

How to Subscribe to Member News Bulletin



Thank you for your interest in IHCA's Member News Bulletin! This publication is a members-only benefit for IHCA members. If you are an IHCA member interested in subscribing, please follow the instructions below.

But first, make sure you are not already receiving the Member News Bulletin by checking that it is not in your Spam or Junk folder. If you find the Bulletin there, please follow [these instructions](#) to whitelist our emails from IHCA.

If you do not see the Member News Bulletin in your Spam or Junk folder, follow the steps below to subscribe.

Member News Bulletin Subscription Instructions

1. Go to iowahealthcare.org.
2. Select the Member Portal icon at the bottom of the page.
3. Select the Access IHCA Member Portal button. *(If you receive a message about Cookies, select Allow Cookies.)*
4. Select the Profile icon (Gray circle with head) in the upper right.
5. Select Join.
6. Complete the required fields:
 - Username: Enter your email address (in all lowercase letters)
 - Email: Re-enter your email address
 - Password: Create and enter a password that is one lower case letter, one upper case letter, one special character and one number. It must be eight characters.
7. Click on the Sign up button
8. Go to your email and select the verification link to verify your email. *(If you did not receive the email, check your Junk or Spam folders. If it is there, mark it as "not junk" to use the verification link.)*
9. Return to your web browser and select the Continue button.
10. Sign in with the username (email) and password you just created.
11. Enter the required fields on the Create Account screen, and select Next button.
12. Type in your organization name and role in on the Organization Information screen, and select Next button.

After completing these instructions, you will receive a confirmation box stating your account has been created. You are now on the IHCA Member News Bulletin email list!

For additional assistance, also see the more detailed version of these instructions (with screen samples) [here](#). Also, be sure to visit our [Member Portal training resources page](#) to learn more about additional features available to members on the Member Portal.

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