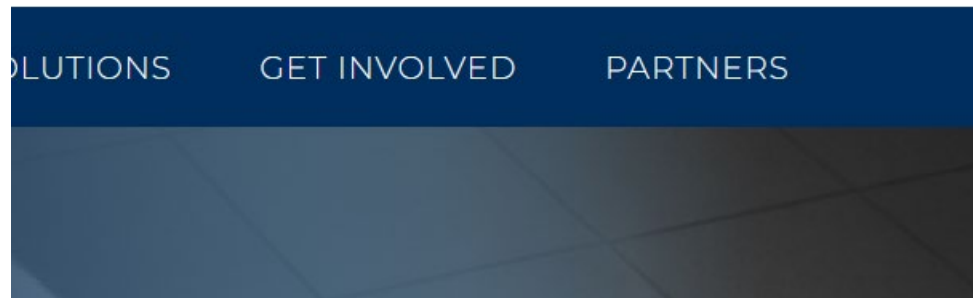
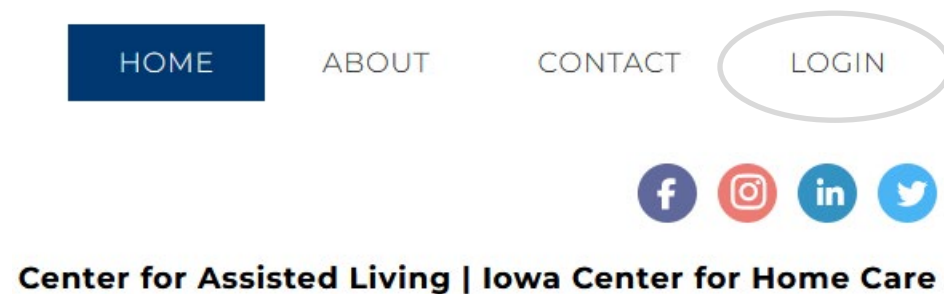


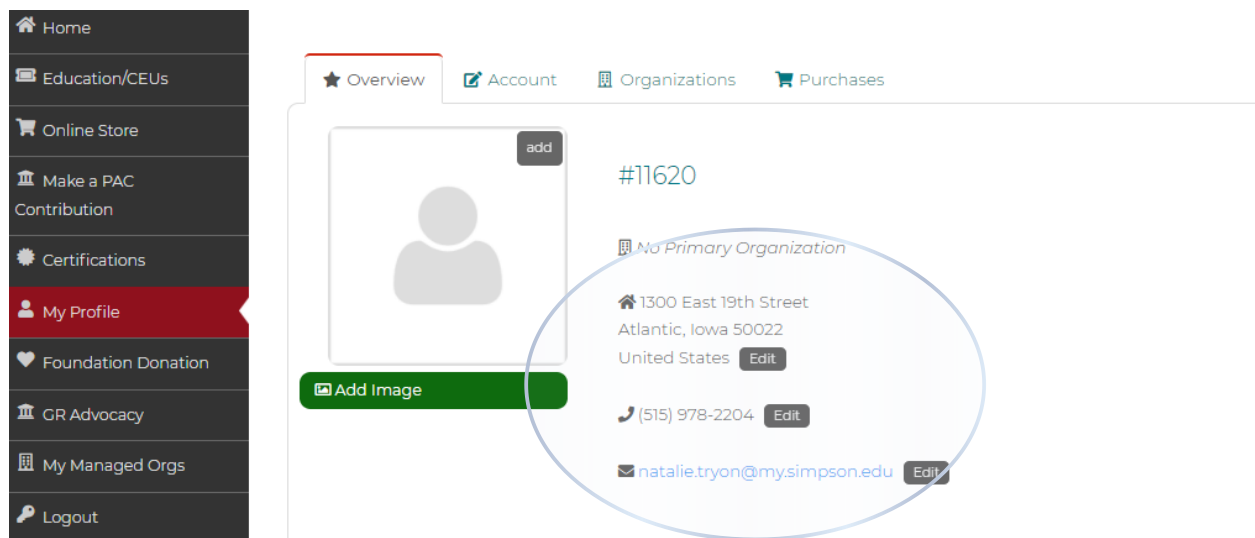
How to Update Your Personal Information

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).



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 phone number, email and organization.



Step 2: Edit phone number:

The screenshot shows the 'Overview' tab of a member portal. It includes a profile picture placeholder with an 'add' button and an 'Add Image' button. The contact information section displays a phone number '#11620', a note 'No Primary Organization', an address '1300 East 19th Street, Atlantic, Iowa 50022, United States' with an 'Edit' button, and a circled phone number '(515) 978-2204' with an 'Edit' button. An email address 'natalie.tryon@mysimpson.edu' with an 'Edit' button is also visible.

Step 3: 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 of the member portal. On the left is a sidebar menu with options: Personal Info, Contact Info, Committees, Additional Info, Education Credits, and Change Password. The main area contains fields for 'First Name' (Nat), 'Middle Name' (Test), 'Last Name' (Tryon), 'Title' (with a text input field), 'Political Affiliation' (with a dropdown menu showing 'Other'), and 'IHCA District' (with a dropdown menu). The 'Last Name' field is circled. At the bottom are 'SAVE' and 'CANCEL' buttons.



Step 4: If you would like to update the organization you are linked to, click on the “**Organization**” tab to the right of the “**Account**” tab. Type in the first few letters of your organization, click search and a list will appear. If the town is part of the organization name, you can list the town and hit search.

The screenshot shows the Member Portal interface. At the top, there are four tabs: "Overview" (with a star icon), "Account" (with a checkmark icon), "Organizations" (with a building icon and a red underline), and "Purchases" (with a shopping cart icon). Below the tabs, there is a dark grey button labeled "Organizations" with a building icon. To its right is a green button labeled "Link Me to an Organization +" with a plus icon. Below these buttons, the text "Link to Organization" is displayed. Further down, the heading "Link Yourself to Your Organization" is shown. Below this heading is a form with the label "Organization Name or Record#:". To the right of the label is a search input field with a building icon inside a circle. To the right of the input field is a green button labeled "SEARCH". Below the search form are two blue buttons: "SAVE" and "CANCEL".

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

