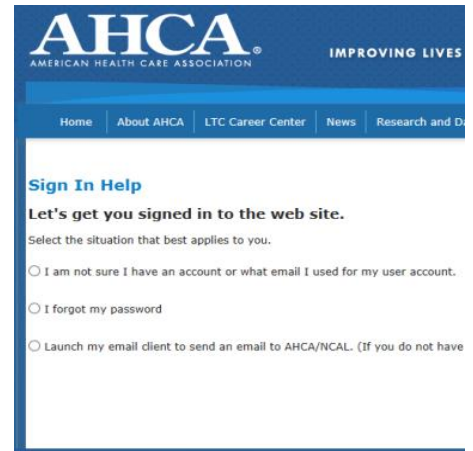
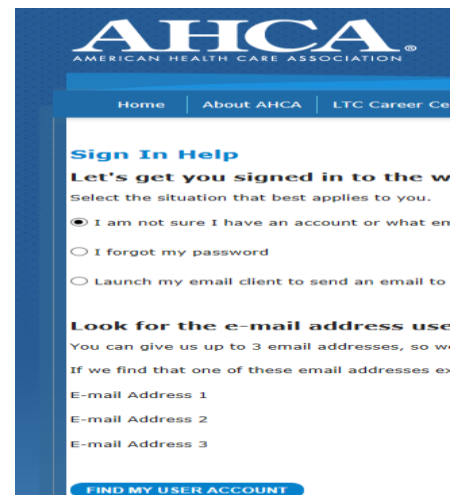


Step 1: Visit <http://www.ahcancal.org/Pages/forgot-password.aspx>



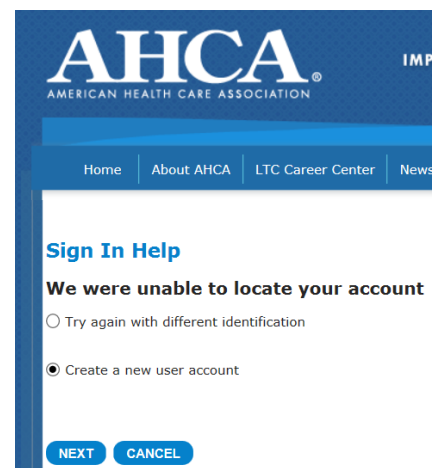
The screenshot shows the AHCA (American Health Care Association) website header with the logo and tagline "IMPROVING LIVES". Below the header is a navigation bar with links: Home, About AHCA, LTC Career Center, News, and Research and D. The main content area is titled "Sign In Help" and says "Let's get you signed in to the web site." It asks the user to "Select the situation that best applies to you." and provides three radio button options: "I am not sure I have an account or what email I used for my user account.", "I forgot my password", and "Launch my email client to send an email to AHCA/NCAL. (If you do not have".

Step 2: Select **"I am not sure I have an account or what email I used for my user account"** Once the page reloads, enter up your email address and click the **"FIND MY USER ACCOUNT"** button.



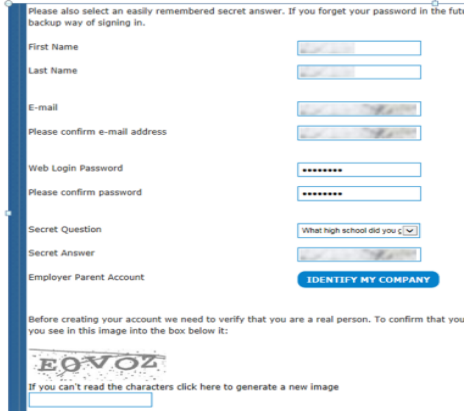
The screenshot shows the AHCA website header and navigation bar. The "Sign In Help" section is titled "Let's get you signed in to the w" and says "Select the situation that best applies to you." The first radio button option, "I am not sure I have an account or what en", is selected. Below it are two other options: "I forgot my password" and "Launch my email client to send an email to". The "Look for the e-mail address use" section says "You can give us up to 3 email addresses, so w" and "If we find that one of these email addresses e>". It lists three input fields: "E-mail Address 1", "E-mail Address 2", and "E-mail Address 3". At the bottom is a blue button labeled "FIND MY USER ACCOUNT".

Step 3: The next screen will bring up two options. If you think you may have created your account with a different email address, such as your yahoo or Gmail email account, and would like the system to try to locate your account again, click **"Try again with a different identification"**. To create a new user account, select **"Create a new user account"** and click the **"NEXT"** button.



The screenshot shows the AHCA website header and navigation bar. The "Sign In Help" section is titled "We were unable to locate your account" and provides two radio button options: "Try again with different identification" and "Create a new user account". The "Create a new user account" option is selected. At the bottom are two buttons: "NEXT" and "CANCEL".

Step 4: Complete the Create New User Account form.



Please also select an easily remembered secret answer. If you forget your password in the future, backup way of signing in.

First Name

Last Name

E-mail

Please confirm e-mail address

Web Login Password


Please confirm password

Secret Question

Secret Answer

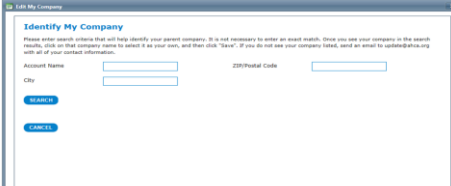
Employer Parent Account

Before creating your account we need to verify that you are a real person. To confirm that you see in this image into the box below it:



If you can't read the characters click here to generate a new image

Step 5: Please note: individuals must select and identify their employer parent account by clicking the **“IDENTIFY MY COMPANY”** button to gain access to the website.



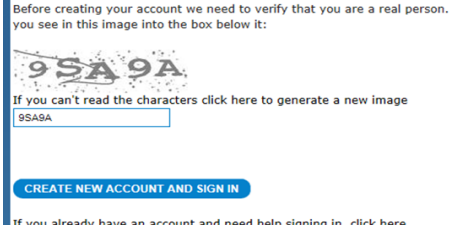
Identify My Company

Please enter search criteria that will help identify your parent company. It is not necessary to enter an exact match. Once you see your company in the search results, click on that company name to select it as your entry, and then click "Next". If you do not see your company listed, send an email to ahca@ahca.org with all of your contact information.


Account Name ZIP/Postal Code

City

Step 6: Click **“Create new account and sign in”**



Before creating your account we need to verify that you are a real person. you see in this image into the box below it:



If you can't read the characters click here to generate a new image

If you already have an account and need help signing in, click here.

Step 7: Go to <https://educate.ahcancal.org/> and log in by clicking on the gray box in the upper right hand corner



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The AHCA Quality Initiative 2019-2021: What's New & What It Means for You

The NCAL Quality Initiative 2019-2021

Please let us know if you have any further questions.
educate@ahca.org