

FHCA Portal Instructions

<https://portal.fhca.org/login>

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

1. Create a portal account

<https://portal.fhca.org/account/register>

Please use the email account associated with your FHCA membership. This may be a personal email or corporate email address. If your facility or company is not a member of FHCA, please use your personal email or corporate email address to set up your individual account. If you have any questions, please contact us at 850-224-3907 or info@fhca.org for assistance.

If your email address is already in the FHCA database the next screen will tell you an “Account Already Exists” for your email address. If you already have an existing account you will have the option of resetting your password. If the existing account is not you, you will have an option to register a new account and continue to follow the instructions below.

3. Verify your email

Once you have verified your email address you will receive a confirmation email. Once you receive this confirmation email, please click on the link to complete the registration process. If you do not receive the confirmation email, please check your clutter and/or junk folder for an email from Florida Health Care Association, FHCA_Portal@fhca.org.

4. Create a password

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

5. Input your contact information

When you are inputting the remainder of your information please be cautious when you type in your Company name. Begin your search by entering 3 or more characters. Add more characters as necessary and select your company from the list. If you do not find your company, select + ADD NEW COMPANY.

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

You will now be redirected to Login to your new account.

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

1. Manage profile

Once you are logged into your personal portal account please click on MANAGE PROFILE on the top of your page to review your contact information. Everything should be correct, but should any of your information change this will be where you would make that change.

2. Store

To view the available FHCA events please click STORE on the top of your page

You can now click on the name of the event you wish to register for, this will redirect you to the event page that has the event information. Once you have reviewed the specific event information click on the REGISTER button on the right of your screen and follow the 5 steps below:

- Step 1 – Select account, your 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. If you would like to register a colleague from your company or facility please select their name from the drop down menu or if it is not there select “New” and input their information.
- Step 3 – Enter any Dietary Restrictions for yourself
- Step 4 – Choose from the Available Sessions
- Step 5 - Choose the ADD REGISTRANT button at the bottom, if you are only registering yourself choose ADD REGISTRANT first and then choose CHECK OUT

3. Check out

Your cart will show you all of the registrants and fees that you have selected. Please choose CHECK OUT again to finalize the process.

4. Payment

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