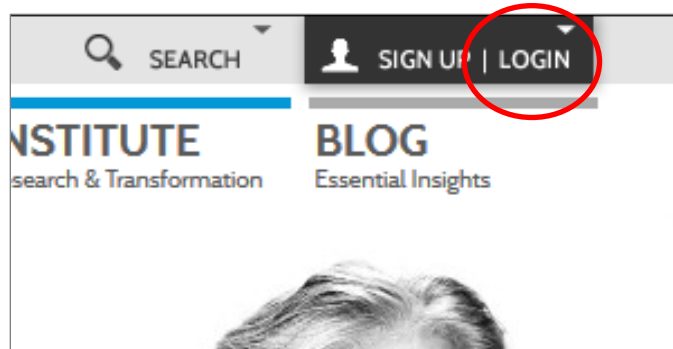
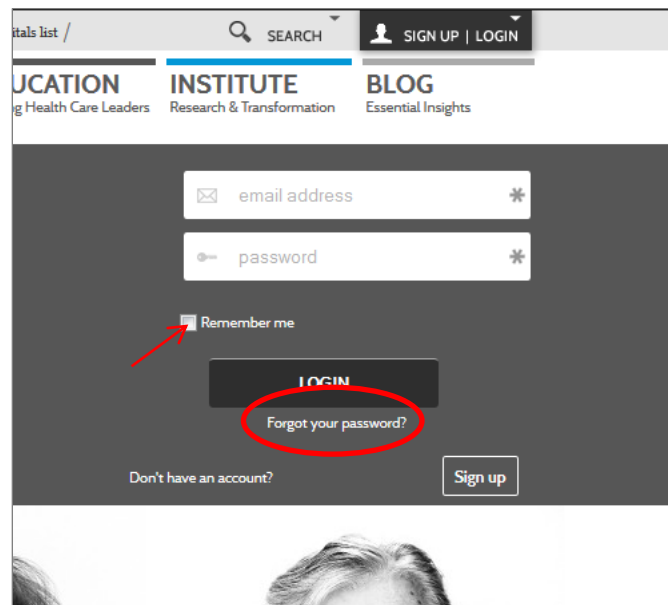


## EssentialHospitals.org: How to Sign in and Manage Your User Profile

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



A panel will drop down, revealing user name and password fields:

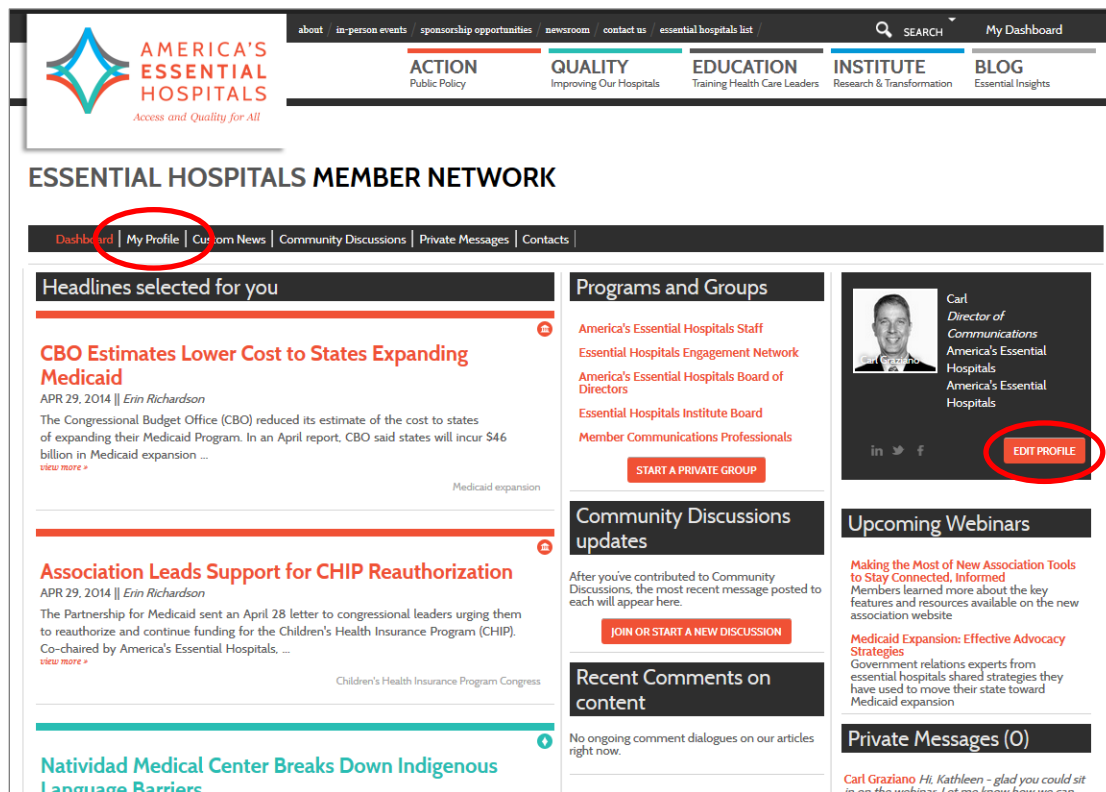


Enter your user name (in most cases, your email address) and password. If you've forgotten your password, click the **Forgot your password?** link (circled) for instructions on recovering and resetting your password.

Also, you can give the site permission to remember your credentials for subsequent visits by clicking the **Remember me** check box (arrow) before clicking **LOGIN**.

Click the **LOGIN** button to sign in to the site.

A successful sign-in will take you to your Member Network **dashboard**, which displays content and communications (such as private and group messages) specific to you. Here, you can also customize a news feed to display site content by various topics:



To complete or update your profile, including title, organization name, and other demographic details, click the **EDIT PROFILE** button (circled, above right). Alternatively, you can choose **My Profile** (circled, above left), which will display your basic profile page with links (circled, below) to edit your profile, change your password, and add or update your profile photo:



Choosing either edit profile link will take you to a page with a long form of various fields (right) to include additional profile details or update existing information. Required fields are marked by an asterisk. Click the **SUBMIT** button (circled, below) at the bottom of this form to update your profile.

Phone  
(202) 585-0102

Fax  
(202) 585-0101

Assistant Name  
Erica Addison

Assistant Email  
eaddison@essentialhospitals.org

Assistant Phone  
(202) 585-0566

Make Profile Private? ☐

**SUBMIT**

*\*Required field*

Prefix  
Mr.

Suffix  
<-- Select One -->

Credentials

First Name\*  
Carl

Middle Name  
J.

Last Name\*  
Graziano

Email\*  
cgraziano@essentialhospitals.org

use your business email to have full access to Member Network features

Biographical Info  
Graziano is director of communications for America's Essential Hospitals.

bio cannot be more than 140 characters. Character count: 0/140

Company/Organization  
-- Select a Hospital --

Job Function  
America's Essential Hospitals St

Job Title  
Director of Communications

LinkedIn  
http://www.linkedin.com/pub/carl-graziano/4/84a/744

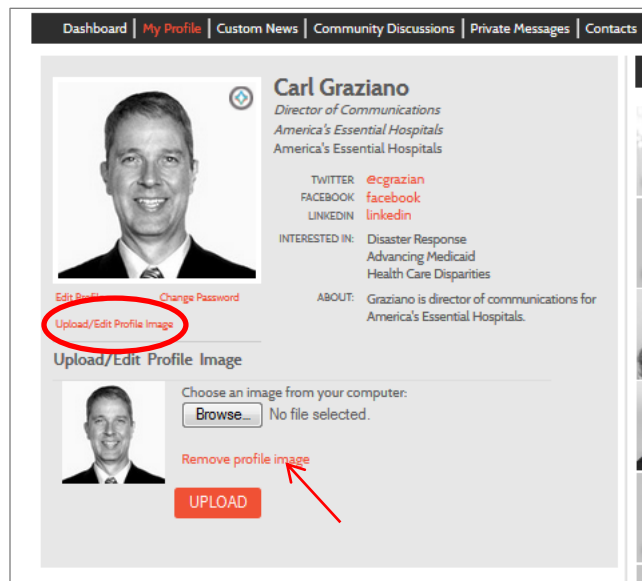
To change your password, choose the **Change Password** link (arrow, above right). On the next page, enter a new password in the **Change Password** box and enter it again in the **Repeat Password** box. *Note: Your password must be at least **six characters** and can include a mix of letters, numbers, and non-alphanumeric characters, such as a dollar sign; click **UPDATE PASSWORD** to complete the change:*

Change Password

Repeat Password

**UPDATE PASSWORD**

To add or update a profile photo, choose the **Upload/Edit Profile Image** link under your existing or placeholder image (circled, below):



This will expand the box to provide links for choosing and uploading a profile image. Choose the **Browse...** button to navigate to and select a photo on your computer. After selecting the photo, click the **UPLOAD** button to add it to your profile. You can also remove an existing photo by choosing the **Remove profile image** link (arrow, above).

Additional notes:

- Staff should include a brief statement about their position with the organization in the **Biographical Info** box of the edit profile form: *“Graziano is director of communications for America's Essential Hospitals.”*
- Follow the edit profile form instructions for properly formatting your personal social media links (e.g., your Twitter handle only, without the @ sign).
- Users have the option of making their profile details private; choose the **Make Profile Private?** check box at the bottom of the edit profile form. *Note, staff should never make their profiles private.*