This document aims to help you better navigate the Member Portal and access your member profile. You can customize your settings to create your individualized ACHCA Member Experience!

Logging In

To begin, you will start at ACHCA’s website https://achca.org/ and click the “Member Login” button in the top right corner.
From there, you will enter the login page and enter your username and password.

**If you have forgotten your username or password**, you can reset your password or request your username by entering the e-mail address associated with the account by clicking the links below the text boxes for your username and password.

If you do not remember the e-mail address associated with your account or no longer have access to that account, e-mail ACHCA Membership at membership@achca.org, or call ACHCA at (202) 536-5120.

After successfully logging in, you will enter the members only section, which looks like this:
This is the main hub for your user profile. If you ever need to get back to this page, you can do so by clicking the “Members Only Home” button under the “Quick Links” list.

Updating Your Profile

You can view the attributes of your profile and edit them by selecting “My Profile”. The link is found on the second row of hyperlinks of the members only section.
From there, you will be brought to the main profile page, which looks like this:

On this page, you can scroll down to view your profile attributes. You can also edit your member profile information. For example, if you've recently changed organizations or moved, you can update this information by clicking the edit button on the top right corner of your attributes section. Your information will immediately be updated in the database.
Viewing Your Circles/Committees

Your Circles and Committees can be viewed by hovering over the “My Features” tab at the top of your profile page or any of its associated pages.

To access your Circles/Committees, you can click the name of the Circle/Committee from the list to be taken to the main page for your selection. From there, you can view and post messages. You can also change your contact preferences for this selection to change the frequency of how you are messaged regarding activity for your selection by clicking “Edit Notification Settings” to the right of its name.
Peer2Peer and Community Forums

You can view and access the Community Forums, such as the Peer2Peer Forum, from the Members Only Home page. It is located on the second row of links close to the “My Profile” link under the name, “Community Forum”.

By clicking on “Community Forum”, you will access all of your Forums.
By clicking on the name of the forum, you can view all related posts, and add your own replies by clicking on the name of the topic.

Within the topic, you can post a general reply to the topic at the top, or you can reply to specific posts or quote posts by clicking on the buttons located underneath the individual posts.

Community and Connections

To view recent activity by the community, you will click on the “My Community” tab at the top of the member profile area.
If you would like to make a connection with another member, click on the “Add as Connection” link on their profile page.

To search for another member you wish to add as a connection, you can locate their profile by hovering over the “Connections” tab at the top of the profile area, and selecting “Browse Directory” or “Advanced Search” to find other members within the Community.