## WELCOME GETTING STARTED WITH THE ALLIANCE

Welcome to the National Alliance for Care at Home (the Alliance)! Here are a few tips for getting started with your membership and access to all the Alliance's great benefits.

- 1. **Log In: Visit: www.allianceforcareathome.org**, then click Member Login in the upper right-hand corner and then \*enter your email address and password. **Don't have a password?** Click the Reset Your Password link and follow the instructions.
- 2. **Update Your Profile:** Click My Member Portal in the upper right-hand corner, then select Alliance Member Profile. Review and update your information as needed. *Don't forget to click the*Save button at the bottom of the page.
- 3. **Stay Informed:** Never miss an important update from the Alliance. To ensure smooth communication, log in to My Member Portal and share the Email Deliverability details with your IT department.
- 4. **Set Your Communication Preferences:** Once logged in, click My Member Portal in the upper right-hand corner, then select Alliance Member Profile From the left-hand menu, click My Communication Preferences and choose the types of communications you'd like to receive. *Don't forget to click the*Save button at the bottom of the page.
- 5. **Connect, Share, and Grow with My Alliance.** Your Alliance membership includes access to My Alliance, our exclusive professional networking platform. It's the perfect place to:
- Share your industry expertise.
- Collaborate on real-world challenges.
- Discover solutions from fellow care at home professionals.

Join the conversation today at https://community.

allianceforcareathome.org, or simply click the

My Alliance Communities button in your My Member Portal

## Have questions, need help?

Contact the Membership Team at 800-646-6460 or membership@allianceforcareathome.org.

\*Login requires that you have an existing account in the Alliance system and work for a member organization. Contact the Alliance's Membership Team if you don't have an account or you are unable to reset your password.

## My Alliance QUICK START GUIDE

- 1. **Sign in** at <a href="https://community.allianceforcareathome.org/">https://community.allianceforcareathome.org/</a> using your Alliance email and password. Once you've logged in, select the box in the upper right-hand corner of the screen to access your profile.
- 2. **Fill out your profile.** We want to get to know you! Actions Under the Actions menu button, you can upload a photo.

  Click Edit My Profile to update your contact information. Go to My Member Portal to complete additional fields, such as your bio and education.
- 3. **Customize your profile settings.** In your profile, find My Account. From here, you can set up how you want to receive emails from My Alliance, how much profile information you want visible to others, and manage other settings.
- 4. Browse the communities and join the ones that interest you. Communities We have plenty of communities (discipline- and topic-specific areas) to match your interests. When you find one that is right for you click Join. Join You can join as many communities as you'd like.

**PRO TIP:** Start out by subscribing to the Daily Digest and have it included in your Daily Consolidated Digest for your communities. You'll receive a consolidated summary of community activity updates in a single digest format. You can get emails in real time – this is perfect for My Alliance power users. You can set different subscriptions for each community. Find the settings button

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Digest or Real Time.

5. **Build your contact list.** Select Directory Directory from the top navigation bar and use the member search to find colleagues on My Alliance. Unsure about who to contact? Dip your toe in the water by sending a contact request to a colleague at your agency.

## WHAT NOW?

**Feel free to explore!** Not everyone is comfortable posting a question or comment.

**Ready to jump in with a question or idea?** Go to the "Discussion" tab in one of your communities and click "Post New Message."

**Give Feedback.** Use your experience to answer people's questions. From the discussion post click "Reply to Group" or "Reply to Sender."

