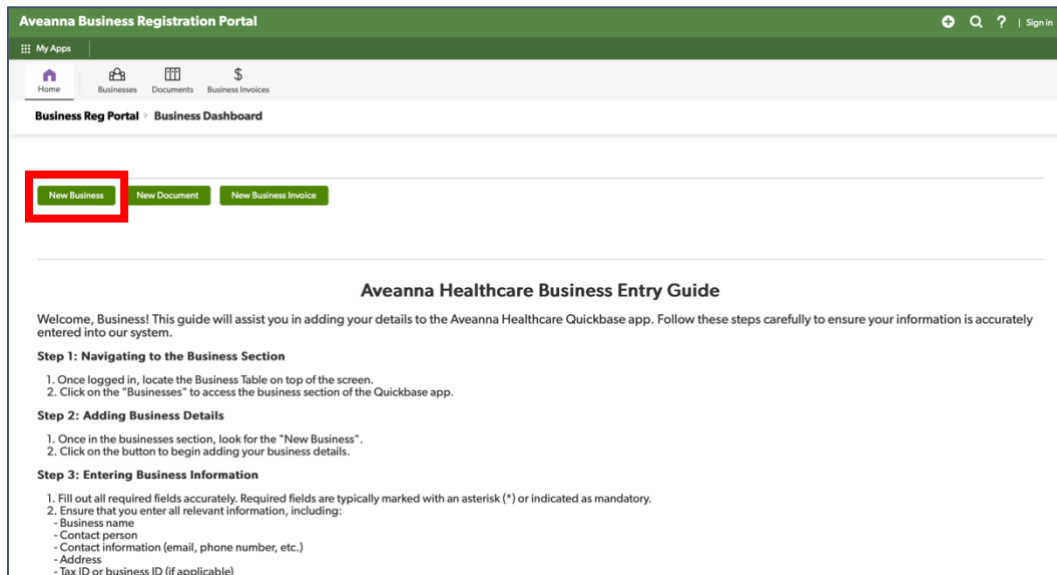
3) **Fill-out the "Business Details" form:** Use the fields to enter the required information for registration.

- 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.

Result

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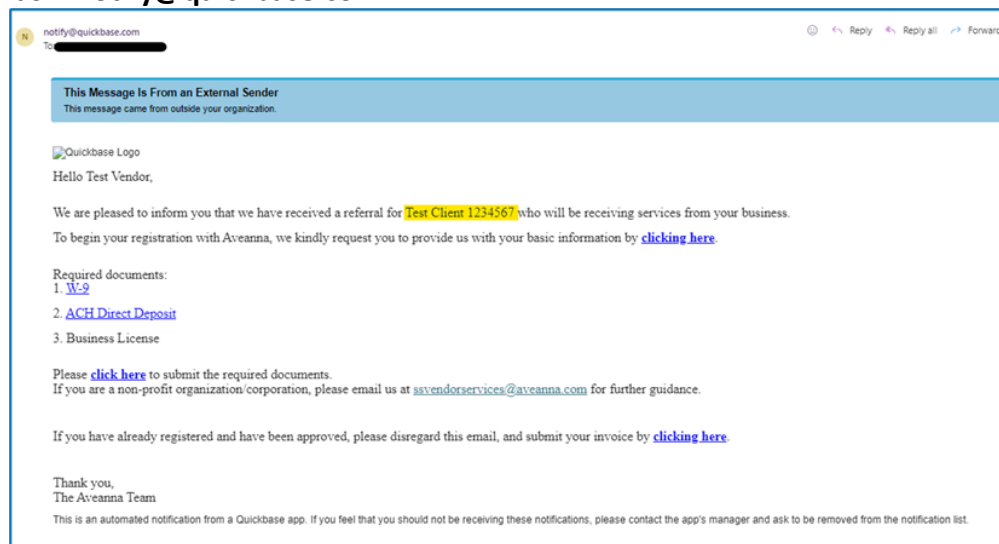
Attaching Documentation in QuickBase

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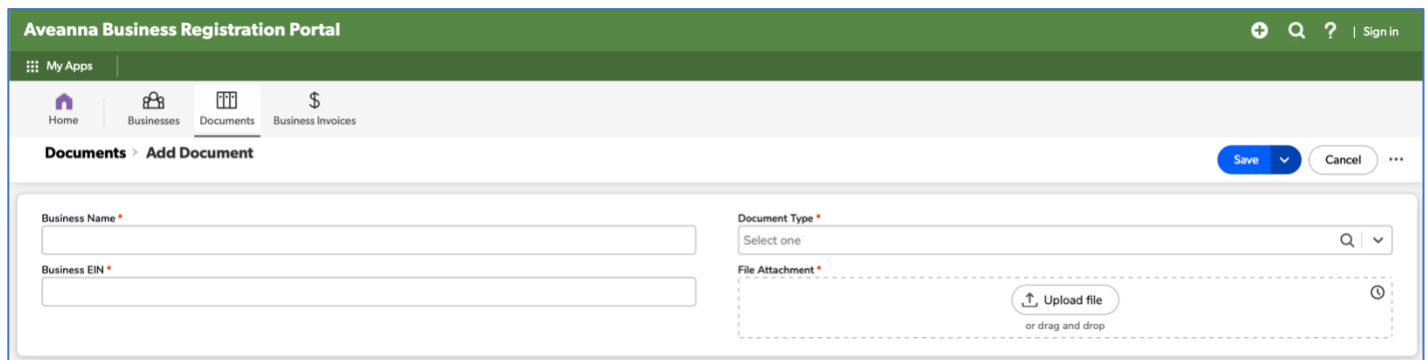
1) **Navigate to the QuickBase Aveanna Business Registration Portal:** Use the link below to enter the Business Portal.

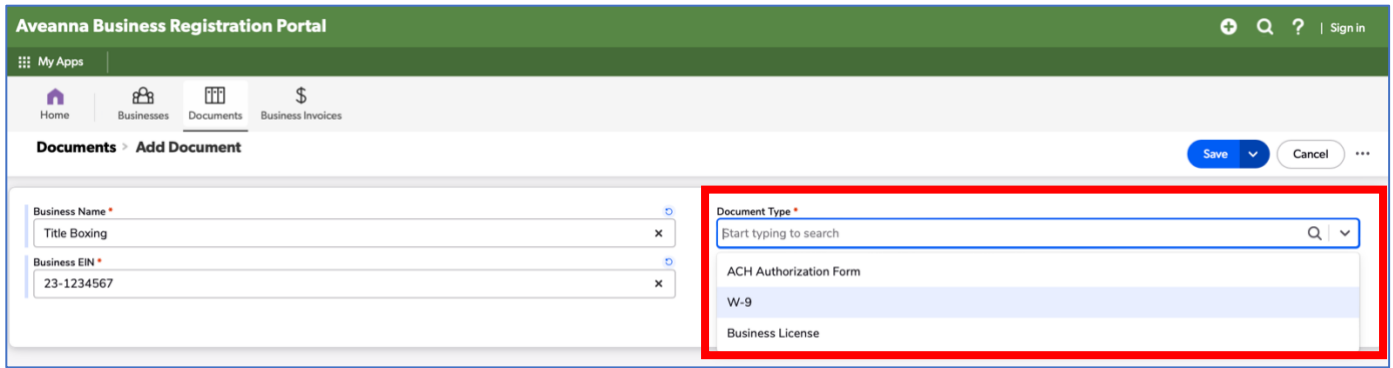   - https://premierhealthcareservices.quickbase.com/db/bt3i2dqxc?a=td

2) **Begin document upload:** Click on the "**New Document**" button.
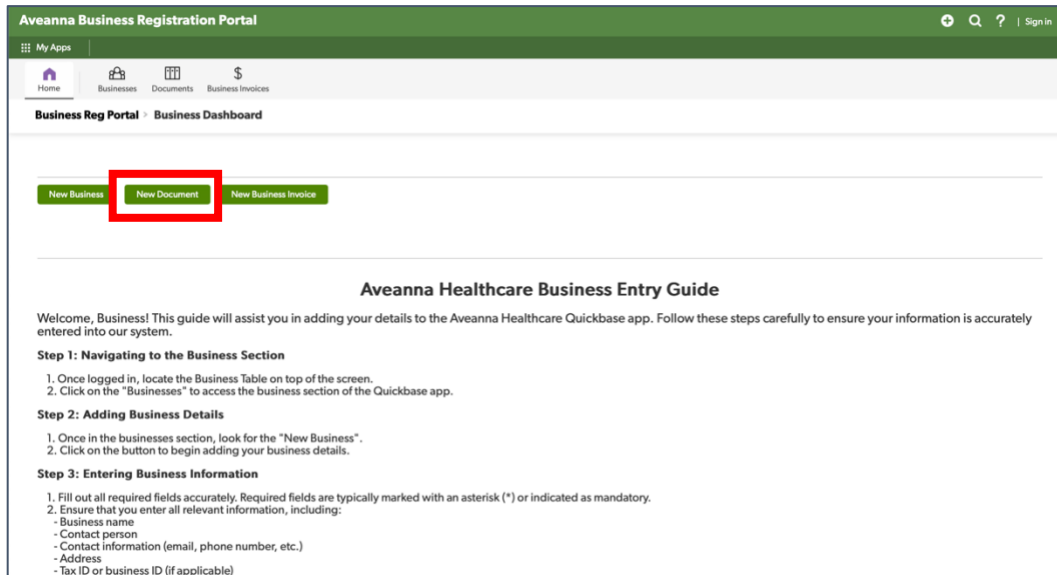
Fill-out the "Add Document" form: Use the fields to enter the required information for document upload.

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.
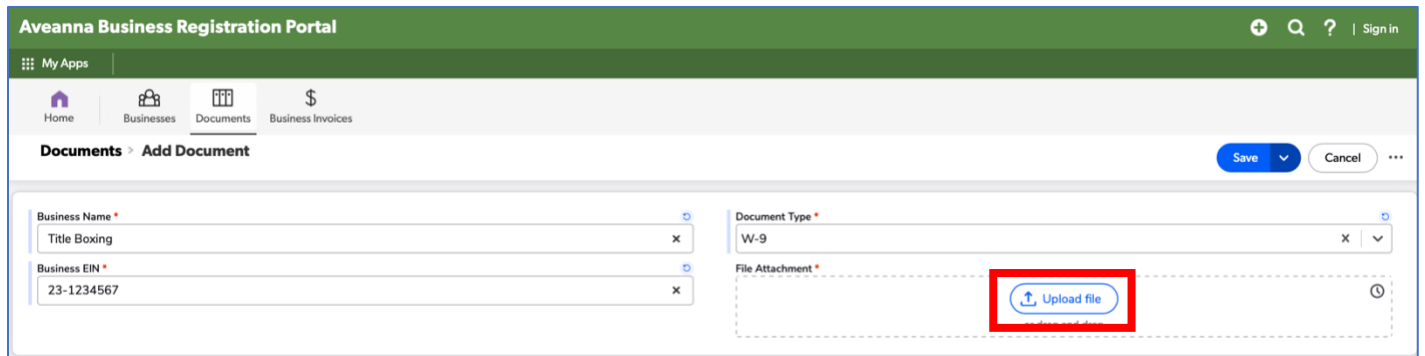
7) Upload document: Click the "**Save**" button to upload the document.
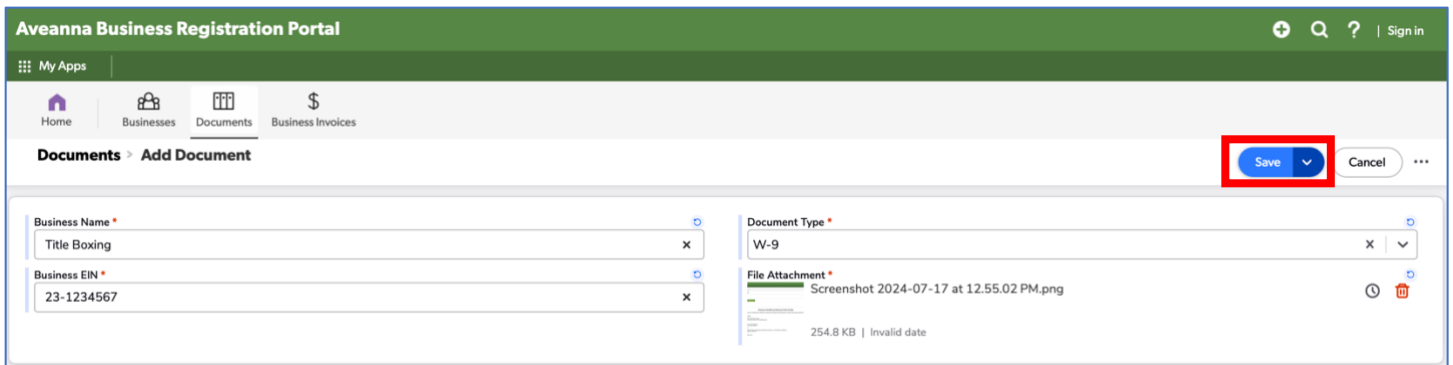
- **NOTE:** If Step 6 is completed successfully screen will show attachment in "**File Attachment**" field as seen above.

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.
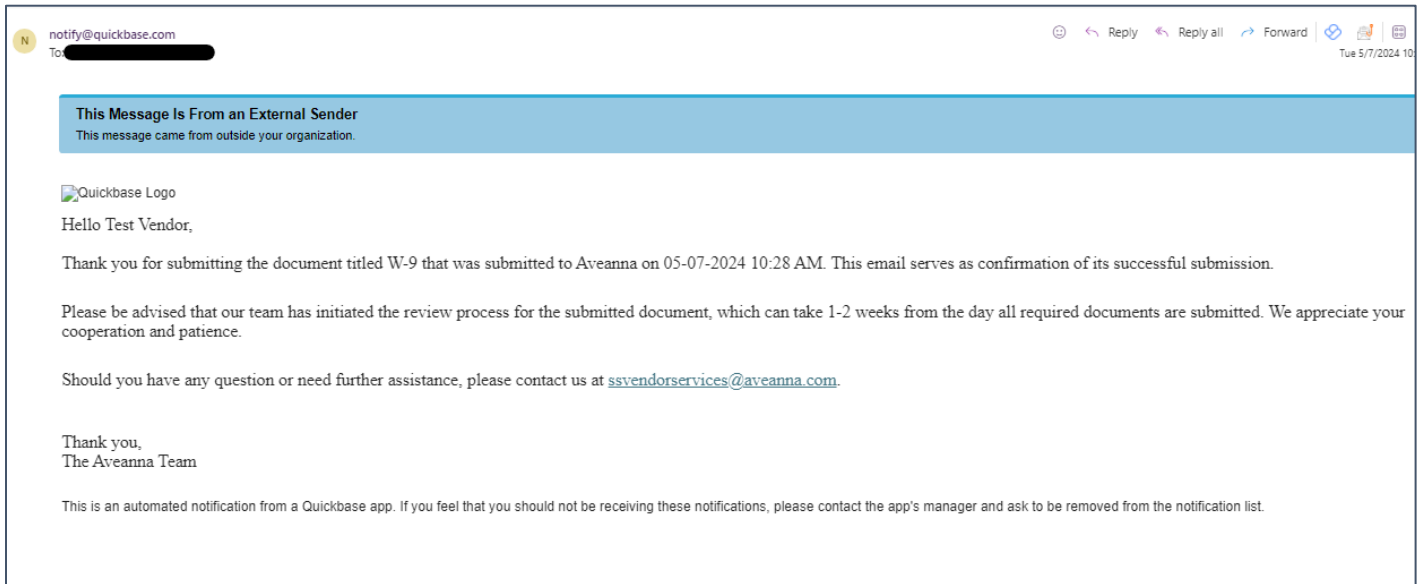
   - NOTE: Once the business has been added, they will receive the email below. They can click on the link in the email of access the Business Registration Portal or navigate to: https://premierhealthcareservices.quickbase.com/db/bt3i2dqxc?a=td

   - IMPORTANT: Business will need the client UCI#. The Client UCI# can be found in the original referral email.
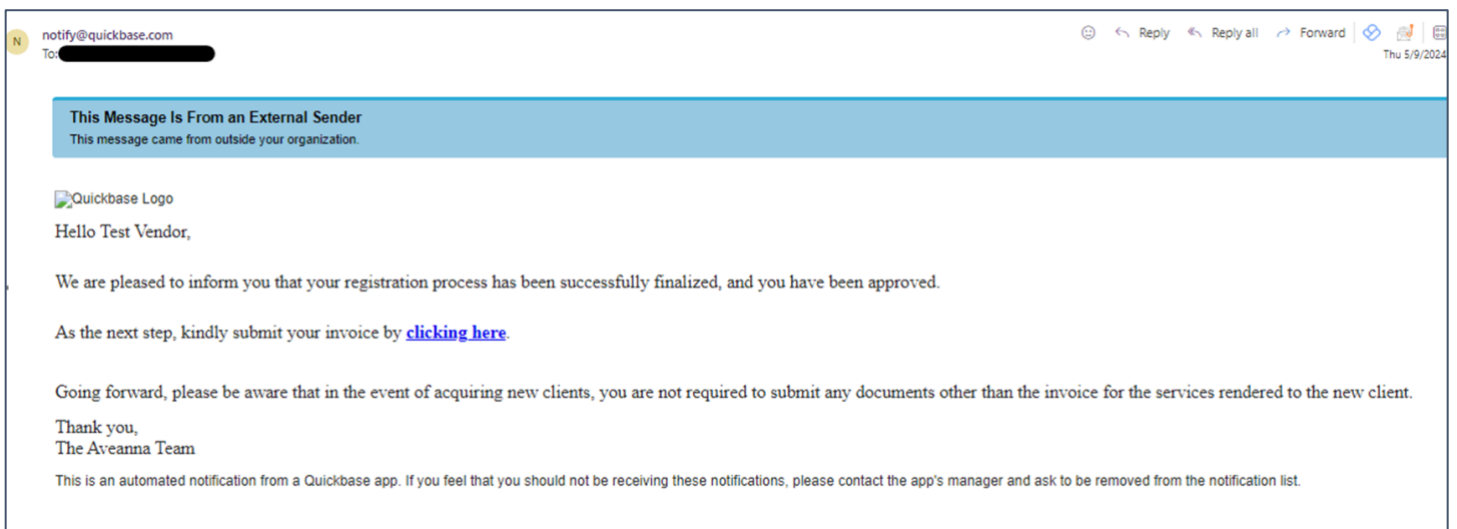
2) **Begin invoice upload:** Click on the "**New Business Invoice**" button.
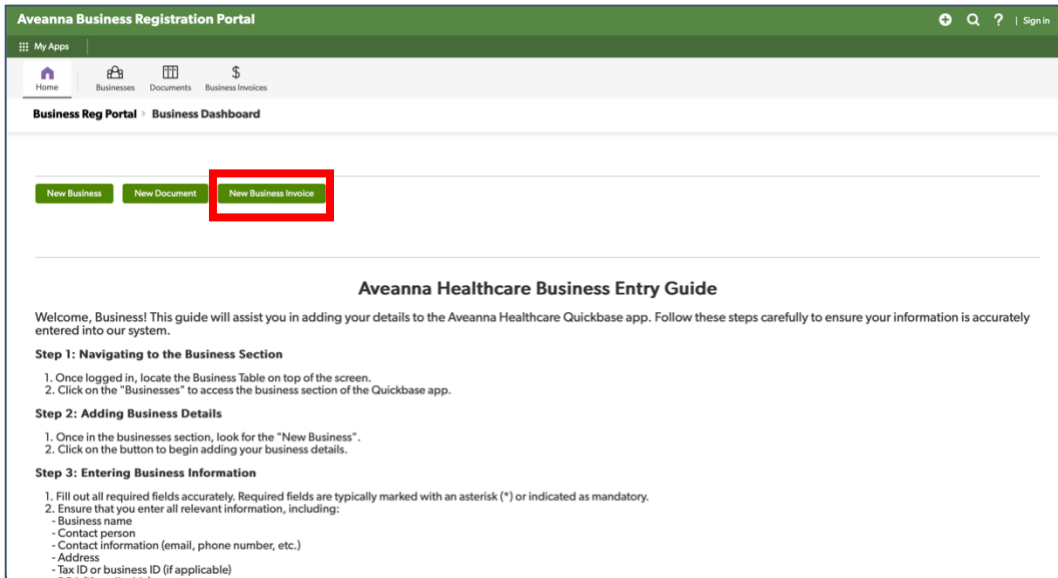
Fill-out the "Invoice Details" form: Use the fields to enter the required information for invoice upload.

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.

- **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.

Result

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

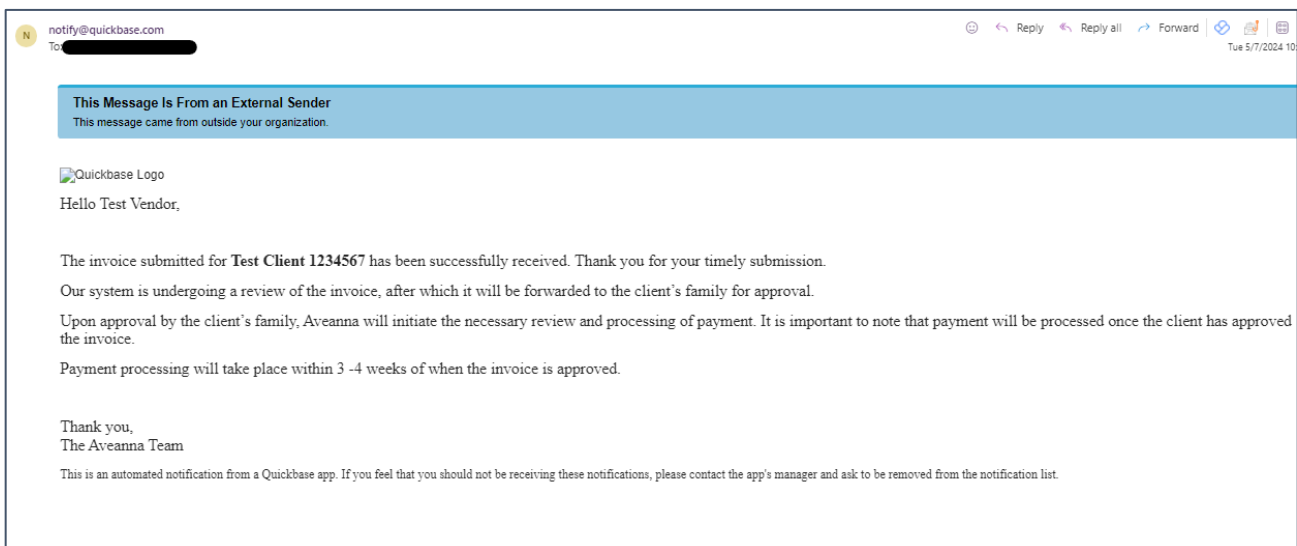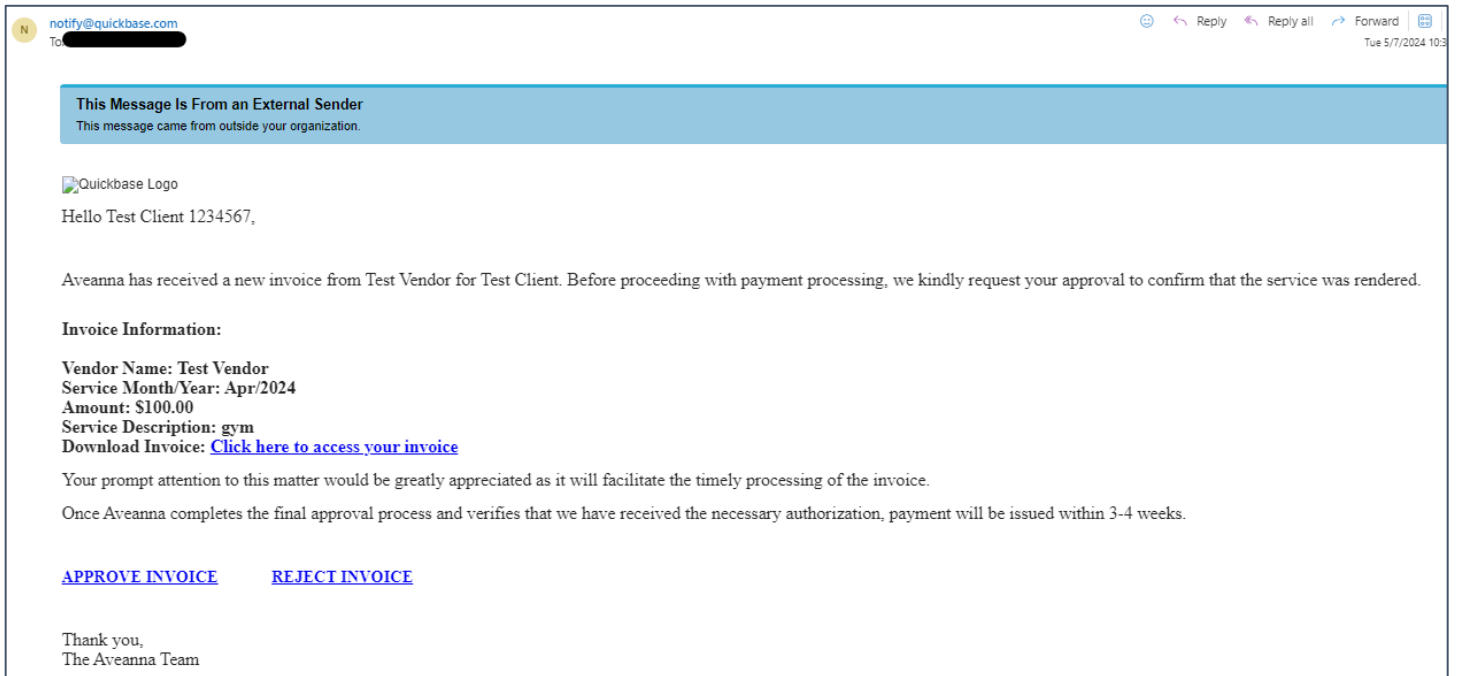- **NOTE:** An email will be sent to the Client upon invoice submission prompting for the approval.

The email shown:

notify@quickbase.com
To: [redacted]
Tue 5/7/2024 10:3

☺ ↩ Reply ↩ Reply all → Forward

This Message Is From an External Sender
This message came from outside your organization.

Quickbase Logo

Hello Test Client 1234567,

Aveanna has received a new invoice from Test Vendor for Test Client. Before proceeding with payment processing, we kindly request your approval to confirm that the service was rendered.

Invoice Information:

Vendor Name: Test Vendor
Service Month/Year: Apr/2024
Amount: $100.00
Service Description: gym
Download Invoice: Click here to access your invoice

Your prompt attention to this matter would be greatly appreciated as it will facilitate the timely processing of the invoice.

Once Aveanna completes the final approval process and verifies that we have received the necessary authorization, payment will be issued within 3-4 weeks.

APPROVE INVOICE   **REJECT INVOICE**

Thank you,
The Aveanna Team

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 lingü.stica. 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) 。
Aveanna Healthcare, LLC does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, disability, or any other basis prohibited by federal, state, or local law.
© 2024 Aveanna Healthcare, LLC. The Aveanna Heart Logo is a registered trademark of Aveanna Healthcare LLC and its subsidiaries.