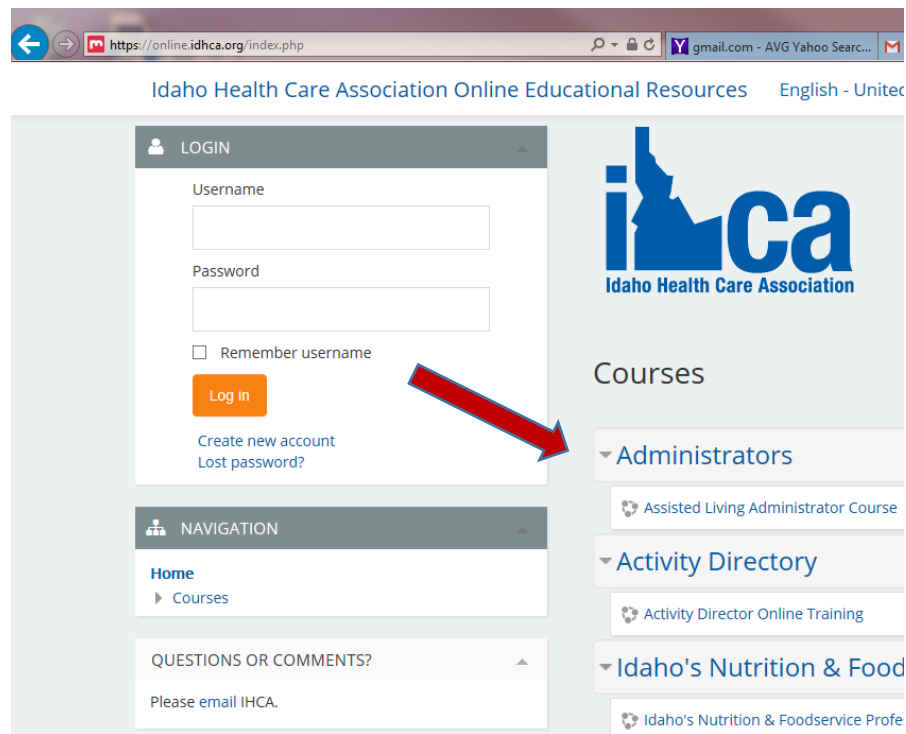
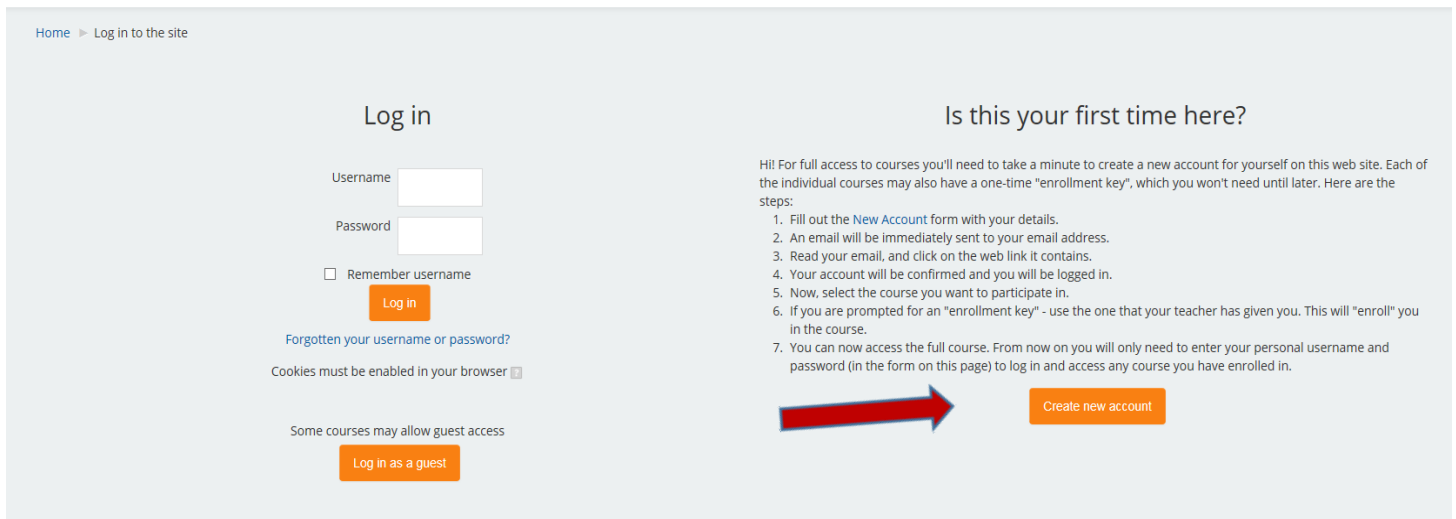


## Registering for Online Courses

1. Go to: <https://online.idhca.org/> and click on the desired course.



2. Click on: “Create new Account”



3. Fill in the information requested. (The date of birth field is only required of the Dietary Managers registering for their course.) Click: “Create my new account”

The screenshot shows a web browser window with the URL <https://online.idhca.org/login/signup.php>. The page title is "Idaho Health Care Association Online Educational Resources". The navigation menu includes "Home", "Log in", and "New account". The main heading is "New account".

Under the heading "Choose your username and password", there are two input fields: "Username\*" and "Password\*". Below the password field, there is a note: "The password must have at least 8 characters, at least 1 uppercase letter, 1 lowercase letter, and 1 number." To the right of the password field is an "Unmask" checkbox.

Under the heading "More details", there are four input fields: "Email address\*", "Email (again)\*", "First name\*", and "Last name\*". Below these is a "Country" dropdown menu with the text "Select a country".

At the bottom left, there is a link for "Address".

4. Go to the e-mail you entered on your account and locate the “confirmation” e-mail. It will NOT take long to receive this e-mail so please be sure to check in your “spam” and/or “junk” folder. Please “white list” emails from: @idhca.org

The screenshot shows the "Confirm your account" page. The navigation menu includes "Home" and "Confirm your account". The page content states: "An email should have been sent to your address at **EventWizard1@gmail.com**. It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator." There is an orange "Continue" button at the bottom right.

5. Once you click on the link in the confirmation e-mail it will take you back to the online course registration site and ask you to process payment. IF you are a current IHCA member be sure to insert the discount code in the “coupon code” box BEFORE clicking on “Pay Now”.

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This course requires a payment for entry.

**ALAdmin (Authorize.net)**

**Cost: USD 650.00**

Secure Credit Card Transactions Processed Through

**Authorize.Net**  
a CyberSource solution

**Facility Name**

Enter the name of the facility that you are associated with. If you are not associated with a facility, then please check the box below.

IHCA

I am not related to a facility.

**Pay Now**





Do you have a coupon?

If you have a coupon, please enter it in the space below. You will see your adjustment when you are asked to pay in the next step.

**Coupon Code**

6. If it accepted the discount code, you WILL see the correct, discounted fee as a Total. If there is a problem, please call us BEFORE processing payment.

<b>Order Information</b>	* Required Fields
Description: Assisted Living Administrator Course	
Invoice Number: 20170224061529	
<b>Total: \$350.00 (USD)</b>	
<b>Payment Information</b>	
	
Card Number:	<input type="text"/> * (enter number without spaces or dashes)
Expiration Date:	<input type="text"/> * (mmyy)
<b>Billing Information</b>	
Customer ID:	4-83-18-233
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Facility Name:	IHCA
Address:	<input type="text"/> *
City:	<input type="text"/>
State/Province:	<input type="text"/>
Zip/Postal Code:	<input type="text"/> *
Student Name:	Monica Perry-Testing
Email:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
<b>Security Code</b>	
	
Please enter the security code above.	
<input type="text"/>	
<a href="#">I cannot read the code, please provide a new one.</a>	
<input type="button" value="Pay Now"/>	

7. Under the “Billing Information” section, if the person paying for the registration is NOT the student, be sure to enter the billing individual’s information and e-mail address so you, as the person paying, will receive a receipt for this payment.
- a. The address entered needs to be the billing street address associated with the credit card...what address is the monthly statement for the credit card mailed?
8. The *AL Administrator & Activity Director* training courses may be started immediately.
- a. If registering for the *Nutrition & Foodservice Professional* Course you will receive further information within 48 hours.
9. Any problems, please call our office @ 208-343-9735.