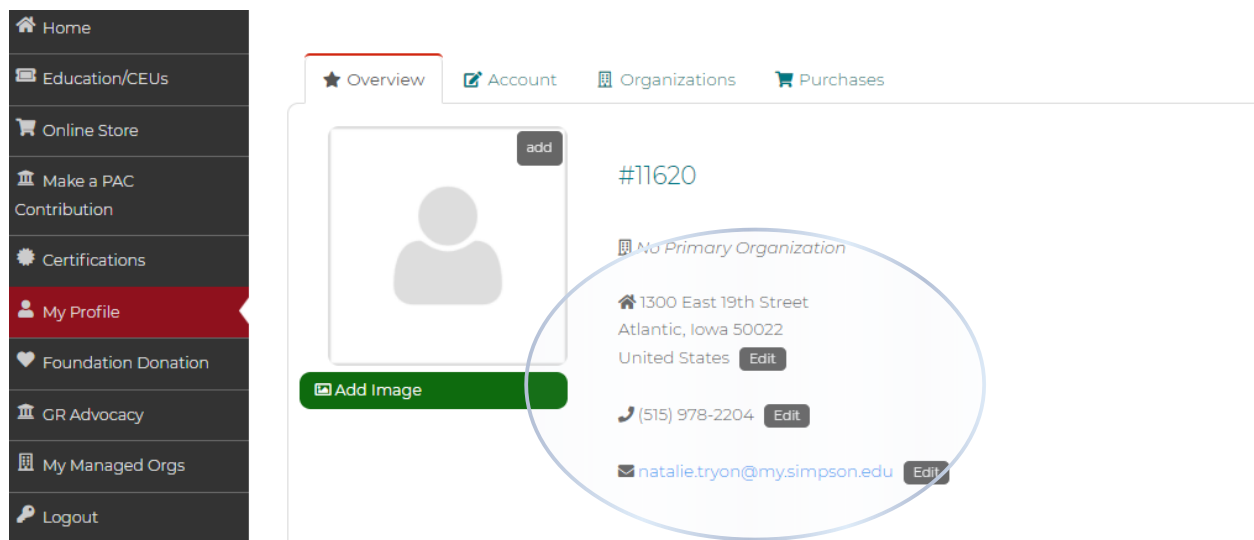


How to Update Your Personal Information

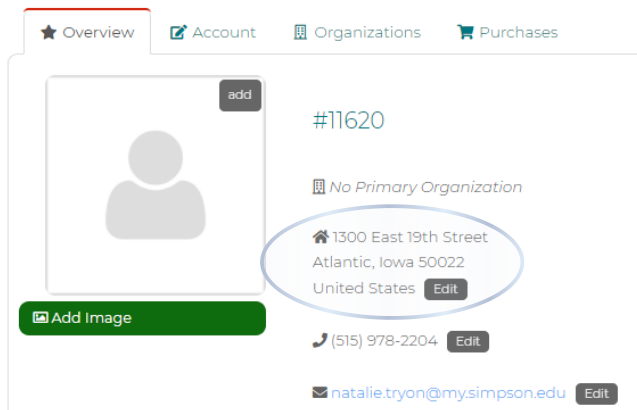
This training identifies how to update your personal information on the IHCA member portal.

Step 1: Visit <https://members.iowahealthcare.org/>.

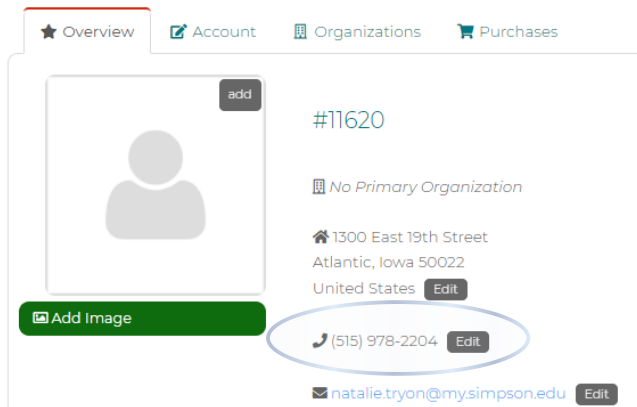


Here, you will find many options on how to update your account. Some of these options include editing your address, phone number, email and organization.

Step 2: Edit address:



Step 3: Edit phone number:



Iowa Health Care Association
Iowa Center for Assisted Living
Iowa Center for Home Care

Step 4: Click to the tab to the right of “Overview” titled “Account”. Here you have the option to update your title and political affiliation.

★ Overview **Account** Organizations Purchases

Personal Info

1 First Name: Nat (Test)

2 Middle Name:

3 Last Name: Tryon

4 Title:

Political Affiliation:

IHCA District:

SAVE CANCEL

Step 5: If you would like to update the organization you are linked to, click on the “Organization” tab to the right of the “Account” tab.

★ Overview **Account** **Organizations** Purchases

Organizations



Iowa Health Care Association
Iowa Center for Assisted Living
Iowa Center for Home Care

Link to Organization

Link Yourself to Your Organization

Organization Name or
Record#:

SEARCH

SAVE

CANCEL

If you have questions about the new Member Portal, please email info@iowahealthcare.org.



Iowa Health Care Association
Iowa Center for Assisted Living
Iowa Center for Home Care