



American Heart Association.

Professional Education Hub™

Professional Education Hub Finance Guidelines

PAYMENT REMIT

Remit by Check

AHA ECC Distribution

PO Box 841390

Dallas, TX 75284-1390

Reference Professional Education Hub invoice #s) with payments

PAYMENT TYPE:

Check or ACH/EFT Only

(no credit cards)

PAYMENT TERMS:

Net 30

Remit by Electronic Payment

American Heart Association

ACH/EFT Routing #: 111000025

Account #: 488038435447

Remit email: ecc.finance.creditapp@heart.org

Reference Professional Education Hub invoice #s) with payments

INVOICES AND STATEMENTS

Professional Education Hub invoices

Generate each Monday and the last day of the month.

Professional Education Hub statements

Emailed the 2nd business day of each month.

- Invoices and Statements are sent from ShopCPR.invoices@email.ShopCPR.heart.org
- Professional Education Hub invoices always begin with "IHUB"
- Please ensure address is not blocked by your SPAM filter

ADDITIONAL INFORMATION

- A billing email and phone number directly to your Accounts Payable Dept. is preferred.
- Billing cc: field in your Professional Education Hub organizational set up is also available for a secondary email.
- Accounts may be put on hold if invoices are not paid within the payment terms.
- Please verify payments are always sent to the correct remit address.

Questions?

**Contact Professional Education Hub (IHUB):
877-340-9899 or education.help@heart.org**