

## CoreConnect, CHLA's Facility Billing System: Set Up PayAliases Job Aid

## **INSTRUCTIONS**

- 1. Log into <u>CoreConnect.</u>
  - FOR INTERNAL USERS: If you have a CHLA email and password, select CHLA Domain Username (Okta single sign on) to sign in.
  - **FOR EXTERNAL USERS:** Refer to the invoice for payment instructions. Payment should be made Net 30 days from the invoice date.
- 2. Select the **Settings** icon.





## 3. Click Manage PayAliases.

FBS PI Settings Dashboard					
Configure the settings for this PI using the various web panels below.					
PayAliases for Sample PI					
PayAliases allow you to reference your Projects with a short, easy-to-recognize code.					
There are No PayAliases assigned to this PI.					
	Manage PayAliases				

## 4. Fill-in the following:

- PayAlias: Custom name of the account (i.e. NIH Best Starts to Life)
- Start Date: Project's start date
- Account: PeopleSoft's Project ID
- Order Reference:
- Active: Check

PayAlias 🛛 🤟	Start Date 🛛 🏺	Account	Order Reference	Active
+				
No PayAliases Listed.				