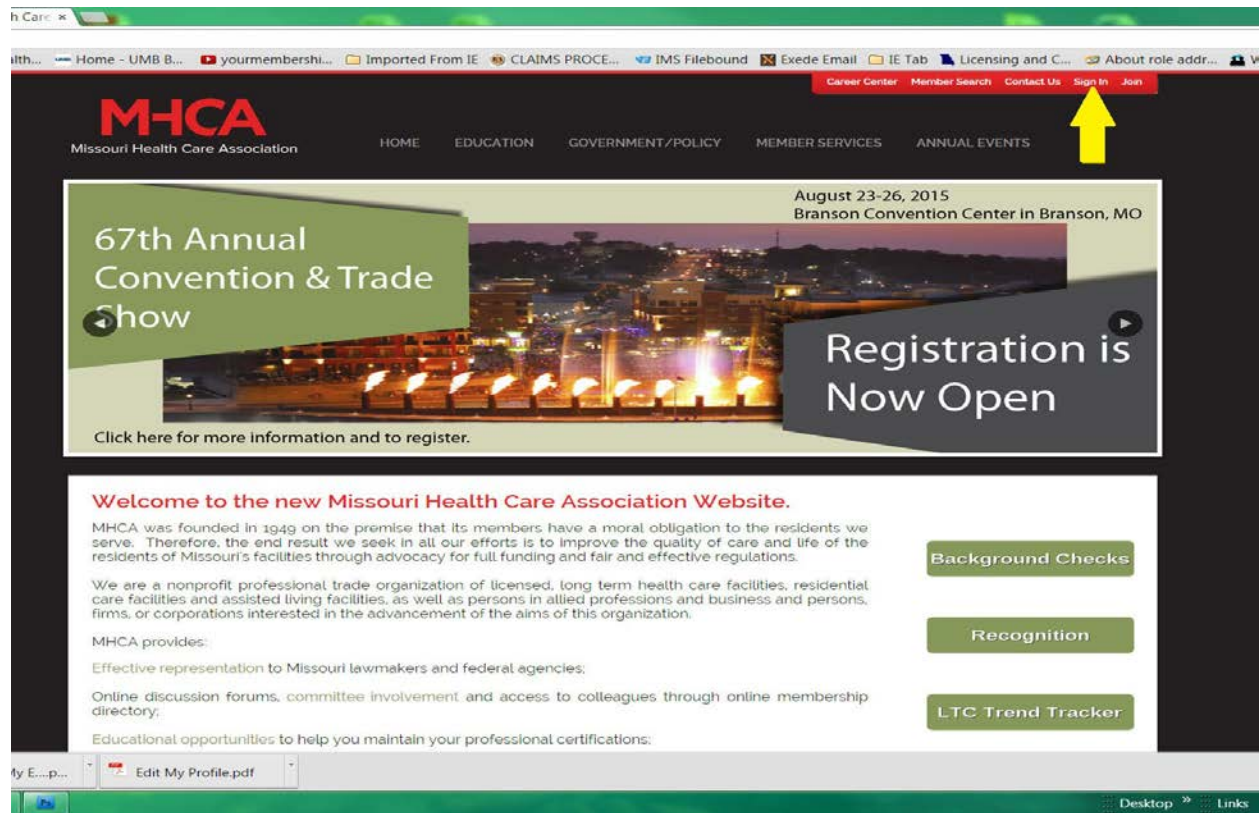
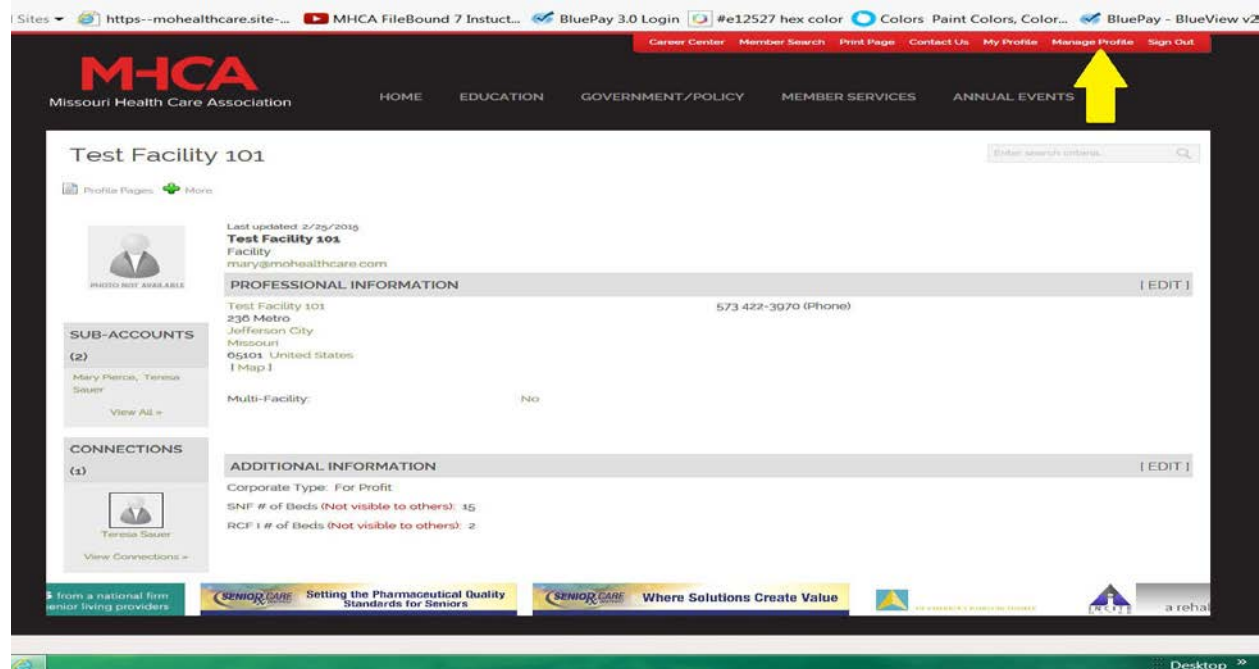


Creating Sub-Accounts

Sign in using your MHCA member Username and Password. If you do not remember your password, you may either contact the association office to have it reset or you may reset it by clicking on "forgot my password". On the MHCA home page (www.mohealthcare.com) click on **Sign-In** as indicated by the yellow arrow in the screen shot below:



Once you've successfully signed in, you should now be on your main profile page (as seen in the screen shot below). Click on **Manage Profile** as indicated by the yellow arrow:



Click on **Sub-Accounts** as indicated by the arrow:

The screenshot shows the 'Manage Profile' page of the Missouri Health Care Association (MHCA). The page is divided into several sections: 'Information & Settings', 'Invoicing, Payments & History', and 'Content & Features'. In the 'Information & Settings' section, there are four main options: 'Edit Bio', 'Sub-accounts', 'Preferences', and 'Event Registrations'. A red arrow points to the 'Sub-accounts' option, which is described as 'View and manage current Sub-accounts, send invitations'. The browser's address bar shows the URL 'https://mohealthcare.site...' and the page title is 'My Sub-accounts - Missouri...'. The desktop taskbar at the bottom shows the system tray with the date and time.

Next, click on the **Create Sub-Account** as indicated by the arrow:

The screenshot shows the 'My Sub-accounts' page of the Missouri Health Care Association (MHCA). The page displays a 'Sub-accounts Sign-in Report' for 'Test Facility 101', which currently has 26 seats, 23 of which are available. A red arrow points to the 'Create Sub-accounts' link. Below this, there is a section for 'YOUR SUB-ACCOUNTS DIRECT LINK (GET A NEW PUBLIC KEY)' with a URL: 'http://www.mohealthcare.com/general/register_start.asp?regkey-6DA516B2-0874-4A8D-BCC6-495CC0EC65EE'. There is also a section for 'INVITE NEW MEMBERS' with a text input field and a 'SEND INVITE' button. At the bottom, there is a table with columns for 'OPTIONS', 'MEMBER NAME / ORGANIZATION', 'ACCOUNT STATUS', and 'LAST MODIFIED'. The browser's address bar shows the URL 'https://mohealthcare.site...' and the page title is 'My Sub-accounts - Missouri...'. The desktop taskbar at the bottom shows the system tray with the date and time.

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS	LAST MODIFIED
	Mary Pierce	Enabled	2/10/2015
	Teresa Searcy	Enabled	2/25/2015

You will get a pop-up advising you that you will now be signed out of your account. Click OK as indicated by the arrow:

The screenshot shows the MHCAs website interface. At the top, there is a navigation bar with the MHCAs logo and menu items: HOME, EDUCATION, GOVERNMENT/POLICY, MEMBER SERVICES, and ANNUAL EVENTS. Below this is a search bar and a 'My Sub-accounts' section. The main content area displays information about Test Facility 101, including a note that it currently has 25 seats, 23 of which are available. A red arrow points to a 'SEND INVITE' button. A confirmation pop-up window is overlaid on the page, asking 'You will be signed out of your account if you wish to create or attach Sub-accounts. Are you sure you want to continue?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red arrow.

Next, select the Member Type of the individual you want added as a sub-account to your facility or corporation. (Facilities under the same corporation are already connected to their corporation).

The screenshot shows the MHCAs website interface for selecting a member type. The page title is 'Select Your Member Type'. Below the title, there is a message: 'You have received a membership invitation from Test Facility 101...' with two options: 'Sign in here to attach your existing account to Test Facility 101.' and 'Or, create a new account. Begin your registration by completing the form below.' A list of member types is provided with radio buttons: Education (selected), Facility Personnel, Operator Contact, Membership Contact, Organization Contact, and Sales Contact. A red arrow points to the 'Education' option. Below the list is a 'CONTINUE >>' button. The footer contains the MHCAs logo, contact information (230 Metro Drive, Jefferson City, MO 65109), and a list of links: Home, Calendar, News, Career Center, Links, Contact, Login, and Community Photo Gallery.

Next, create a username for the account and enter in the person's first and last name. Click on **Continue**:

Missouri Health Care Associ... x

https--mohealthcare.site... M-HCA FileBound 7 Instruct... BluePay 3.0 Login #e12527 hex color Colors Paint Colors, Color... BluePay - BlueView v2

Career Center Member Search Print Page Contact Us Sign In Join

M-HCA

Missouri Health Care Association

HOME EDUCATION GOVERNMENT/POLICY MEMBER SERVICES ANNUAL EVENTS

Get Connected!

Enter search criteria

Please create a username for your account and enter your first name and last name. Once your application is approved and the dues paid, you can enjoy all of the member-only areas of the site.
Note: All fields are required. Please ensure your username contains only letters and/or numbers with **no** special characters or spaces. You may also enter a valid email address.
Example: 'smith123' or 'smith123@yourdomain.com'

Registration Information

Username

First Name

Last Name

CONTINUE

experience ideas from a national firm serving long-term care and senior living providers

SENIOR CARE Setting the Pharmaceutical Quality Standards for Seniors

SENIOR CARE Where Solutions Create Value

230 Metro Drive
Jefferson City, MO 65109
Phone: 573.893.2000
Fax: 573.893.5248

M-HCA

Missouri Health Care Association

Home
Calendar
News
Career Center
Links
Contact
Login
Community Photo Gallery

Association Management Software Powered by YourMembership.com® - Legal

Next, you must fill in every field with a red asterisk (*) next to it. At the bottom, click **submit**. If any field required was left blank, a page will appear informing you of the fields that need to be completed with a link to go back: *(Do not click the browsers back button)*

Step 2 - Member Information

Enter search criteria...

Please fill out the following information in order to become a member.
Please Note: All information entered below will be visible to site administrators. Registered members will be able to view any information you enter, unless you set the visibility selector to **Private (not visible in profile)** next to the field you wish to be hidden. If your email address is **Private (not visible in profile)** it will not be displayed, but members can still contact you via email through the site's group email system if permitted by the group administrator. For a publicly accessible member type, site visitors will be able to view any field whose visibility is set as **Public (Visible to Everyone)**. To restrict fields to only registered members set the visibility for the field to **Member Only (Visible Only to Members)**. You can set these restrictions when you log into your account, under Preferences.

* Required Fields
Your password must be a minimum of eight (8) characters in length and contain at least one number and one non-numeric character (letters, punctuation, etc.)

ACCOUNT INFORMATION

Username *	shaunabo
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
E-Mail Address *	<input type="text"/>
Confirm E-Mail *	<input type="text"/>
Gender *	<input type="radio"/> Male <input type="radio"/> Female
Title	<input type="text"/> (Mr./Ms./Dr.)
Full Name *	<input type="text"/> shauna <input type="text"/> <input type="text"/> Schoedogger
Suffix	<input type="text"/> (Sr., Jr., II, III)
Nick/Screen Name	<input type="text"/>
Maiden Name	<input type="text"/>
Mobile	<input type="text"/>
Alternate E-Mail	<input type="text"/>

PROFESSIONAL INFORMATION

Organization	<input type="text"/>
Your Title *	<input type="text"/>
Website	<input type="text"/> (Start With: http://)
Address	<input type="text"/>
Address Cont.	<input type="text"/>
City/Town	<input type="text"/>
Country	<input type="text"/> United States

City/Town	<input type="text"/>
Country	<input type="text"/> United States
State	<input type="text"/> Alabama
Postal Code	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Toll Free Number	<input type="text"/>

ADDITIONAL INFORMATION

Physical Address	<input type="text"/>	<i>Please complete Physical Address fields if you use a PO Box for your mailing address</i>
Physical City	<input type="text"/>	
Physical Country	<input type="text"/>	
Physical Zip	<input type="text"/>	
Physical County	<input type="text"/>	
SNF License # (Not visible in profile)	<input type="text"/>	
RCF II License # (Not visible in profile)	<input type="text"/>	
Corporate Business Name	<input type="text"/>	



experience ideas from a national firm serving long-term care and senior living providers

SENIOR CARE Where Setting the Pharmaceutical Quality Standards for Seniors

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MHCA

Missouri Health Care Association

Home
Calendar
News
Career Center
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Login
Community Photo Gallery

If every required box is filled in when the submit button is clicked, you will receive a Thank You page for registering. The MHCA staff will receive a notification that a member has requested access. Once MHCA staff approves the submission, the individual will then have access to their account. The individual may change their password and user ID if they wish after they log in for the first time:

The screenshot shows a web browser window with the address bar displaying "https://mohealthcare.site...". The browser tabs include "MHCA FileBound 7 Instruct...", "BluePay 3.0 Login", "#e12527 hex color", "Colors Paint Colors, Color...", and "BluePay - BlueView v...". The website header features the MHCA logo and navigation links: HOME, EDUCATION, GOVERNMENT/POLICY, MEMBER SERVICES, and ANNUAL EVENTS. A red navigation bar contains links for Career Center, Member Search, Print Page, Contact Us, Sign In, and Join. The main content area displays a "Thank You for Registering" message with a search bar. Below the message is a row of partner logos: Pharmaceutical Quality Standards for Seniors, SENIOR CARE (Where Solutions Create Value), AMERICA'S KIDSAFE HOMES, ENCLITE (a rehab company that shares your vision), and BKI (SPR & ADMIN). The footer includes contact information for MHCA (236 Metro Drive, Jefferson City, MO 65109, Phone: 573.893.2000, Fax: 573.893.5248), social media icons for Facebook and Twitter, and a list of links: Home, Calendar, News, Career Center, Links, Contact, Login, and Community Photo Gallery. At the bottom, it states "Association Management Software Powered by YourMembership.com® - Legal".