

A Member's Guide to the Members-Only Area

Idaho Health Care Association

*An illustrated guide to getting the most out
of our interactive self-service website*

Brought to you by



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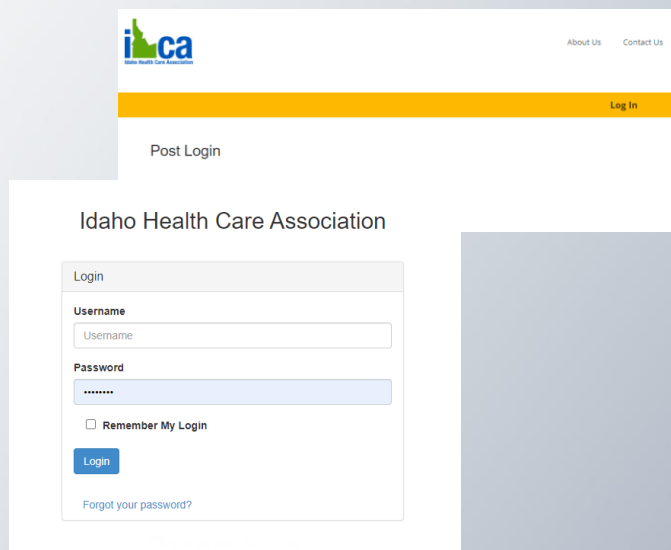
Membership has its privileges

- Our new website is powered by MemberClicks by Personify, the association industry's most powerful Association Management Software system.
- Our website offers many self-service and exclusive benefits that only members and/or their employees can take advantage of.
- To ensure only members receive these benefits, these areas of our site require a valid log in.
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.
- The more you update and personalize your membership, the more value you will receive from us!

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Log in to take control of your membership

- If you are a member and login to the portal for the first time or, you just forget your password, click the '**Forgot your password?**' link to receive an email with a password reset link.



Idaho Health Care Association

Log In

Post Login

Login

Username

Password

☐ Remember My Login

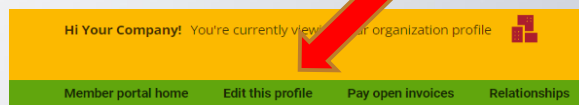
Login

[Forgot your password?](#)

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"Edit This Profile"

- This link will open a page that allows you to update much of the information on your profile. If you are an Editor for your related organization(s), you can click Switch Profile at any time to edit additional profiles. This helps us ensure we always have the latest information about you and your business.



- **You can edit the following information:**
 - Name, address, and other basic contact information
 - Directory Listing category and descriptions
 - Relationships you have to other profiles (including adding new profiles you are related to)
 - Social media accounts

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Edit This Profile

- You have the ability to edit your profile. Staff marked as Main Contact or Editor are able to edit their related Organization(s) as well.
- Once you make changes, they are submitted for approval by our association.
- If you have the right permissions, you can also edit the profiles related to your organization.

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View Invoices and Renewal Information

- From the Members Only home page, **Main Contacts and Editors** can view all open invoices for their related profiles as well as renewal information
- You can view Payment History and click to Pay Invoices, [as well as Enable ARB (Automatic Recurring Billing) even if you don't have an open dues invoice]

Open invoices across accounts

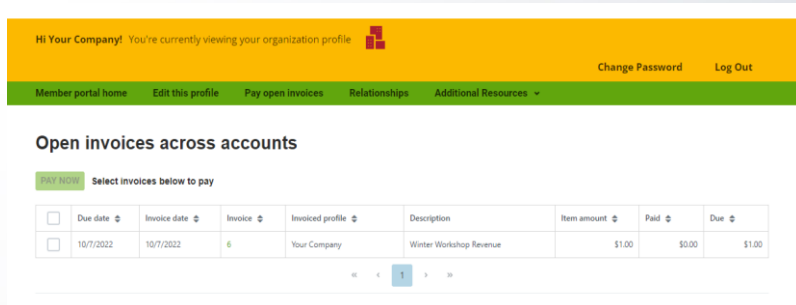
PAY NOW There is 1 invoice to pay

☐	Due date	Invoice date	Invoice	Invoiced profile	Description	Item amount	Paid	Due
☒	10/7/2022	10/7/2022	6	Your Company	Winter Workshop Revenue	\$1.00	\$0.00	\$1.00

« 1 »

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Pay Open Invoices



Hi Your Company! You're currently viewing your organization profile

Change Password Log Out

Member portal home Edit this profile Pay open Invoices Relationships Additional Resources

Open invoices across accounts

PAY NOW Select invoices below to pay

☐	Due date	Invoice date	Invoice	Invoiced profile	Description	Item amount	Paid	Due
☐	10/7/2022	10/7/2022	6	Your Company	Winter Workshop Revenue	\$1.00	\$0.00	\$1.00

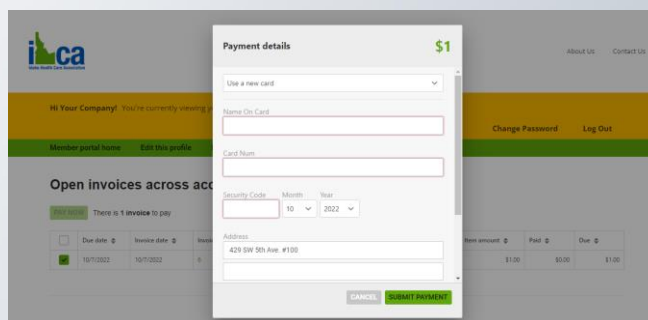
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- Click Pay Open Invoices from top Navigation menu or the Pay Invoices button on the right side of the home page.
- Main Contacts and Editors will see organization invoices, other staff will view only invoices connected to their individual profile.
- Select any invoices you would like to pay by checking the box in the first column.
- To print an invoice, click on the Invoice Number link.

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Paying Invoices

- Once you select an invoice/invoices to pay, you will see a Payment details pop up screen, where you will enter your credit card and address payment information.
- [If you would like to be automatically charged on your renewal schedule, you will see a checkbox above the Submit Payment screen detailing the amount and when you will be charged (annually or quarterly)].



Payment details \$1

Use a new card

Name On Card

Card Num

Security Code Month Year

Address

429 SW 5th Ave #100

CANCEL SUBMIT PAYMENT

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- If you would like to have your credit card charged automatically for membership on your membership schedule (annual, quarterly), you can Enable ARB (Automatic Recurring Billing) at any time.
- If you have an open dues invoice, when you go to pay the invoice, there will be a checkbox on the payment details screen allowing you to opt-in to ARB.
- If you do not have an open invoice, you can enable ARB from the Renewals section of the Members Only home page

Enable ARB (Automatic Recurring Billing)

Renewals

Sponsorship

Yearly (starting on 11/01/2019)

\$555

ENABLE AUTOMATIC RECURRING BILLING

Enter credit card details to automatically pay your renewal fee each time

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Additional Resources – Members Only Content

- You can access members only content and resources under the Additional Resources link in the top navigation menu
- You can access Idaho Health Care Association's member directory.

Pay open invoices

Relationships

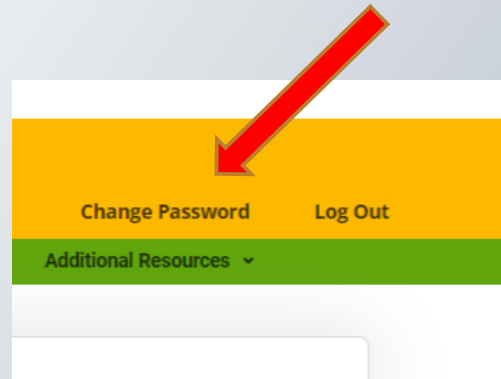
Additional Resources ▾

Directory

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Change your password

- The best parts of our website are restricted to only be used by members and their approved employees or related profiles. You can change your password at any time on the top right menu of the Members Only page.
- Once you have a username and password, you can use it to access any members-only or restricted items, like event discounts and other self-service items we offer.



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Event Registrations

Before the event registration, please make sure all the employees who are participating are already in the system.

If not, please add them before you start the registration. It will take **one business day** for IHCA admin to review and approve your new employees.

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Log-in to the portal

- Many of our trainings & events offer exclusive discounts for members and their employees.



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Relationships (Add an employee)

- The Relationships menu item (and Related Profiles area of the home page) shows all profiles related to your organization.
- You can add new staff, as well as update existing staff such as **marking staff as “former employee”** or marking new billing admin or main contacts for organizations and click save.
- All updates including adding new employees are submitted for approval. **IHCA will approve them within one business day.** If they were not approved, please email admin@idhca.org

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Register for a Training or Event

- Choose an event you are interested in from <https://www.idhca.org/events/schedule/>
- After you choose an event, click on "Register" Button

2023 IHCA Winter Workshop

Tuesday, January 31, 2023

Boise Centre
850 W Front St
Boise, ID 82702

[Register](#)

Related Links
[Weather](#)

Event Item Name	Expires	Pricing
Winter Workshop	Jan 20, 2023	Member: \$129.00 Non-Member:

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Add registration contact

- Fill in the information and click "Next".
- Select Items and click "Next"

Registration Contact

Select Items

Attendees

Registration Contact

Organization Name *

Related Profile Lookup

First Name *

Last Name *

Title

Email *

Address

Registration Contact

Select Items

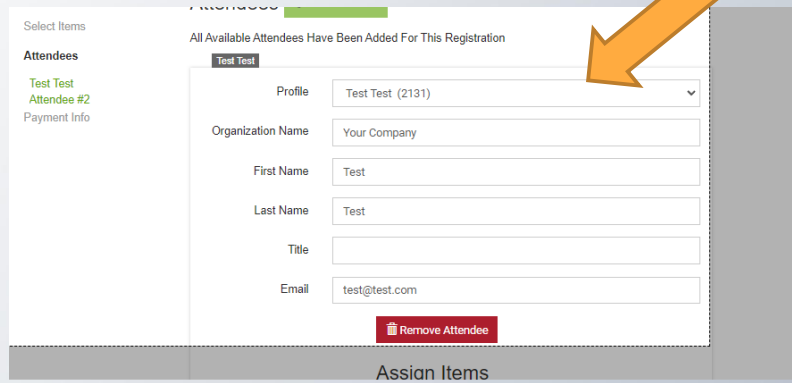
Attendees

Name	Price	Quantity	Total
Winter Workshop	\$129.00/\$184.00	0	

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Add Attendee

- Choose attendee.
- If you can't find the name, you will have to add them as new employees. Please remember it will take one business day for IHCA admin to approve them.



Select Items

Attendees

Test Test

Attendee #2

Payment Info

All Available Attendees Have Been Added For This Registration

Test Test

Profile Test Test (2131)

Organization Name Your Company

First Name Test

Last Name Test

Title

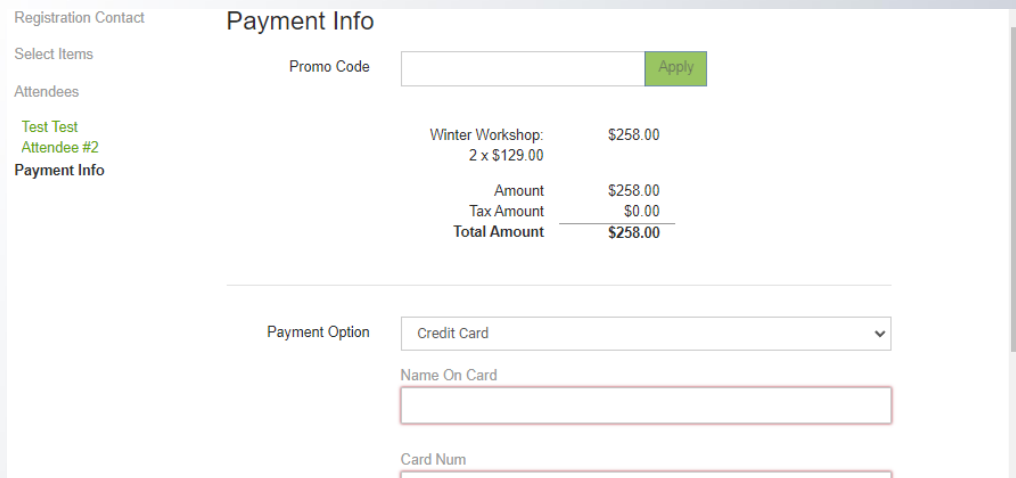
Email test@test.com

Remove Attendee

Assian Items

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Make a Payment



Registration Contact

Select Items

Attendees

Test Test

Attendee #2

Payment Info

Payment Info

Promo Code

Apply

Winter Workshop: 2 x \$129.00

Amount \$258.00

Tax Amount \$0.00

Total Amount \$258.00

Payment Option Credit Card

Name On Card

Card Num

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Still need assistance?

- If you still need assistance, please contact dana@idhca.org or grace@idhca.org

