FHCA Portal Instructions

Steps to Creating an account in the new Florida Health Care Association portal

https://portal.fhca.org/login

Please use the email FHCA has on record for you, this is the email you receive Focus and other FHCA emails.

Since your email address is already in the FHCA database the next screen will tell you an "Account Already Exists" for your email address.
- You will need to select the second option on your screen "Create/Reset Password" to set up your individual password. (Please note this password is separate from your general FHCA member password)

An email will be sent to your email address that includes a link to the "Register Account" web page.

Please input a password that is <u>at least 8 characters long</u>. We suggest using a combination of lowercase and uppercase letters, at least 1 digit and a special character.

When you are inputting the remainder of your information please be cautious when you type in your Company name, type only the first 3 letters and allow the website to search for your facility name. If you would like to change your License Number, please contact our Membership Team at 850-224-3907 for assistance.

When you have completed the information please click on the REGISTER ACCOUNT button on the bottom of your page.

You will be redirected to Login to your new account.

Steps to registering for Florida Health Care Association events on the portal

Once you are logged into your personal account you will be asked to verify your information.
- Everything should be correct, but should any of your information change this will be where you would make that change.

You will then proceed to the STORE on the top of your page

Click on the name of the event you wish to register for, this will redirect you to the next page that has the event information. Once you have reviewed the specific event information click on the REGISTER button on the top right and follow the 5 steps below:
- Step 1 - Company or Facility name should already be listed
- Step 2 - Enter in your name from the drop down menu or if it is not there select "New" and input your information.
- Step 3 – Enter any Dietary Restrictions for yourself
- Step 4 – Choose from the Available Sessions, if you are the first person to register from your company you will need to Choose "1st Member", but if someone else from your Company is

already registered their name will appear under "Existing Registrations" on the right side of the screen.

- Step 5 - Choose the ADD REGISTRANT button at the bottom, if you are only registering yourself choose ADD REGISTRANT first and then choose CHECKOUT.

Your cart will show you all the registrants and fees. Please note that although there is 2 items per registration you are only being charged for 1 registration, one item will appear at $0.00. Please choose CHECK OUT again to finalize the process.

Next you will verify the Billing address and have one more chance to confirm your registration information.

Then select NEXT to enter your Payment Details, after you have input your information select "Process Payment"