



– HOW TO UPGRADE 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 Home Care Association of America 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 features a "Membership" sidebar with links for "Membership Offerings", "Voting Member Benefits", "Premium Associate Member Benefits", "Individual Member Benefits", and "Testimonials". A central banner reads "The right technology enhances the best care." with the "GENERATIONS" logo. Below this is a section for "VOTING MEMBERSHIP" with a sub-header "Voting Membership | \$845 per year" and text explaining the benefits and requirements for voting members, including that membership dues (\$845) include participation in the state chapter.







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

The screenshot shows the homepage of the Home Care Association of America. At the top, there is a navigation bar with the following items: "Welcome, Kayla Dottery" (with links for "[My Profile]" and "[My Transactions] [Event Registration]"), "Logout", "Contact", "JOIN NOW", a search bar, and a navigation menu with "Find a Provider", "About", "Membership", "Events", "Store" (highlighted with a red box), and "My HCAOA". Below the navigation bar, there is a "Home > Membership" breadcrumb. On the left, a "Membership" sidebar lists: "Membership Offerings", "Voting Member Benefits", "Premium Associate Member Benefits", "Individual Member Benefits", and "Testimonials". The main content area features a banner for "GENERATIONS Homecare System" with the text "The right technology enhances the best care." Below this is a section for "VOTING MEMBERSHIP" with a logo and the following text: "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.", and "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."

The screenshot shows the "Shopping" page of the Home Care Association of America. The top navigation bar includes "Home Care Association of America", "Find a Provider", "Contact", and "JOIN NOW". A left sidebar contains a menu with "Home", "Logout", "My Information", "My Transactions", "Upcoming Events", and "Donate Funds". The main content area is titled "Shopping" and shows the user "Kayla Dottery" with links for "[View Membership]" and "[Logout]". Below this is a "Select Customer" section with the instruction "**Select your COMPANY, not your name**". A "Customer" section contains a "Shop For:" dropdown menu (highlighted with a red box) with the following options: "Dottery Kayla", "Dottery Kayla", and "WRS(Memassas,VA)". A "Go To Shopping" button is located at the bottom right of the page.

5. Within the online store, scroll down to select the “**CORPORATE GOLD VOTING MEMBERSHIP**” category.

<p>Voting Member Membership</p> 	<p>Voting Member - New to Home Care Membership</p> 	<p>Corporate - Gold Voting Member Membership</p> 												
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<p>Associate Member - Premium Membership</p> 	<p>Additional Location Membership</p> 	<p>2018 HCAOA Conference Vendor Registration NEW! Event</p>  <p>View Event Details</p>												
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6. Once you've selected the "CORPORATE GOLD VOTING MEMBERSHIP" category, click "Add To Cart"

The screenshot shows the Home Care Association of America website. The top left features the logo and a "Find a Provider" button. A navigation menu on the left includes Home, Login, Upcoming Events, and Donate Funds. The main heading is "Shopping" with a "Guest" status. A shopping cart icon in the top right shows "Items: 0" and "Total: \$0.00". The product being viewed is "Corporate - Gold Voting Member". Two buttons, "Continue Shopping" and "Add To Cart", are visible, with the "Add To Cart" button highlighted by a red box. Below the product name, there is a "CORPORATE GOLD VOTING MEMBERSHIP" logo and pricing information: "Member Price \$500.00" and "New Member Price \$500.00". A "Membership Description" link is at the bottom.

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

The screenshot shows the shopping cart page. The top left navigation menu includes Home, Logout, My Information, My Transactions, Upcoming Events, and Donate Funds. The main heading is "Shopping" with the user identified as "Home Helpers Home Care - Brandon - Corporate - Silver Member". Links for "[View Membership]", "[Logout]", and "[Select Customer]" are in the top right. The "Shopping Cart" section has buttons for "Update Cart", "Empty Cart", "Continue Shopping", and "Check Out", with the "Check Out" button highlighted by a red box. Below this is a "Source Code" dropdown and a red instruction: "Click on the [X] to remove item from your shopping cart." A table lists the cart items:

Remove	Item	Quantity	Item Price	Price
	Corporate - Gold Voting Member Membership	1	\$500.00	\$500.00
Subtotal				\$500.00

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.

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

The screenshot shows a checkout page with a navigation menu on the left containing: Home, Logout, My Information, My Transactions, Upcoming Events, and Donate Funds. The main content area is titled "Checkout" and includes a "Purchase Details" section with the instruction: "Please review the information below and submit your purchase by clicking on the purchase now button." Below this are three main sections: "Billing Address" with a "Change" button; "E-mail and Social Confirmations" with two checkboxes for email confirmations and an input field; and "Payment Information" with a dropdown for "Payment Information" (set to "Credit Card"), input fields for "Card Number" and "Card Expiration Date", a dropdown for "Credit / Debit" (set to "Credit"), and a "Cardholder's Name" field. There are also checkboxes for "This is a Corporate Card" and "I Agree to Recurring Payment Option". A "Purchase Summary" table is located to the right of the billing address section, and an "Items In Cart" button is above it. The "Purchase Summary" table lists: Current Purchases: \$500.00, Taxes: \$0.00, Shipping: \$0.00, and Total: \$500.00. At the bottom right, there are two buttons: "Back To Cart" and "Purchase Now", with the "Purchase Now" button highlighted by a red rectangle.

Purchase Summary	
Current Purchases:	\$500.00
Taxes:	\$0.00
Shipping:	\$0.00
Total:	\$500.00

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