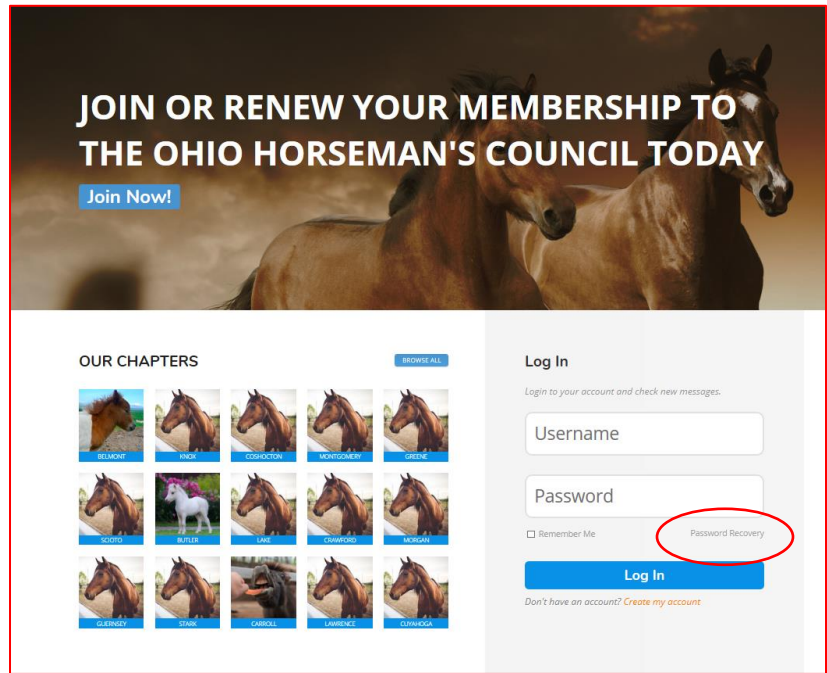


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Click on Membership tab, then Click on the “Join or Renew” link

1) First time Log In:

- a. Click on “Password Recovery”
- b. Then on the Password Recovery screen, enter your email address - As on your previous OHC membership application. If you don’t remember what email address you previously used, your chapter treasurer can look up your email address on file, or change your email to one that you specify.
- c. An email message will be sent with a link to create a new password. You will only have to do this once.

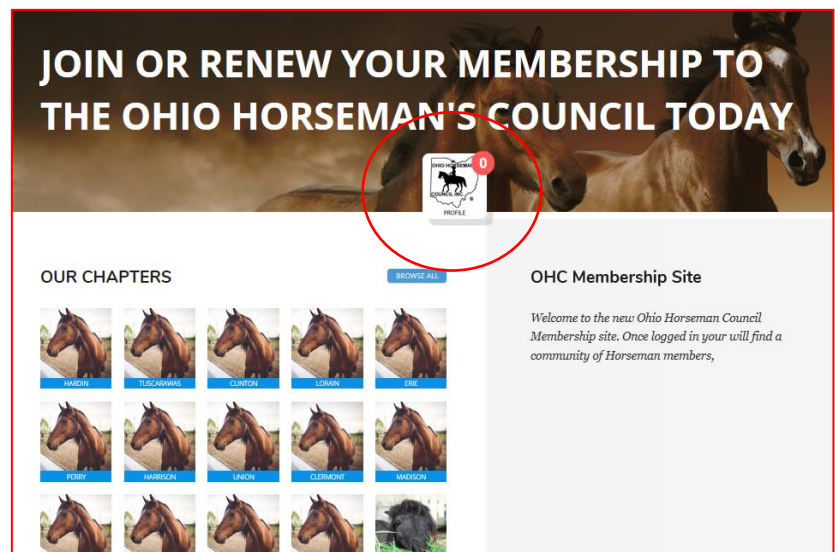


- d. After you establish your password, go again to the “Join or Renew” link and log in with your username (your email address) and your password.

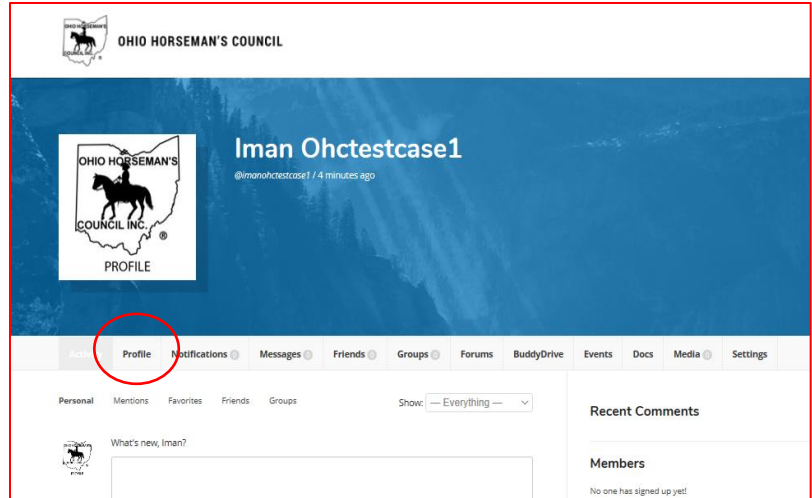
2) The next screen will look like this:

Click on the OHC icon.

(The number in the red circle indicates messages.)



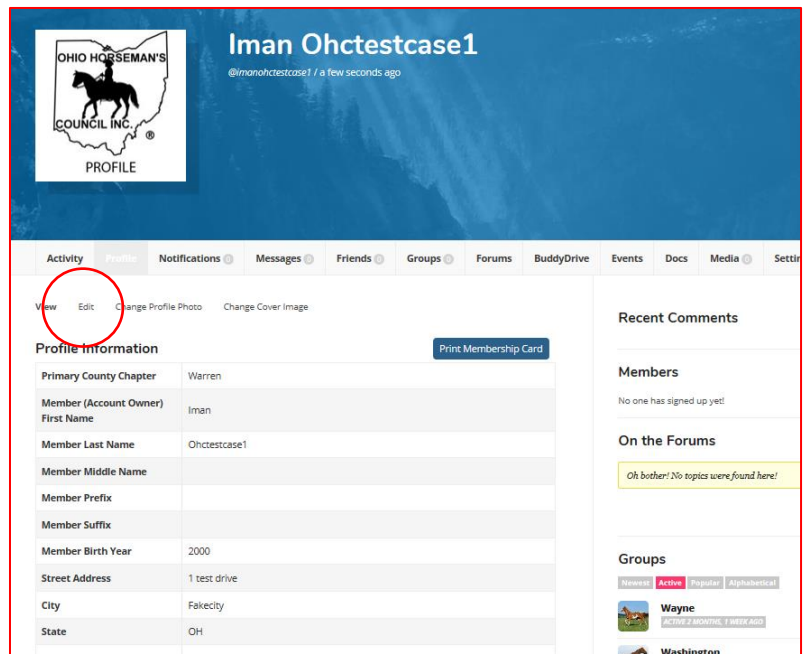
3) On this next screen, Click on “Profile”.



4) Now you can check your membership information.

To edit your information:

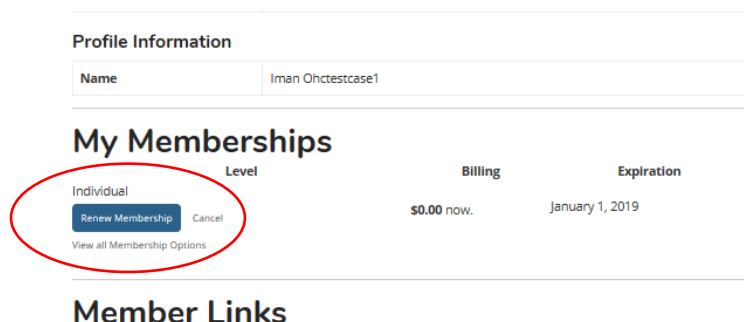
- a. Click “Edit”, and make any changes
- b. Then click on “Update Profile” at the bottom of this page



Later, you can log in to this page anytime to update your information, print your membership card, and if applicable, print an insurance information card.

5) At the bottom of this page, you can renew your membership for 2019.

Click “Renew Membership”

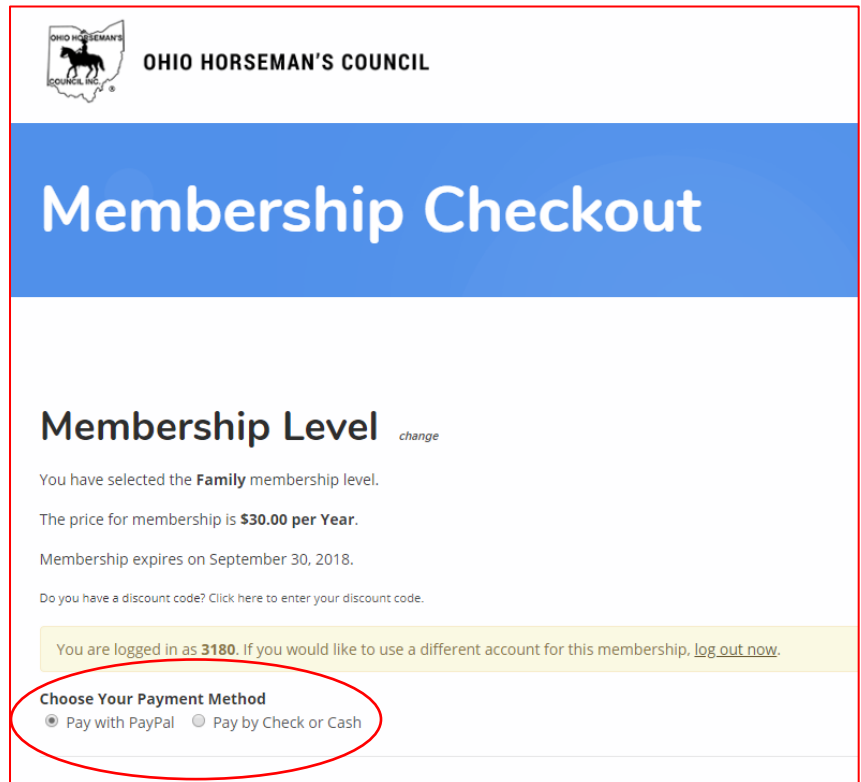


- 6) On the next screen you can edit your type of membership.
 - a. If you are an Individual member now and you would like to change to a Family membership in 2019, select Family membership when you renew.
 - b. You can order Equisure Excess Liability insurance for 2019.
 - c. As you go through the renewal screens, your current membership information will be loaded for you. If you want to change any of this information, edit the block that you want to change.

7) Payment page

Select either “Pay with PayPal or Credit Card”, or “Pay by Check or Cash”.

If you select Pay with Check or Cash, give a check or cash to your chapter treasurer and then your membership will be in effect.



That's it. If you have any questions or issues with On-line Membership, please contact your Chapter Treasurer or Membership Chair, the State Chair (Catherine Estill, membership@ohconline.com) or Eric Estill (Vicepresident@ohconline.com)