

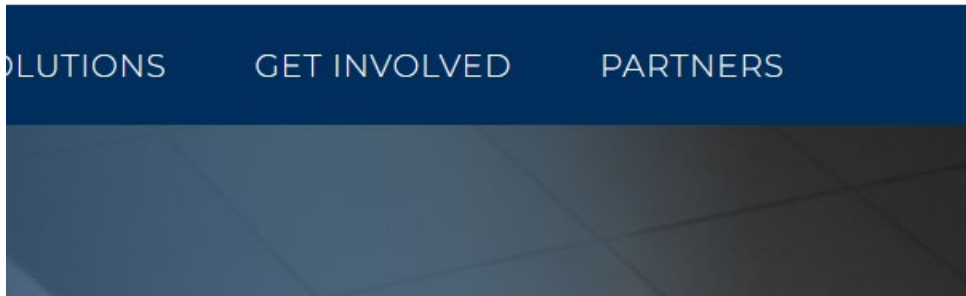
# How to Create an Individual Account

This training identifies how to create an individual account on the IHCA member portal.

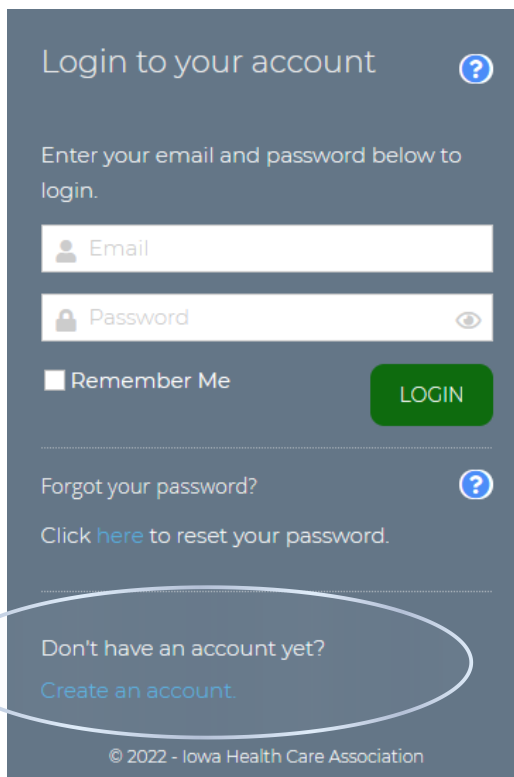
**Step 1:** Visit <https://members.iowahealthcare.org/> and select “Login”. This can be found on the IHCA website in the top-right corner of the screen (Please see below).



**Center for Assisted Living | Iowa Center for Home Care**



Select the **“Create an Account”** button.

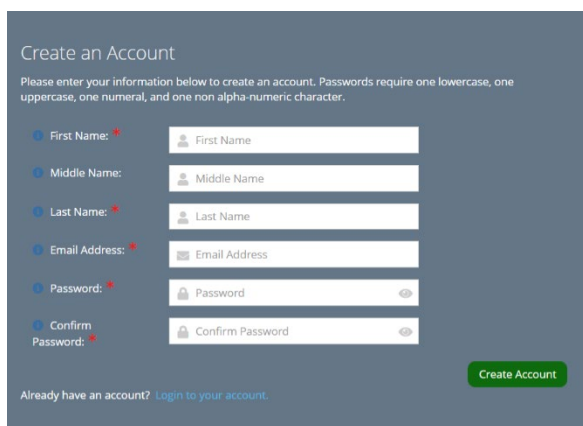


The image shows a login form with the following elements:

- Title: "Login to your account" with a help icon (question mark in a circle).
- Instruction: "Enter your email and password below to login."
- Input fields: "Email" and "Password" (with a visibility toggle icon).
- Checkbox: "Remember Me".
- Button: "LOGIN" (green).
- Link: "Forgot your password?" with a help icon, and "Click [here](#) to reset your password."
- Link: "Don't have an account yet?" with "Create an account." below it. This section is circled in white.
- Footer: "© 2022 - Iowa Health Care Association".



**Step 2: Complete all required fields and select "Create Account"**



Create an Account

Please enter your information below to create an account. Passwords require one lowercase, one uppercase, one numeral, and one non alpha-numeric character.

First Name: \*

Middle Name:

Last Name: \*

Email Address: \*

Password: \*

Confirm Password: \*

[Create Account](#)

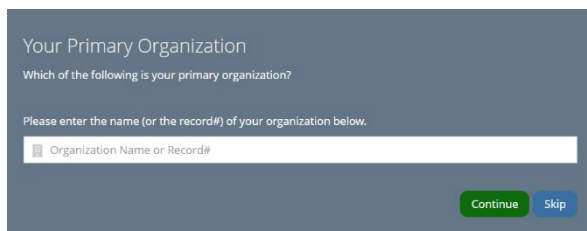
Already have an account? [Login to your account.](#)

**Please note:**

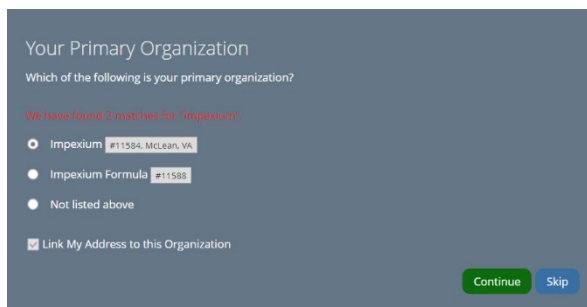
- Password Requires one Lowercase Character
- Password Requires one Non-Alphanumeric Character
- Password Requires one Numeric Character
- Password Requires one Uppercase Character



**Step 3:** Please enter your organization name and select “Continue”  
(If your town is in the organization name, enter the name of your town)



**Step 4:** The system will search for the organization and present the results. Select the proper organization and select “continue”. If the organization is not listed, select “Not listed above” and then “Continue”.



**Step 5:** Your account should now be created, and you should be logged in.

*If you have questions about the Member Portal, please email [info@iowahealthcare.org](mailto:info@iowahealthcare.org).*

