

How to Reset Your Password

This training identifies how to reset your password on the IHCA member portal.

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



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Step 2: Under the “Forgot your password?” section click “Here”

The image shows two screenshots of a web portal. The left screenshot is the login page, titled "Login to your account". It has a header with a question mark icon. Below the header, it says "Enter your email and password below to login." There are two input fields: "Email" and "Password". Below the "Password" field is a "Remember Me" checkbox and a green "LOGIN" button. At the bottom of the login section, it says "Forgot your password?" with a question mark icon, and a red arrow points to the text "Click here to reset your password." Below that is a link "Don't have an account yet? Create an account." and a copyright notice "© 2021 - Iowa Health Care Association".

The right screenshot is the "Forgot your password?" page. It has a header "Forgot your password?" and says "Enter your email below to reset your password." There is an "Email" input field and a green "SUBMIT" button. At the bottom, it says "Do you remember your password again? Login to your account."

Step 3: Enter the email associated with login for your account and then select “Submit”

- You should receive a password reset email with instructions on how to reset your password.



Update your password in your profile:

NATALIE ALEXIS TRYON (MISS) MY PROFILE

★ Overview **Account** Organizations Purchases

- Personal Info
- Contact Info
- Committees
- Additional Info
- Education Credits
- Change Password**

Change Password

● **Old Password:** *

● **New Password:** *

● **Confirm Password:** *

If you do not know your old password, please click on the "Email Link to Reset Password". You will receive an email with a link that will allow you to change your password without having to enter your old password.

[CHANGE PASSWORD](#) [EMAIL LINK TO RESET PASSWORD](#)

If you do not receive the email to reset your password due to your company security or have questions, please email info@iowahealthcare.org.



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