



– HOW TO RENEW YOUR HCAOA MEMBERSHIP –

1. Please visit: <http://www.hcaoa.org/members/login/> and log in:

- Username: your work email address
- Password: **Password1**
(or use the personal password you've previously created)

2. Once you log in, you will see your name at the top of the screen. Feel free to view more information by clicking "**My Profile**" and ensure your address, phone number, etc. are correct.

A screenshot of the Home Care Association of America website. The top navigation bar includes the logo, a user greeting "Welcome, Kayla Dottery" with links for "[My Profile]", "[My Transactions]", and "[Event Registration]", and buttons for "Logout", "Contact", and "JOIN NOW". Below the navigation bar are links for "Find a Provider", "About", "Membership", "Events", "Store", and "My HCAOA". The main content area is titled "Home > Membership" and features a sidebar with links for "Membership Offerings", "Voting Member Benefits", "Premium Associate Member Benefits", "Individual Member Benefits", and "Testimonials". The main content area includes a banner for "GENERATIONS" technology, a "VOTING MEMBERSHIP" section with a logo, and text detailing the benefits and costs of voting membership, including a \$845 per year fee and participation in the state chapter.

3. Go to the "Store" tab on the homepage.

Welcome, Kayla Dottery [My Profile] [My Transactions] [Event Registration] Logout Contact JOIN NOW

Home Care Association of America

Find a Provider About Membership Events **Store** My HCAOA

Home > Membership

Membership

- Membership Offerings
- Voting Member Benefits
- Premium Associate Member Benefits
- Individual Member Benefits
- Testimonials

The right technology enhances the best care.

VOTING MEMBERSHIP

Voting Membership | \$845 per year

Voting members shall have voting rights and may hold office or serve as an Officer or Director of the Association. They may also chair any standing committees.

You must be an active Voting member in good standing before adding any additional locations.

Membership dues (\$845) includes participation in the state chapter.

4. You will be redirected to the Shopping page. Choose from the drop down menu so that you are shopping on **behalf of your organization** rather than for yourself – then click "Go To Shopping."

Home Care Association of America

Contact JOIN NOW

Find a Provider

Home

Logout

My Information

My Transactions

Upcoming Events

Donate Funds

Shopping

Kayla Dottery [View Membership] [Logout]

Select Customer

****Select your COMPANY, not your name****







Customer

Shop For: Dottery Kayla
Dottery Kayla
WRS(Memassas,VA)

Go To Shopping

5. Within the online store, scroll down to select the membership category you'd like to renew (please see detailed descriptions beneath the screenshot below):

- If you need assistance with verifying which membership type you need to renew, please contact us at info@hcaoa.org.

<p>Voting Member Membership</p>  <table border="1" data-bbox="228 888 597 961"> <tr> <td>Member:</td> <td>\$845.00</td> </tr> <tr> <td>New Member:</td> <td>\$845.00</td> </tr> </table>	Member:	\$845.00	New Member:	\$845.00	<p>Voting Member - New to Home Care Membership</p>  <table border="1" data-bbox="618 888 987 961"> <tr> <td>Member:</td> <td>\$500.00</td> </tr> <tr> <td>New Member:</td> <td>\$500.00</td> </tr> </table>	Member:	\$500.00	New Member:	\$500.00	<p>Corporate - Gold Voting Member Membership</p>  <table border="1" data-bbox="1008 888 1377 961"> <tr> <td>Member:</td> <td>\$500.00</td> </tr> <tr> <td>New Member:</td> <td>\$500.00</td> </tr> </table>	Member:	\$500.00	New Member:	\$500.00
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<p>Associate Member - Premium Membership</p>  <table border="1" data-bbox="228 1444 597 1518"> <tr> <td>Member:</td> <td>\$1,200.00</td> </tr> <tr> <td>New Member:</td> <td>\$1,200.00</td> </tr> </table>	Member:	\$1,200.00	New Member:	\$1,200.00	<p>Additional Location Membership</p>  <table border="1" data-bbox="618 1444 987 1518"> <tr> <td>Member:</td> <td>\$250.00</td> </tr> <tr> <td>New Member:</td> <td>\$250.00</td> </tr> </table>	Member:	\$250.00	New Member:	\$250.00	<p>2018 HCAOA Conference Vendor Registration NEW! Event</p>  <p>View Event Details</p> <table border="1" data-bbox="1008 1444 1377 1518"> <tr> <td>Member:</td> <td>\$500.00</td> </tr> <tr> <td>Non-Member:</td> <td>\$500.00</td> </tr> </table>	Member:	\$500.00	Non-Member:	\$500.00
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Non-Member:	\$500.00													

6. Once you've selected your membership type, click "Add To Cart"

The screenshot shows the Home Care Association of America website's shopping interface. At the top left is the logo and a "Find a Provider" button. A navigation menu on the left includes Home, Logout, My Information, My Transactions (highlighted), Upcoming Events, and Donate Funds. The main heading is "Shopping" with a sub-header "WRS" and links for "View Membership", "Logout", and "Select Customer". The product being viewed is "Voting Member" with a price of \$845.00. Two buttons, "Continue Shopping" and "Add To Cart", are visible at the bottom right, with the "Add To Cart" button highlighted by a red box. A shopping cart icon at the top right shows "Items: 0" and "Total: \$0.00".

7. After reviewing your cart, click "Check Out".

The screenshot shows the shopping cart page. The navigation menu on the left is the same as in the previous screenshot. The main heading is "Shopping" with a sub-header "WRS" and links for "View Membership", "Logout", and "Select Customer". The section is titled "Shopping Cart" and includes buttons for "Update Cart" and "Empty Cart". A "Source Code" dropdown menu is present. A table lists the items in the cart, with one item: "Voting Member Membership" with a quantity of 1, an item price of \$845.00, and a total price of \$845.00. The subtotal is also \$845.00. Below the table is a "Discount Code" field and an "Apply Discount" button. At the bottom, there are buttons for "Update Cart", "Empty Cart", "Continue Shopping", and "Check Out", with the "Check Out" button highlighted by a red box. A red note says "Click on the [X] to remove item from your shopping cart."

Remove	Item	Quantity	Item Price	Price
	Voting Member Membership	1	\$845.00	\$845.00
Subtotal				\$845.00

8. Complete the Checkout page and click “Purchase Now”.

The screenshot shows a checkout page with a sidebar on the left containing links: Logout, My Information, My Transactions, Upcoming Events, and Donate Funds. The main content area is titled "Checkout" and includes a "Purchase Details" section with a "Change" button. Below this is the "Billing Address" section, which shows "WRS". To the right is a "Purchase Summary" table:

Purchase Summary		Items In Cart
Current Purchases:		\$845.00
Taxes:		\$0.00
Shipping:		\$0.00
Total:		\$845.00

Below the purchase summary is the "Payment Information" section, which includes a dropdown for "Payment Information" (set to "Credit Card"), fields for "Card Number", "Credit / Debit" (set to "Credit"), "Card Expiration Date" (set to "January(01)" and "2018"), and "Cardholder's Name" (set to "WRS"). There is also a checkbox for "This is a Corporate Card". At the bottom right, there are two buttons: "Back To Cart" and "Purchase Now", with the latter highlighted by a red border.

If you have any questions, please contact us at info@hcaoa.org or (202) 508-3870.