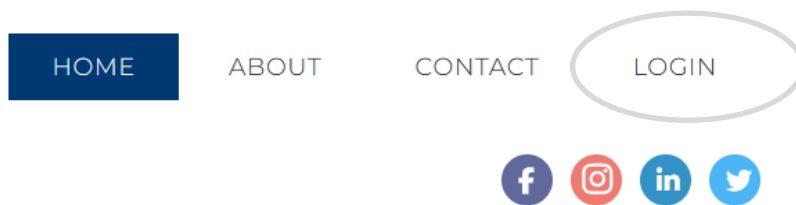


# How to Update Your Personal Information

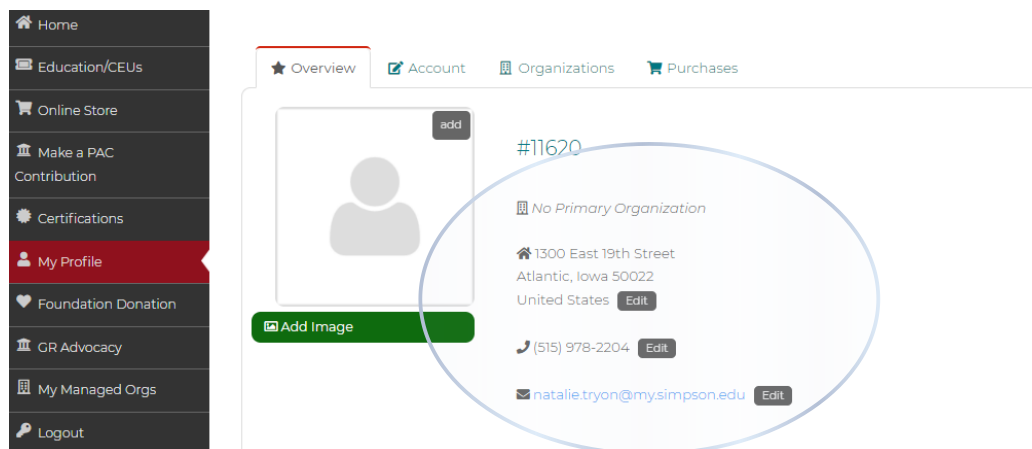
This training identifies how to update your personal information on the IHCA member portal.

## 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:

★ Overview **Account** Organizations Purchases

#11620

No Primary Organization

1300 East 19th Street  
Atlantic, Iowa 50022  
United States Edit

(515) 978-2204 Edit

natalie.tryon@my.simpson.edu Edit

Add Image

## 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.

★ Overview **Account** Organizations Purchases

Personal Info

First Name: Nat (Test)

Middle Name:

Last Name: Tryon

Title:

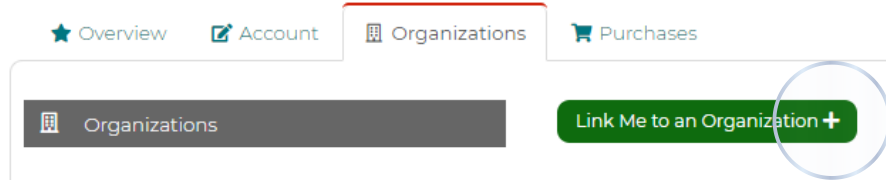
Political Affiliation: Other

IHCA District:

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## 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 a navigation bar with four tabs: 'Overview' (star icon), 'Account' (document icon), 'Organizations' (building icon), and 'Purchases' (shopping cart icon). Below the tabs is a search bar with the text 'Organizations' and a green button labeled 'Link Me to an Organization +' with a plus sign. A light blue circle highlights the 'Link Me to an Organization +' button.

Link to Organization

### Link Yourself to Your Organization

Organization Name or  
Record#:



A search input field with a building icon on the left and a green 'SEARCH' button on the right. A light blue circle highlights the search input field.

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