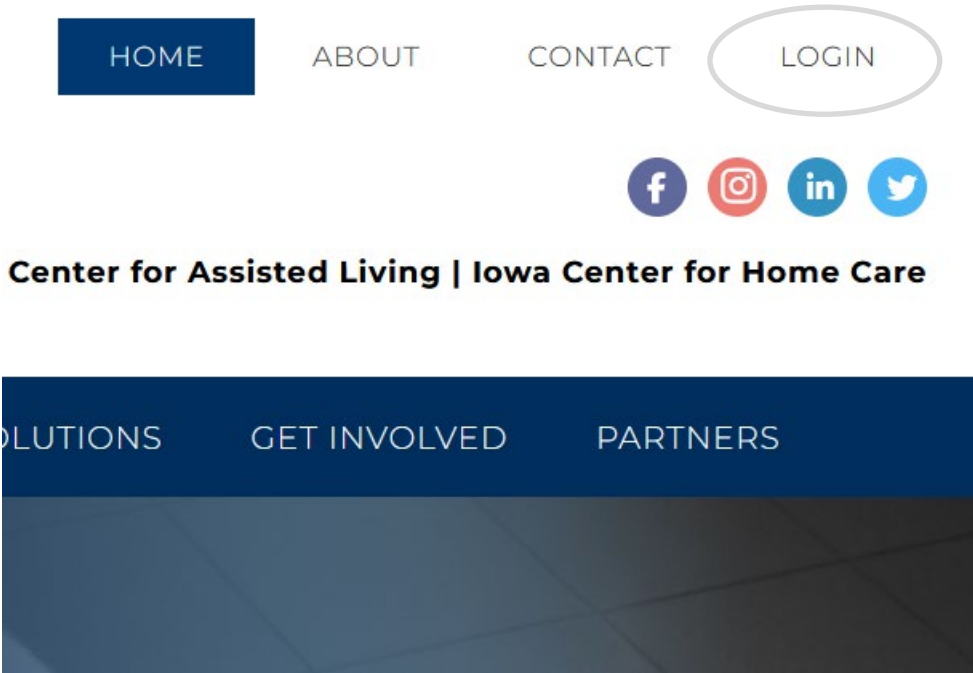


How to Update Your Personal Information

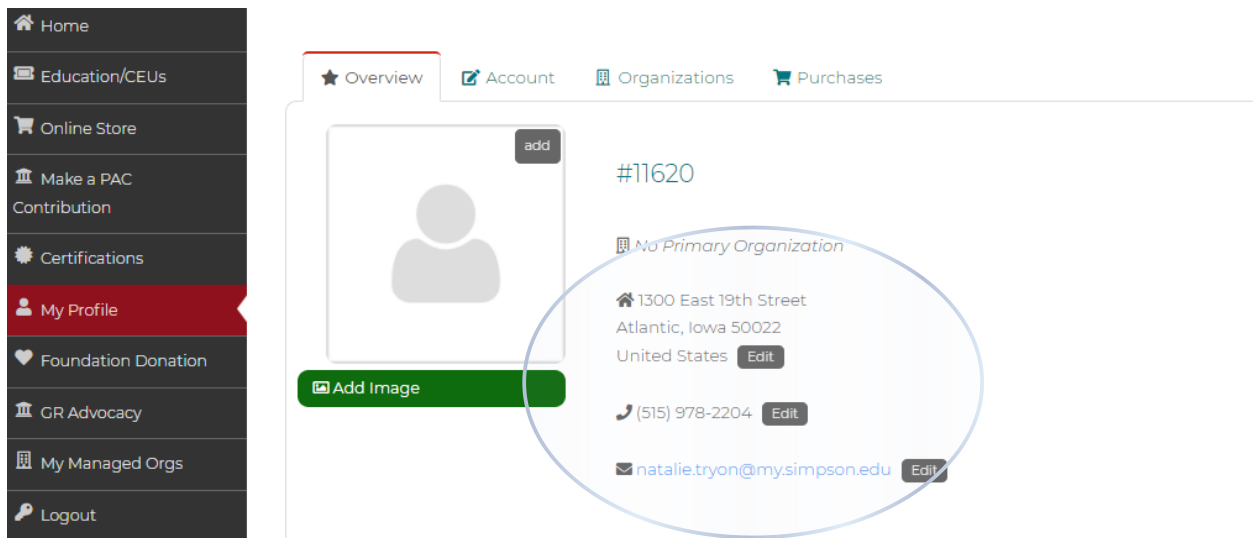
This training identifies how to update your personal information on the IHCA member portal.

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



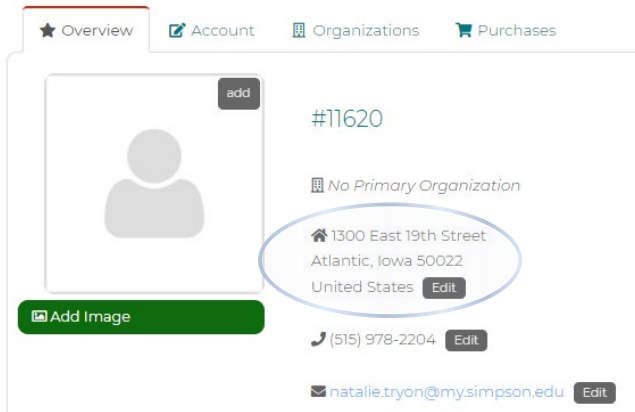
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Once logged in, select the “My Profile” tab on the left-hand side of the screen. Here, you will find many options on how to update your account. Some of these options include editing your address, phone number, email and organization.

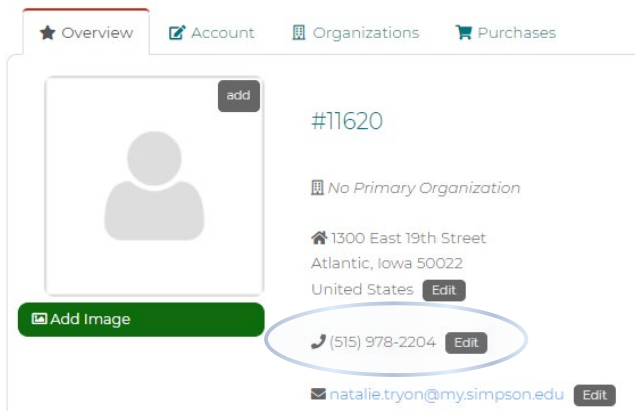


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Step 2: Edit address:



Step 3: Edit phone number:



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.

The screenshot shows the 'Account' tab selected in the navigation bar. On the left is a sidebar menu with options: Personal Info, Contact Info, Committees, Additional Info, Education Credits, and Change Password. The main content area displays a form with the following fields: First Name (Nat (Test)), Middle Name, Last Name (Tryon), Title (input field), Political Affiliation (dropdown menu with 'Other' selected), and IHCA District (dropdown menu). At the bottom of the form are 'SAVE' and 'CANCEL' buttons. A blue circle highlights the 'Last Name' field.

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.

The screenshot shows the 'Organizations' tab selected in the navigation bar. Below the navigation bar is a dark grey bar with the text 'Organizations' and a green button labeled 'Link Me to an Organization +'. A blue circle highlights the 'Link Me to an Organization +' button.



Link to Organization

Link Yourself to Your Organization

Organization Name or
Record#:

SEARCH

SAVE

CANCEL

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



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