

The ASHHRA website has been enhanced to make it easier for you to access members-only resources, manage your information, register for events, purchase products, and renew your membership - *all with one secure login*. This change requires all members to register and reset their password in order to access member benefits on the website.

To register (current members):

- Visit <u>www.ashhra.org</u> and click "Register" at the top of the page.
- You will be taken to a page that says "New Account Registration"
- Enter your email address that we have on file, or enter your member number and click "Submit"
 - o If your email address has changed, please send the correct email address to ashhra@aha.org
 - You may also email <u>ashhra@aha.org</u> to receive your member number
- Your contact information should pop up. Click "This is my account".
- Click "Submit" to receive the email to reset your password. The email will come from portalhelp@aha.org
- It is recommended that you clear your cache before logging in with your email address and new password

To reset password (current members who have registered):

- Visit www.ashhra.org and click "Log In" at the top.
- Click "Forgot Password" below the log in box.
- Enter your email address and click submit
- The email will come from portalhelp@aha.org. Please follow the link to reset your password
- It is recommended that you clear your cache before logging in with your email address and new password

To create an account (non-members)

- Visit www.ashhra.org and click "Register" at the top of the page
- Enter your email address and click "Submit"
- If no records were found, click "Register" to create an account