

Primary Contact

Registering, Updating or Adding a New Contact from Your Organization

Primary Contact

The primary contact has the ability to update the contact information of individuals within your organization, complete group registrations and purchase on behalf of the organization. Only the primary contact of an organization can purchase an organizational membership.

To view who is listed as the primary contact of your organization, login to the IRHA website (login instructions below), go to “My Information”, scroll down to ‘Organization Information’ and click on your organization’s name. The primary contact of your organization will be listed.

If you would like to change who is listed as the primary contact for your organization, please contact Laura Carlson at lcarlson@indianarha.org.

Logging into to your profile

You do not have to be a member to login. If you are a past or present IRHA member, or you have participated in an IRHA event in the past, your information is in our system ready for you to log in.

- Go to the IRHA website www.indianaruralhealth.org
- Click on the ‘Access your profile: Sign in’ link at the top left – you don’t have to be a member to have a profile or login

If you have never logged in to your profile before, your default password is **Password1** (with a capital P and the number 1). When logging in be sure you do not type a blank space at the end of your email, the system will regard the email as invalid.

The site will force you to change your password the first time you log in, please retain your new password for future access.

If you have previously logged into your online profile the password you set is still in effect.

If you are having difficulty logging in please contact Laura Carlson at lcarlson@indianarha.org

Abilities of the Primary Contact After Logging In

Update or add contact information of individuals within your organization:

Please update or add individuals from your organization whenever there is a change in their contact information. After logging in:

- Go to the “My Information” tab to the left
- Scroll down to “Organization Information” and click on the name of the organization
- Click on the “Manage Org Individuals”
- A list of individuals linked to your organization is at the bottom of the page.

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- Click on an “*Add individual*” link and complete the information. Do not add your email in another individual’s profile. The system will not allow you to login if your email is associated with two profiles.
- If you need an individual removed from your organization check the box in front of their name and click the “submit list for removal” button.

Register individual(s) for an IRHA event:

When registering individual(s) from your organization, whether it is one individual or a group, you must choose the **Group Registration** link to start the registration.

You have to be the "primary contact" of an organization to have the ability to register someone other than yourself. When registering someone else, do not register yourself and change the badge name to the person you are trying to register, doing so does not register the individual, it changes your profile and provides incorrect information of the individual you are trying to register.

Once on the page that lists individuals within your organization, check the box to the left of the name of the individual you want to register. If their name is grayed out, it means they are already registered.

Individual fees within a group registration

Some individuals within your organization may be entitled to a lower registration fee; once you have check marked the individual(s) you would like to register on the “*select attendees*” page there is a link on the right of each checked individual that says “*Change Rate*”, this link will have the drop down of prices each individual is eligible for.

Purchase an IRHA organizational membership:

- Go to the “*Purchase a Membership*” tab on the left
- When on the screen that states “**Shop For**” with a drop down to choose yourself or your organization, **choose your organization**. Only organizations can purchase an organizational membership.
- Choose a membership: “*Organizational Membership*” or if you are a Rural or CAH Hospital you can choose “*Indiana Statewide Rural Health Network (InSRHN)*”.
- When on the screen that states, “**Select from the available dues rates for this membership**”, please choose the number of full time employees within your organization from the drop down. Additional information is required, please scroll to the bottom of the webpage to complete the form.
- Add to the cart, follow the onscreen instructions

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Pay an open invoice/order with a credit card on the IRHA website:

After logging in:

- Go to the **“My Transactions”** link on the left
- The invoice will show in the **“Open Orders & Invoices”** dropdown.
- Click the link “Pay Open Orders” and continue to the shopping cart to pay

Please note: It is important that the billing address shown in the shopping cart is the address listed with the credit card you are using. If the billing address is not correct you can update it in the shopping cart by clicking on the “Change” button below the billing address.

Also, the primary contact only has access to the invoices/orders they have placed. Individuals within your organization who have made a purchase on their own will have to log into their profile to pay their invoice/order.

Purchase an exhibit:

- Go to the “Exhibit Opportunities” tab on the left. Exhibit opportunities, including pricing and instructions, for each event can be viewed by expanding the 'Exhibit Opportunities' tab on the left.
- Follow the link to the registration.

Welcome to IRHA's new webpages; login, explore & engage!