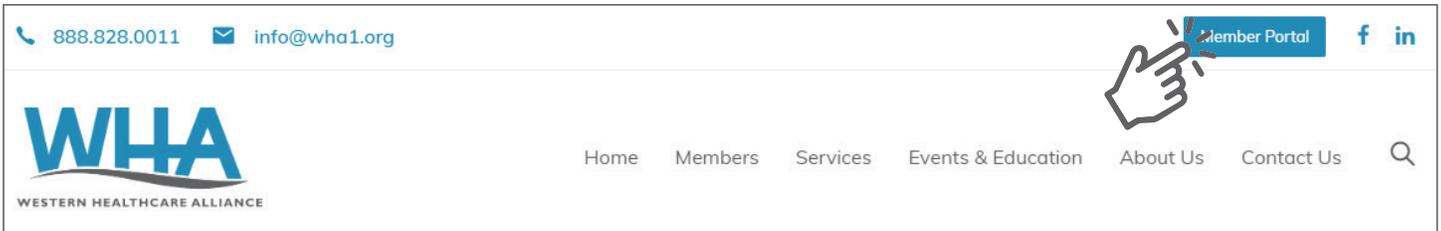


# WHA Members Only Portal

Welcome to the new WHA Members only portal! The new portal allows members to view content specific to their peer-specific groups, share documents, view educational presentations, access Leadership Academy sessions and more.

1. Visit the Member portal by clicking the button in the top navigation menu of [wha1.org](http://wha1.org).

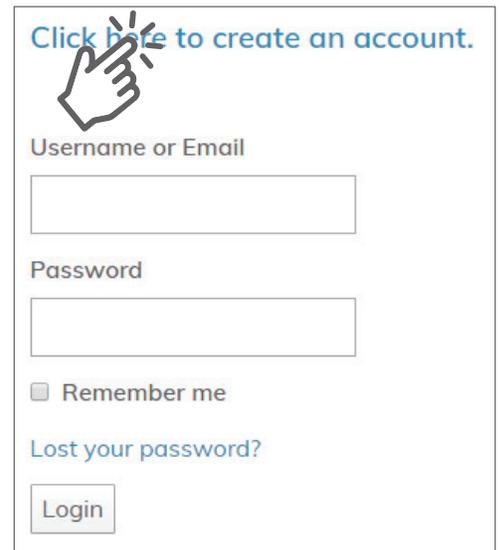


2. On the Member portal login page, use the form to sign in with your email and password. If you do not yet have an account, click the link titled “click here to create an account.”

### Signing up for a new account:

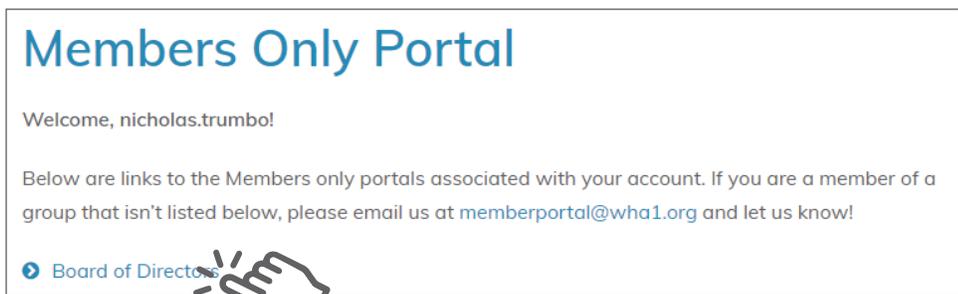
After following the link to the Member portal signup page, just fill out the form and we will send you an email as soon as your registration is approved.

Please note that this portal is for members of Western Healthcare Alliance and affiliated entities. Your registration will be reviewed and you will receive an email once your registration has been accepted, at which point you will be able to access the portal.



A screenshot of the Member portal login form. At the top, there is a blue link that says 'Click here to create an account.' with a hand icon pointing to it. Below this are two input fields: 'Username or Email' and 'Password'. Under the 'Password' field is a checkbox labeled 'Remember me'. Below the checkbox is a blue link that says 'Lost your password?'. At the bottom of the form is a 'Login' button.

3. Once registered and approved, you can begin using the Member portal. When you log in you will be directed to your homepage for the portal. You will see your personalized page with the peer-specific groups you are associated with, including Leadership Academy. To view information on your associated Peer Networks, click on the group name.

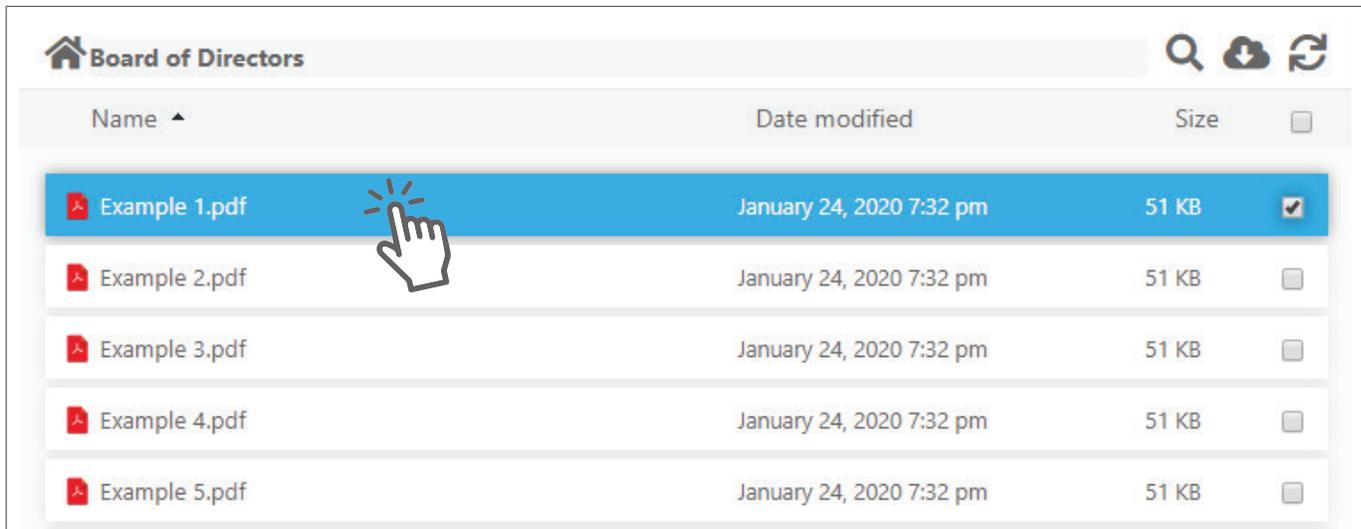


A screenshot of the 'Members Only Portal' homepage. The title 'Members Only Portal' is at the top in blue. Below it, the text reads 'Welcome, nicholas.trumbo!'. Further down, it says 'Below are links to the Members only portals associated with your account. If you are a member of a group that isn't listed below, please email us at [memberportal@wha1.org](mailto:memberportal@wha1.org) and let us know!'. At the bottom left, there is a blue link with a hand icon pointing to it that says 'Board of Directors'.

4. Downloading and uploading files in your Members only portal.

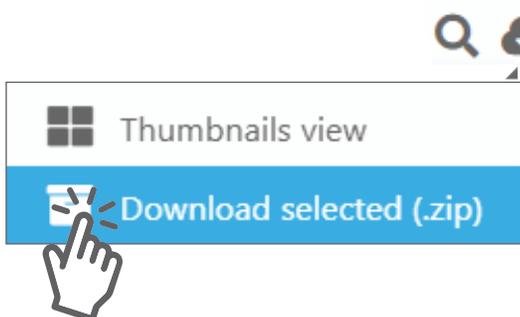
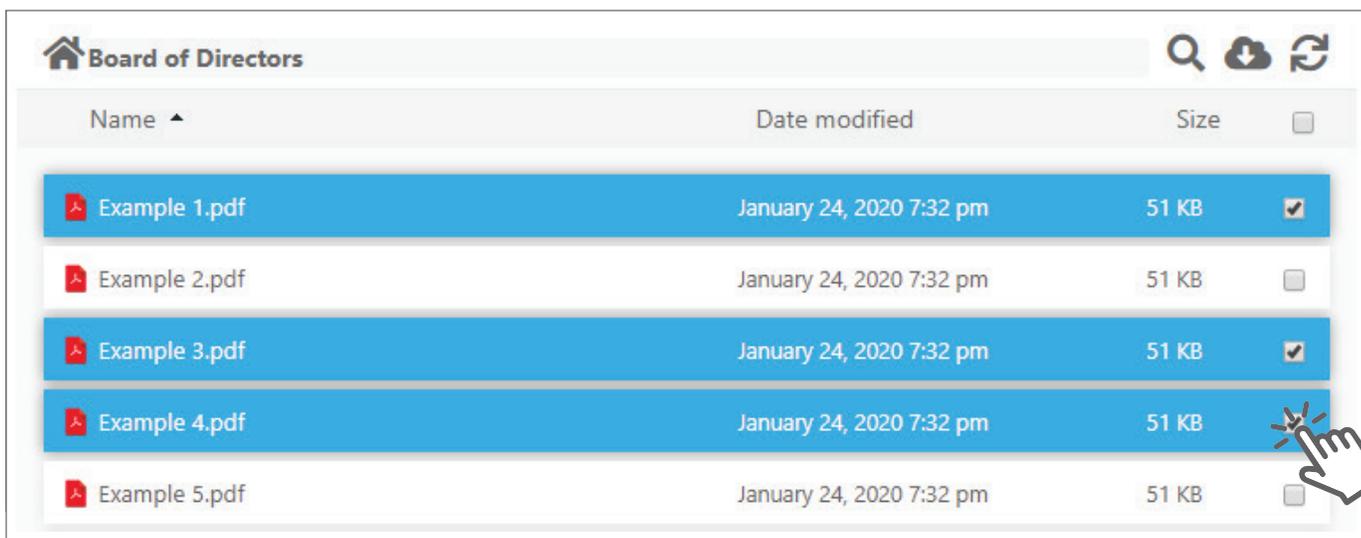
**Downloading files:**

On your Peer Network’s page you will see a file navigator. Select the file you plan to download or view.



A window will pop up allowing you to view the files in your browser. From there you can download each file individually.

To download multiple files at one time, start by selecting the files you want.

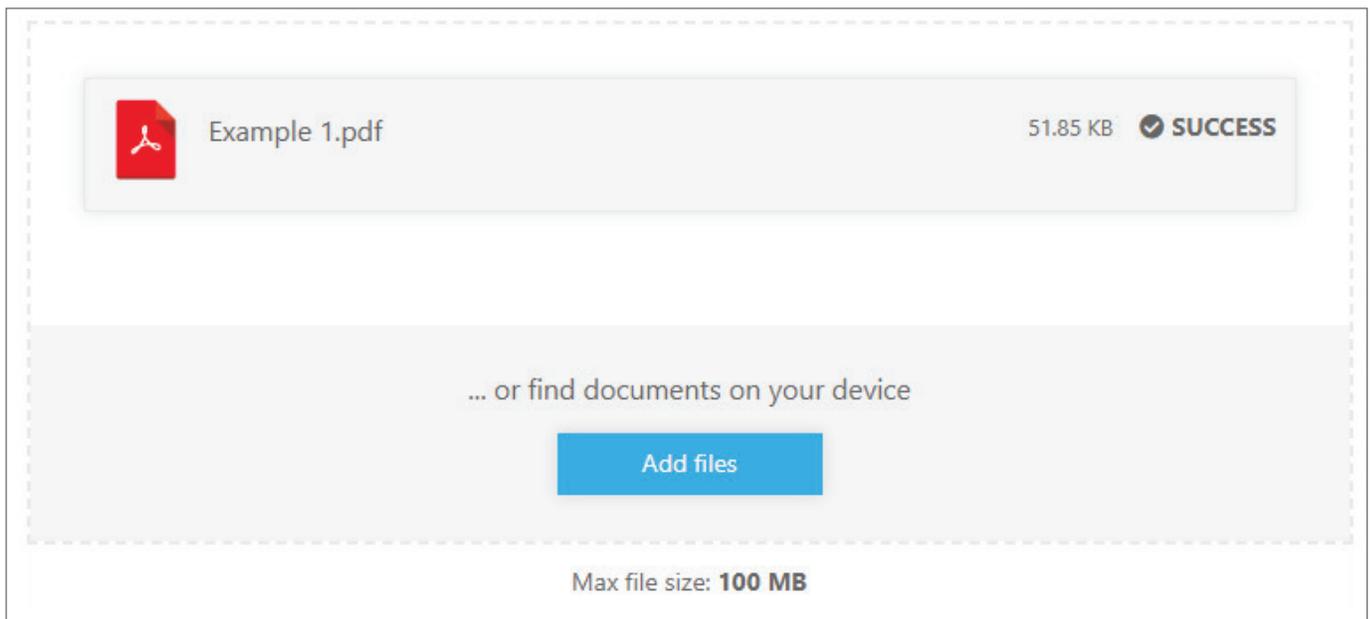
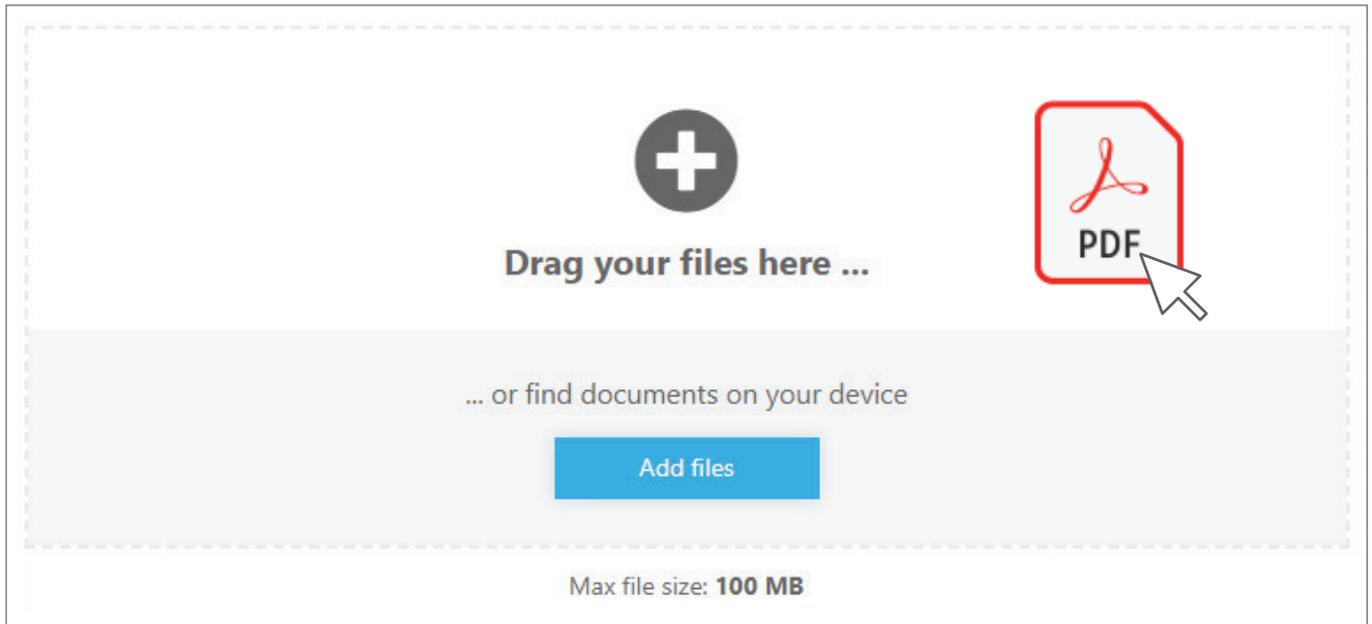


Hover over the download icon at the top of the window and select “Download selected (.zip)” from the dropdown.

## Uploading files:

When a file is uploaded we will review it and scan it for malicious software. Once it has been reviewed we will add it to the Members only portal and it will be available for download.

To upload a file simply drag it into the file upload window, or select “Add files” to use your file browser to navigate to the file you want to upload.



Once your file has been uploaded you will receive a notification email. We will begin our review process and we will alert you by email once your file is available for members to download.

5. On every page of the Members only portal you will find navigation links to the right.

**Logout:**

Use this link to log out after your session is completed.

**Members Only Portal:**

Use this link to return to the main page of the Members only portal at any time.

**Leadership Academy Portal:**

Use this link to visit the Leadership Academy portal, where you can download and purchase previous Leadership Academy Webinars.

**Edit Profile:**

This link takes you to your profile. From here you can update your name, email address, and password. You can also download your past Leadership Academy portal purchases and update your payment methods.

If you have any other questions regarding the Members only portal, please do not hesitate to contact us at [memberportal@wha1.org](mailto:memberportal@wha1.org).



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