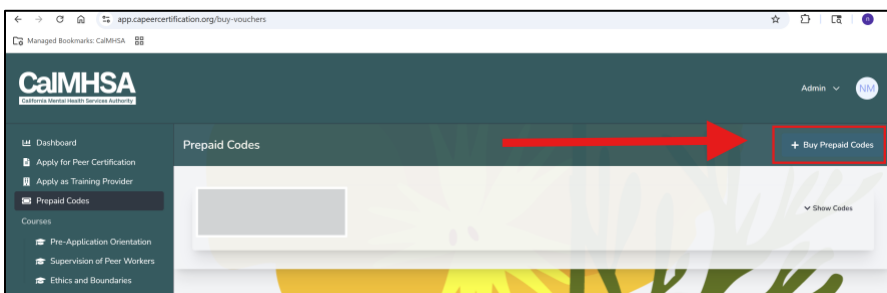


Purchasing Prepaid Codes Using a Credit Card

This article explains the step-by-step process for purchasing prepaid codes through the CalMHSA Medi-Cal Peer Support Specialist Certification website using a credit card. Prepaid codes allow purchasers (such as individuals, employers, agencies or organizations) to pay program fees in advance. The prepaid codes may then be used or distributed at the purchaser’s discretion to be applied to the intended fee.

Step 1: Log in to the Peer Certification Website

- a. Account Creation and Verification: To begin the purchase process, the purchaser must first create and verify an account on the [Peer Certification website](#).
- b. During registration, the purchaser will be asked to provide:
 - Full Name
 - Email Address (email verification required)
 - Address (validated using Google address verification)
 - Agency Name or any other preferred name that will be used to group your purchase
- c. For additional security, Two-Factor Authentication (2FA) is enabled for all purchaser accounts via email verification
- d. Once the email is verified and login is complete, the purchaser will gain access to the [Prepaid Code Dashboard](#), where purchases and generated codes can be managed.
- e. If you are an already registered user, you can purchase the prepaid codes by clicking on the “Prepaid code” quick access link on the left navigation bar or by bookmarking this link: [Prepaid Code Dashboard](#)



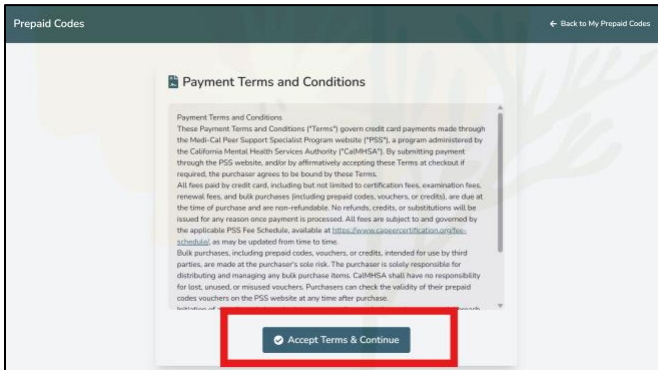
Step 2: Legal and Fee Acknowledgements

Before accessing the purchase page, purchasers must review and accept the Payment Terms and Conditions each time they attempt to make a purchase.

Purchasers must confirm that they understand and agree to the following key terms:

- Payment is due at the time of purchase
- All payments are non-refundable
- No credits, substitutions, or reversals are allowed

- CalMHSA is not responsible for lost or misused prepaid codes
- Credit card chargebacks constitute a material breach of the agreement
- Any prepaid codes associated with a chargeback will be invalidated
- The purchaser must check the acknowledgement boxes to proceed.

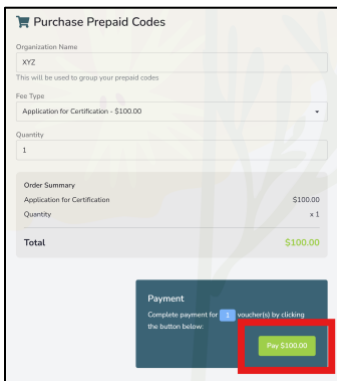


Step 3: Select Items on the “Buy Prepaid Codes” Page

On the Buy Prepaid Codes screen, the purchaser selects:

- The fee type(s) they wish to purchase
- The quantity of prepaid codes needed
- The system automatically calculates the total purchase amount.
- To proceed, the purchaser clicks: “Pay \$[Amount] and Generate Prepaid Codes.”

Note: Only one fee-type per transaction can be purchased at a time. To purchase another fee type, please continue step 1-3.



Step 4: Payment Authorization

After clicking “Pay \$[Amount] and Generate Prepaid Codes,” the system displays a Purchaser Confirmation Screen summarizing the order.

The purchaser will then:

- Enter their credit card payment details
- Review the final payment summary
- Click “Submit Payment” to complete the transaction

The screenshot shows a web form titled "Purchase 1 Voucher(s)". The form includes fields for "First Name" (xyz), "Last Name", "Billing Address" (checked), "Address" (abc), "City" (abcd), and "Additional Receipt Recipients (Optional)" (email1@example.com, email2@example.com). A modal window titled "Please enter payment info" is overlaid on the form, containing fields for "Card Number", "MM/YY", and "CVV", along with a "Submit Payment" button. At the bottom of the form, there are "Cancel" and "Pay \$100.00" buttons.

Step 5: Prepaid Code Generation

Once the payment is successfully processed, the system generates prepaid codes. The purchaser will receive a confirmation message on the purchase system and an automated email with a receipt. The email is sent to the purchaser on file and includes:

- Payment receipt
- Total transaction amount
- Transaction confirmation
- Link to access the generated prepaid codes

The screenshot shows an email confirmation message from CalMHSA. The message includes a "Purchase Summary" table with the following details:

Item	Details
Fee Type	Application for Certification
County	Other
Quantity	prepaid codes
Unit Price	
Total Paid	
Transaction ID	
Purchase Date	

Below the summary, there is a section titled "Accessing Your Prepaid Codes" with a button labeled "View My Prepaid Codes" highlighted with a red box. The email also includes "Important Information" regarding the use of prepaid codes and contact information for support.

Step 6: Manage Prepaid Codes from the Dashboard

After purchase, all prepaid codes are available in the Purchaser Dashboard. There are two ways to access the dashboard:

- Click the direct link to view the [prepaid code dashboard](#) from the email confirmation of the purchase; and/or
- Login directly to prepaid code dashboard on the website using this [link](#)

Each code is associated with the following details:

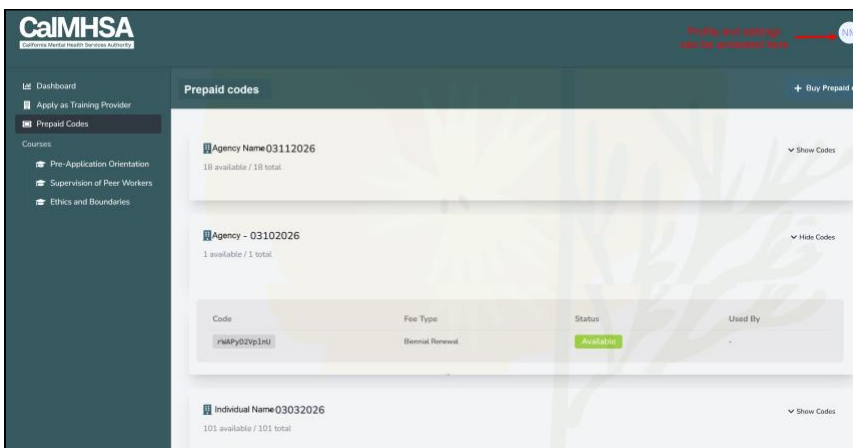
- Fee Type
- Group Name (Agency Name + purchase date format: *mm.dd.yy*)
- Purchase Date

From this dashboard, purchasers can view:

- The prepaid code
- The associated fee type
- The status of the code (e.g., unused or redeemed)
- Any applicant assigned to the code

This dashboard enables purchasers to track and manage prepaid codes issued to applicants. It displays the purchaser’s name and the date of purchase in a list view. The dynamic dashboard also shows the total number of prepaid codes purchased and how many remain available.

Each prepaid code is assigned a status: “Available” (shown in green) indicates the code has not yet been used, while “Invoiced” (shown in red) indicates the code has been redeemed by an individual. When a code is used, the name of the individual who redeemed it is displayed; if the code has not been used, this field remains blank.



For questions/concerns about the process, please contact workforce@calmhsa.org.