

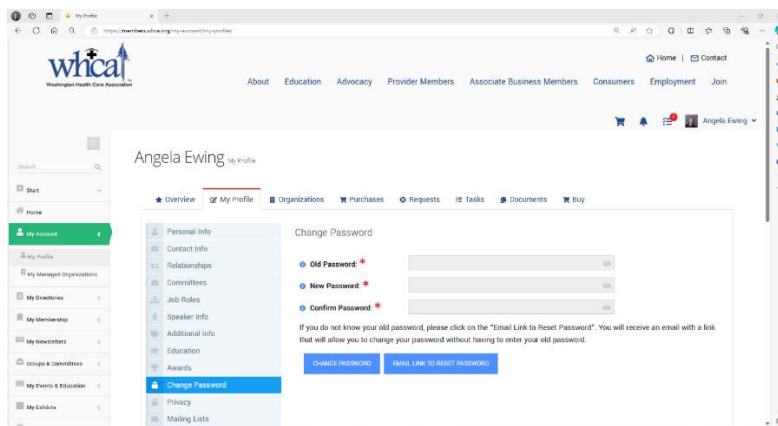
# How to Register

**NOTE: All Registrants will use the same password to Register:**

**P@ssword12345678**

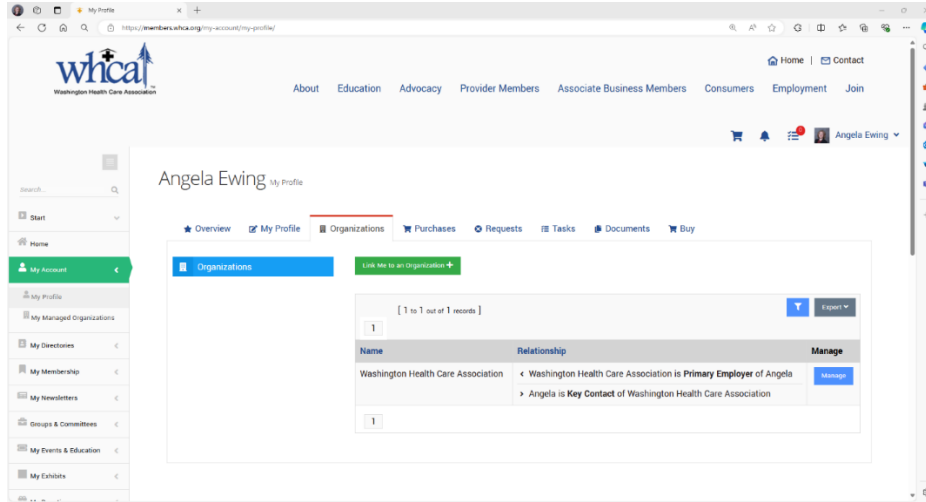
## Instructions

1. Go to <https://members.whca.org/>
2. If their name is on the spreadsheet/board list, they are in our database and do not need to create a new profile.
3. Login with their email address. Then, use this as their temporary password:  
**P@ssword12345678**
4. They can change their password under "My Profile">"Change Password"



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5. The administrators and owners have been made key contacts, which means they can manage their organizations. This allows them to add employees and sign them up for conferences:



## Trouble Registering?

Don't hesitate to get in touch with Dana Leavitt, at the IHCA in Boise, if you have any questions.

Dana Leavitt: [dana@idhca.org](mailto:dana@idhca.org)