HOW DO I UPDATE MY ORGANIZATION’S INFORMATION

This training identifies how to update your organization’s/company’s contact information: address, phone numbers, email addresses and staff contacts (employees of your company/organization).

PLEASE NOTE: Only individuals designated to the role Primary Contact (ADMIN) may update contact information and staff listings for their organization. Contact IHCA/INCAL at 317-636-6406 for assistance with identifying and assigning your organization’s Primary Executive Admin.

1. **Click here** to access the myIHCA portal.

2. Select the **Profile icon** (small gray circle with white head and shoulders) in the upper right of the window. You may already be logged in, but if you are not, click “Login” in the drop-down menu and enter your username and password.

3. **Once you are logged in, you will select your profile.**
   - If you are the Primary Admin for your organization, you will see two profiles: One with your Organization Name and another with your Own Name. **Select the one with your ORGANIZATION NAME.**
   - **This will provide you with options for:**
     - **My Profile** – Change your organization’s phone number, address or email, check your organization’s membership status and view/pay invoices.
     - **Manage Org Contacts** – Update staff contact lists.
     - **Change My Password** – Change the password to the portal for the organization.
     - **Logout**
How to Update Your Organization’s Contact Information (Address, Phone, Email)

1. Under the Profile icon, select My Profile from the drop-down menu.

2. Make sure you are on the My Info tab.
   - You can edit your Organization Name and Email by clicking in those fields.
   - To edit phone numbers and addresses, click on the red X to remove and existing phone number or address, and then select the circle next to the phone or address field to enter a new phone number or address.
   - If the bed count type listed for your organization is incorrect, contact IHCA/INCal at 317-616-6406. Bed counts will only populate for facility member organizations.
How to Change Your Organization’s Staff Contacts

1. Under the Profile icon, select Manage Org Contacts from the drop-down menu.

2. At this time, if you need to ADD a new employee/contact to your organization, please email eberger@ihca.org or kniehoff@ihca.org with the individual’s name, title and email address and we will affect this change for you.
3. To Edit an Existing Contact (Change email information, etc.)

- Click on the contact’s name.
- Click the Pencil icon in the upper right, and update any of the fields listed.
- **PLEASE DO NOT USE THE RED TRASH CAN OPTION IN THE TOP RIGHT CORNER.** If you need to remove this individual from your list of current employees, follow the steps below.
  
  i. Click on the “Role” drop down menu.
  ii. Select “Former Employee”
  iii. Enter an end date for their employment (a start data is not necessary).
  iv. You are not required to enter any notes in the field unless you’d like to provide clarifying information to IHCA/INCAL.

- Click “Update” to save your changes.