myIHCA
HOW DO I RENEW MY ASSOCIATE MEMBERSHIP
HOW DO I RENEW MY ASSOCIATE MEMBERSHIP?

Please note that you MUST first have an individual account within the myIHCA Portal in order to renew your membership. If you don’t know whether you have any account, click here and follow the steps in the training document.

Associate Members at the Standard ($500) and Key ($3,500) level have the ability to renew their membership online via the myIHCA portal. Please note that the renewal option will only populate under the related organization if you are the Primary Contact (ADMIN) for your company. If you do not have this designation, you will not have the ability to renew online.

Please reach out to Emily Berger at eberger@ihca.org, or Erin Weliver at eweliver@ihca.org, or call 317-616-9036 if you need to update your Primary Contact for the company OR be invoiced for your membership renewal. You may also fill out the 2020 IHCA/INCAL Associate Member application form and remit that form with credit card or check payment to the address noted on the form.

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. And click “Login” in the drop-down menu. Complete the login process.

3. If you are the Primary Contact (ADMIN) for your organization, you will be asked to “Select a Profile.”
   - Choose the organization profile.
   - Then click on “My Profile.”
4. Once you are in the organization profile, you should see a red “1” next to the Membership tab.
   • **Click on “Membership”** and you will be presented with an option to renew your membership.

5. Select your membership type.
   • You can choose from Standard ($500) or Key ($3,500) membership. A complete list of benefits for each membership tier are included on pages 4-5 of the [2020 Associate Membership & Sponsorship Guide](#).
   • If you are interested in joining as a Title member, please contact Emily Berger at eberger@ihca.org or 317-616-9036.
   • **Once you select your tier/pricing, click “Next.”**
6. Update your membership details by answering the Membership Questions.
   - You have the option to update your three category listings that will be reflected in the online Vendor Directory.
   - You also have the option of uploading your logo, which will display for Key and Title Members in the Vendor Directory. This is also the logo we will use for exhibitor/sponsorship recognition if you purchase any additional sponsorships throughout the year.
   - **Click on the “Agree” button next to the Agreement and Payment language.**
   - **Then click “Next.”**
If you would like to make an optional donation to the Indiana Health Care Foundation in support of scholarships and workforce development programs for long term care professionals, you may do so here.

- You can adjust the amount to any monetary amount of your choosing.
- If you **DO NOT** wish to make a contribution, update the amount to $0.
- Click the “Add” button, and then click “Next.”

8. View your Summary detail.
   - If you need to make any adjustments, use the arrow at the top left of your screen to navigate back to prior windows.
   - Once you are satisfied with the subtotal and then click **“Add to Cart”** at the bottom of your screen.

9. You’ll be presented with your cart.
   - Click **“Checkout.”**
10. Complete the payment detail.
   - You have the option of securely saving your credit card information for future transactions.
   - Apply any applicable discount codes.
   - Select your billing address preference.
   - Click “Checkout.”

11. Congratulations! You have renewed your membership. You are now entitled to all membership benefits, including discounted registration fees for various education event attendee registrations, or event sponsorships and exhibit offerings.

If you have any questions about your IHCA/INCAL Associate Membership, please contact Emily Berger at eberger@ihca.org, or 317-616-9036, or refer to the 2020 Associate Membership & Sponsorship Guide, which contains a wealth of information on all of our major events and sponsorships.