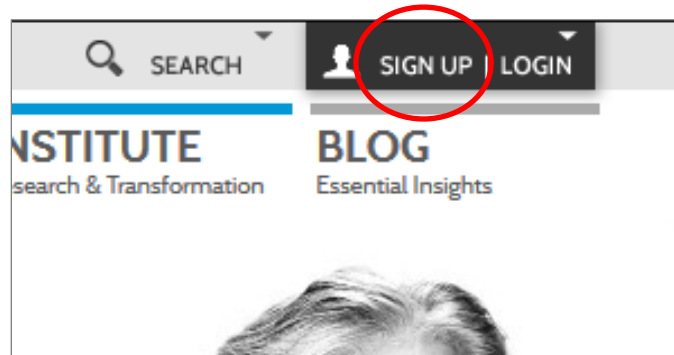


## EssentialHospitals.org: How to Create a New User Account

Visit [www.essentialhospitals.org](http://www.essentialhospitals.org) and click **SIGN UP** at the upper right corner of the homepage:



This will take you to the Essential Hospitals Member Network **New Users Registration** page. Complete the form; required fields are marked with an asterisk.

You may choose at this point to keep your profile private. Select the **Make Profile Private?** check box if you wish to do this (arrow, right).

Important notes:

- Staff should *never* make a profile private.
- You *must* check “**\*Please indicate that you agree to the Terms of Use**” to continue with the registration process.
- To access member content, you *must* use an email address that ends with a member hospital’s internet domain (the portion after the @ sign).
- Your password must be *at least* six characters and can include non-alphanumeric characters (e.g., a dollar sign).

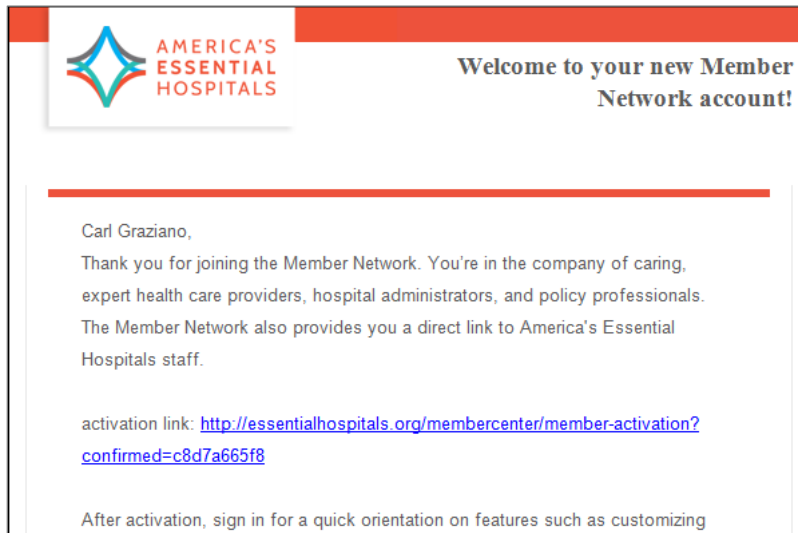
A screenshot of the 'New Users Registration' form on the Essential Hospitals Member Network page. The form includes fields for Prefix, First Name\*, Last Name\*, Email\*, and Password\*. Below the Password field, there is a checkbox for 'Make Profile Private?' which is checked, and a red arrow points to it. Below that is a checkbox for '\*Please indicate that you agree to the Terms of Use'. At the bottom right, the 'SUBMIT' button is circled in red. A red asterisk indicates a required field. At the very bottom, there is a link for 'Already have an account? Login Now'.

When you have completed the form, click **SUBMIT**.

Parts of the process from this point on will depend on whether you used an email address recognized as belonging to a member hospital. First, all users will see a notice that the system has sent an account verification email to the entered address. *Note: if your email address already*

exists in the association's membership database, the system will detect this and direct you to recover and reset the existing account password.

If the address does not already exist in the database, the user will receive a verification email containing an account activation link:



Upon following this link, both members and non-members alike will return to a screen similar to this:

A screenshot of the "ESSENTIAL HOSPITALS MEMBER NETWORK | ACCOUNT ACTIVATION" page. The page has a dark header with the Essential Hospitals logo and navigation links: "Public Policy", "Improving Our Hospitals", "Training Health Care Leaders", and "Research". Below the header, the main title "ESSENTIAL HOSPITALS MEMBER NETWORK | ACCOUNT ACTIVATION" is displayed in large, bold letters. A dark bar below the title contains the text "Membership Activation". A light blue message box states: "Thank you for verifying your account. Please login below." Below this, there are two input fields for email and password. A red arrow points to the "Remember me" checkbox, which is currently unchecked. Below the checkbox is a black "LOGIN" button. At the bottom, there is a link that says "Forgot your password?" in red text.

Enter your email address and the password you created and click **LOGIN**. Note that you can select the **Remember me** check box (arrow) so the system remembers your sign-in credentials for return visits.

If the system has associated your email address with a member hospital, you will see this page:

### Membership Activation

Please complete your profile to activate your account

Middle Initial

Suffix

Credentials

\*Company/Organization

\*Street Address

\*City

\*State

\*ZIP Code

Job Title

\*Phone

Fax

Mobile Phone

Assistant Name

Assistant Email

Assistant Phone

\* are required

Submit

Again, required fields are marked with an asterisk. You must choose a hospital from the **Company/Organization** drop-down menu, which will also populate the required address boxes and the Phone box; you may edit this content. **Submit** will take you to a new sign-in page:

### Membership Activation

Thank you! Your account has been activated, please login below.

☐ Remember me

LOGIN

Forgot your password?

3

Sign in with your email address and chosen password and the system will take you to your personal dashboard page, where you may add additional content and a photo to your profile and change your password. Please see *EssentialHospitals.org: How to Sign in and Manage Your User Profile* for further instruction on changing your profile through the user dashboard.