

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.

Aveanna Business Registration Portal

Home Businesses Documents Business Invoices

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 Table on top of the screen.
2. Click on the "Businesses" to access the business section of the Quickbase app.

Step 2: Adding Business Details

1. Once in the businesses section, look for the "New Business".
2. Click on the button to begin adding your business details.

Step 3: Entering Business Information

1. Fill out all required fields accurately. Required fields are typically marked with an asterisk (*) or indicated as mandatory.
2. Ensure that you enter all relevant information, including:
 - Business name
 - Contact person
 - Contact information (email, phone number, etc.)
 - Address
 - Tax ID or business ID (if applicable)

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

Aveanna Business Registration Portal

Home Businesses Documents Business Invoices

Businesses > Add Business

Save Cancel

Business Details

Business Name *

EIN/Tax ID *

DBA (Doing Business As)

Contact Name *

Contact Email *

Contact Phone *

Business Address *

Search

Street address 1

Street address 2

City

ZIP code

State

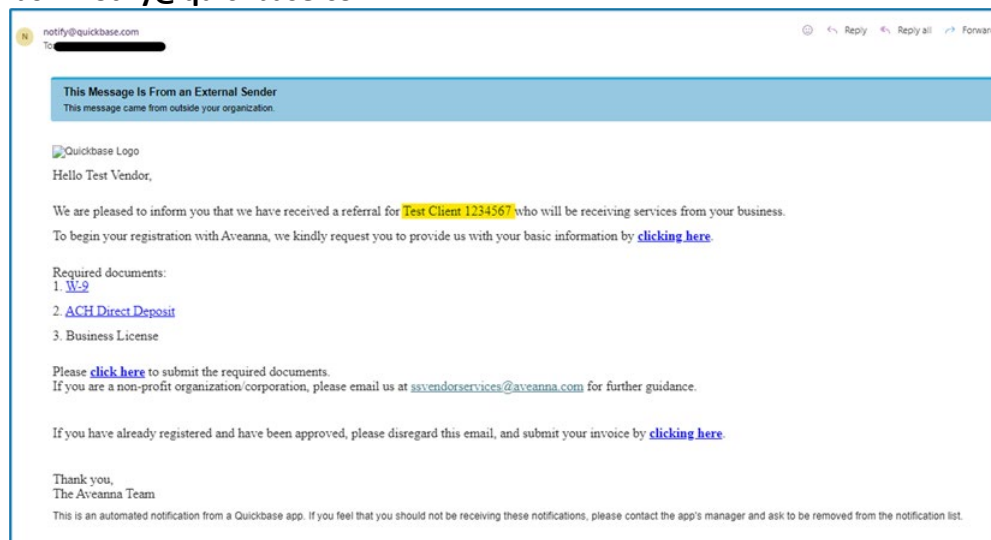
- Enter the Business Name.
- Enter EIN/Tax ID number.
- Enter DBA (Doing Business As) information (if applicable).
- Enter the Business' Contact Name.
- Enter Business' Contact Email.
 - **NOTE:** Email must be accurate as it will be used to alert the business of the progress and important updates for 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' with a green header. Below the header is a navigation bar with 'My Apps' and icons for Home, Businesses, Documents, and Business Invoices. The main content area is titled 'Businesses > Add Business'. A red box highlights the 'Save' button in the top right corner. The form is divided into two columns. The left column contains fields for Business Name, EIN/Tax ID, DBA (Doing Business As), Contact Name, Contact Email, and Contact Phone. The right column contains a Business Address search field, Street address 1, Street address 2, City, ZIP code, and State.

Result

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



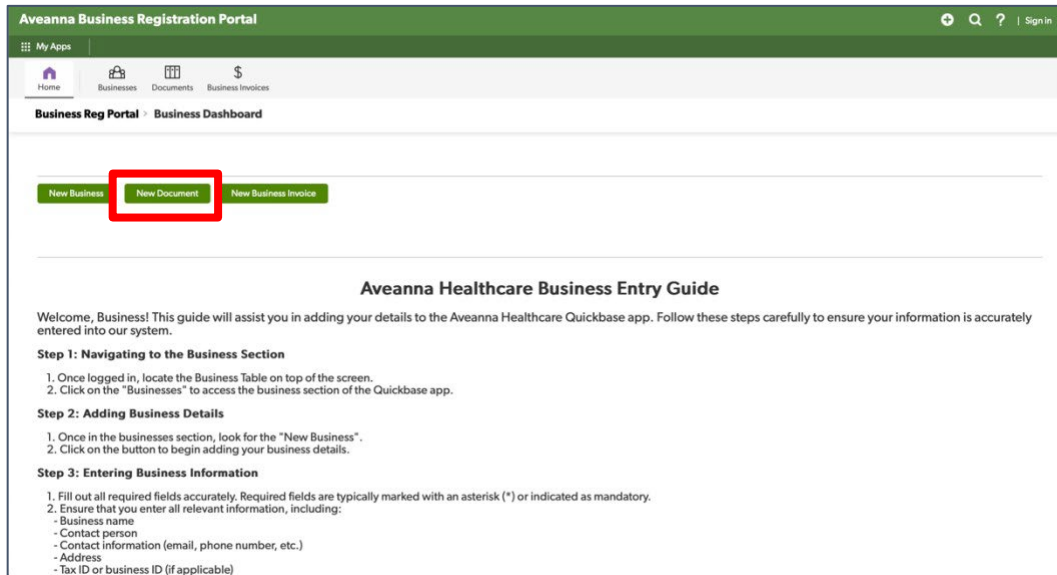
Attaching Documentation in QuickBase

- **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 within the 'Aveanna Business Registration Portal'. The form has a header with 'Documents > Add Document' and a 'Save' button. The form fields are: '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 with 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”.

Aveanna Business Registration Portal

My Apps | Home | Businesses | Documents | Business Invoices

Documents > Add Document

Save Cancel

Business Name *
Title Boxing x

Business EIN *
23-1234567 x

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 x

Business EIN *
23-1234567 x

Document Type *
W-9 x

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 x

Business EIN *
23-1234567 x

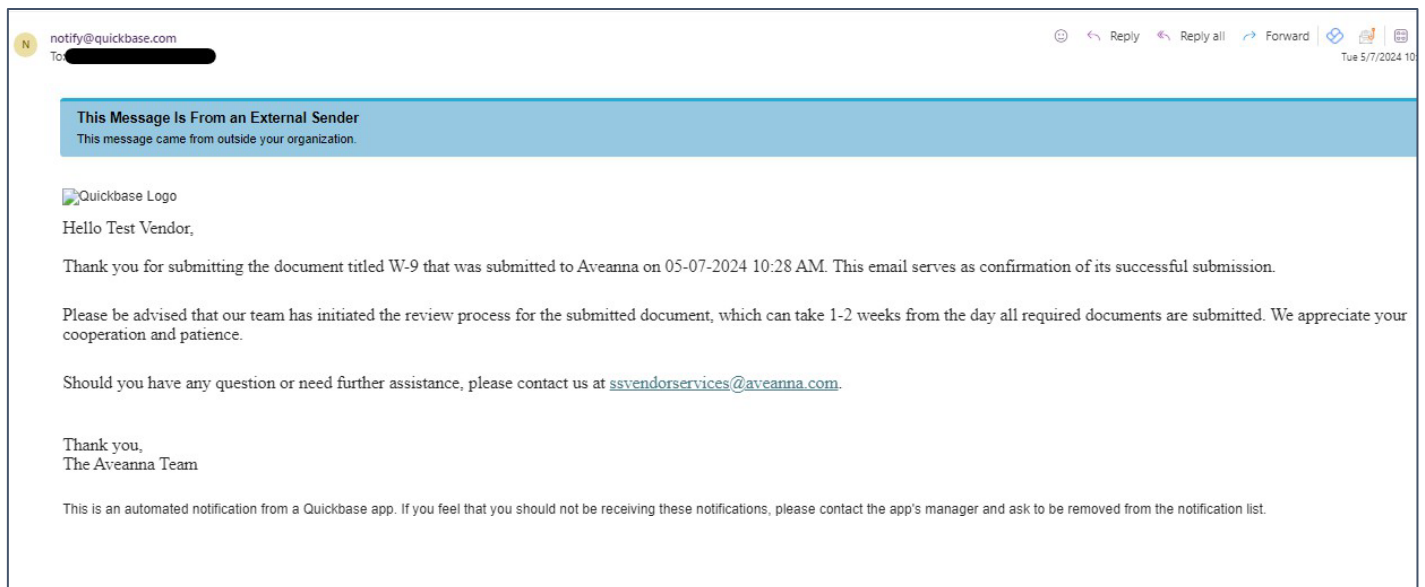
Document Type *
W-9 x

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

- **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.

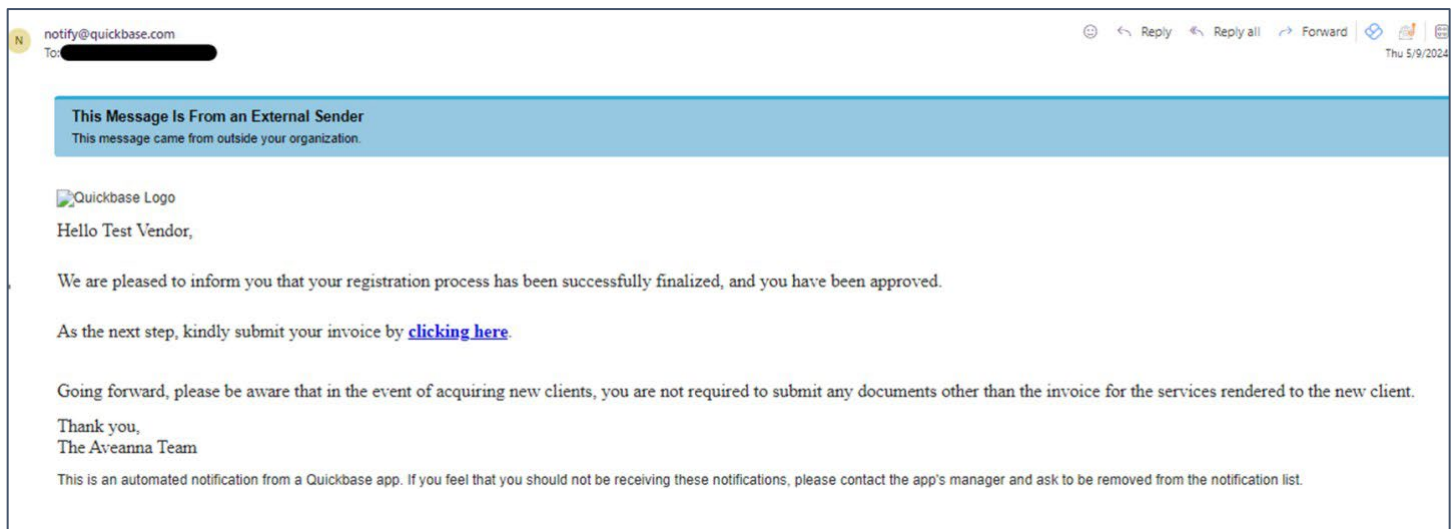


- **NOTE:** Repeat steps 1-7 for all other documents.

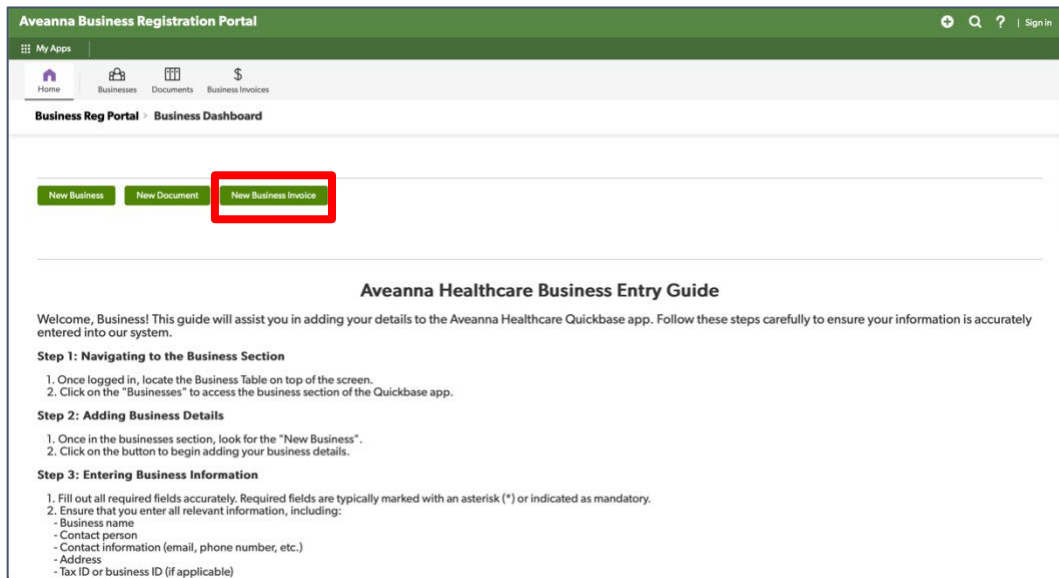
Uploading an Invoice in QuickBase for Payment

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: [Business Reg Portal - Add Business Invoice](#)
- **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.

The screenshot displays the 'Add Business Invoice' form within the 'Aveanna Business Registration Portal'. The form is titled 'Business Invoices > Add Business Invoice'. It contains several input fields and dropdown menus, all marked with an asterisk (*) to indicate they are required. The fields include: 'Business Name', 'Business EIN', 'UCI', 'Service Month' (a dropdown menu), 'Service Year' (a dropdown menu), 'Invoice Number', 'Invoice Amount' (pre-filled with '\$ 0.00'), and 'Service Description'. At the bottom, there is a 'File Attachment' section with an 'Upload file' button and a note 'or drag and drop'. The form is set against a light yellow background.

- **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.

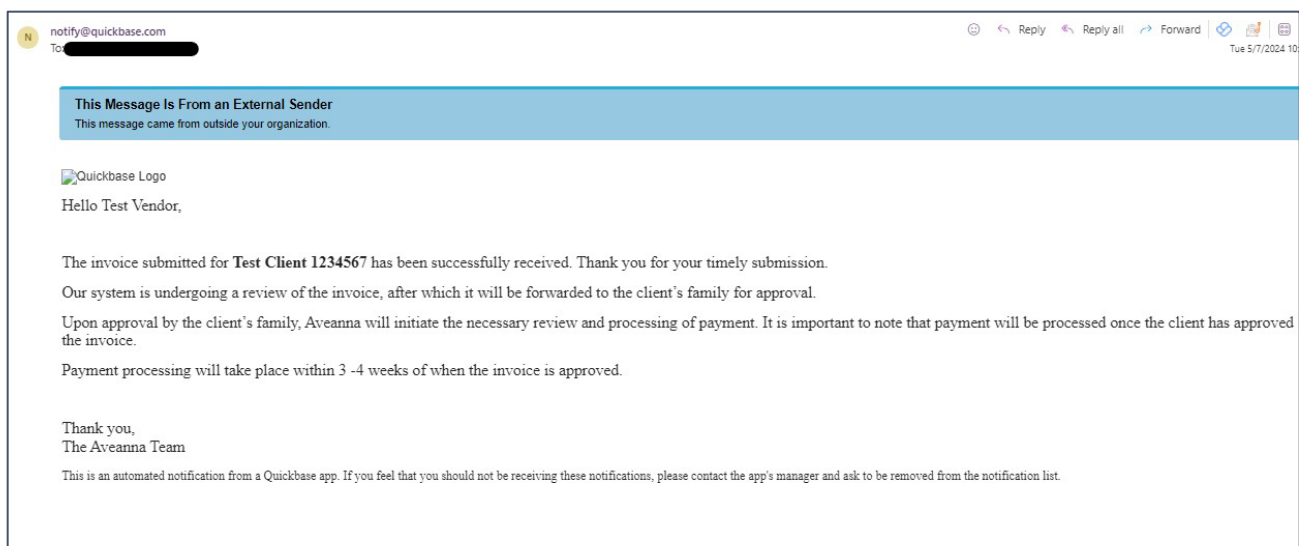
The screenshot shows the 'Aveanna Business Registration Portal' interface. The top navigation bar includes 'My Apps' and 'Sign in'. The main menu has 'Home', 'Businesses', 'Documents', and 'Business Invoices'. The 'Business Invoices' section is active, showing 'Add Business Invoice'. The form contains the following fields:

- Business Name ***: Title Boxing
- Business EIN ***: 23-1234567
- UCI ***: 1234567
- Service Month ***: Sep
- Service Year ***: 2024
- Invoice Number ***: 1
- Invoice Amount ***: \$ 150.00
- Service Description ***: boxing classes
- File Attachment ***: Screenshot 2024-07-17 at 1.06.18 PM.png (114.56 KB | Invalid date)

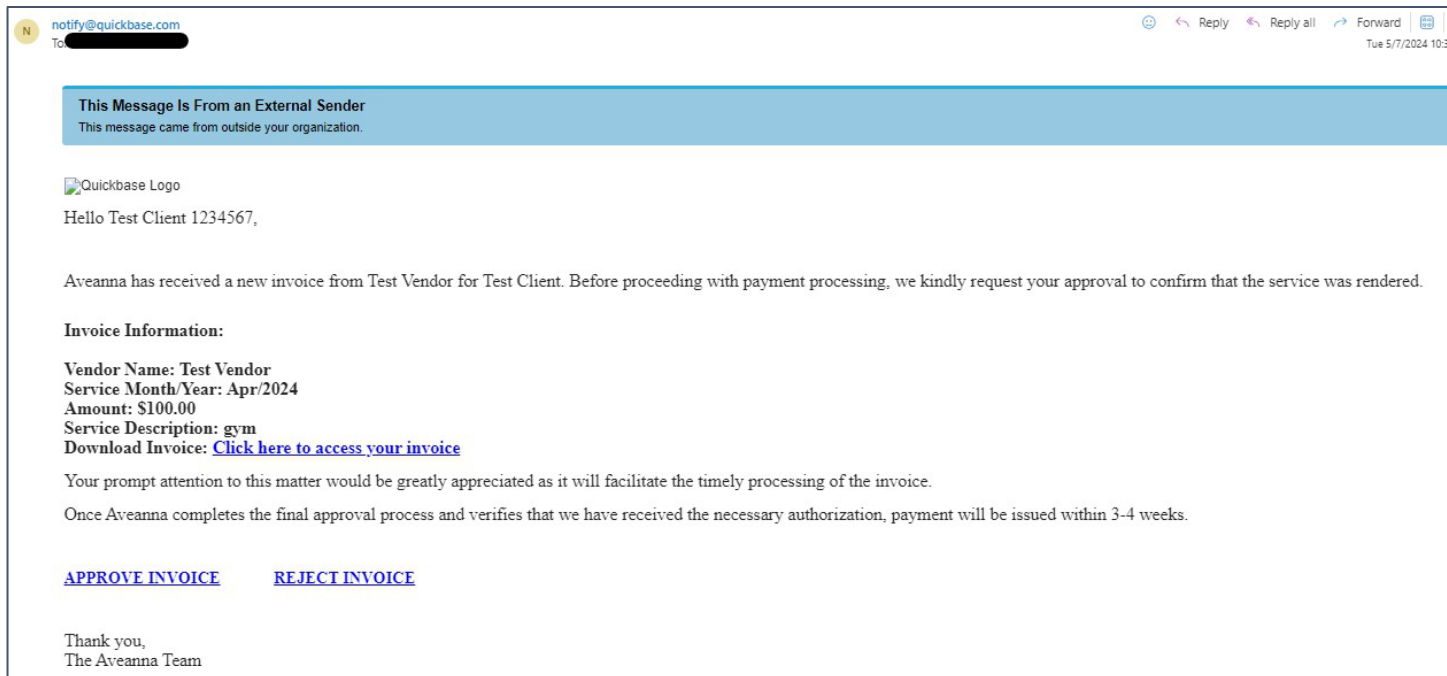
The 'Save' button is highlighted with a red box in the top right corner of the form.

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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