



Instructions for RENEWING MEMBERSHIP Via Online Signup at ohconline.com
(Revised 6/2/2019)

Document owner: Membership chair

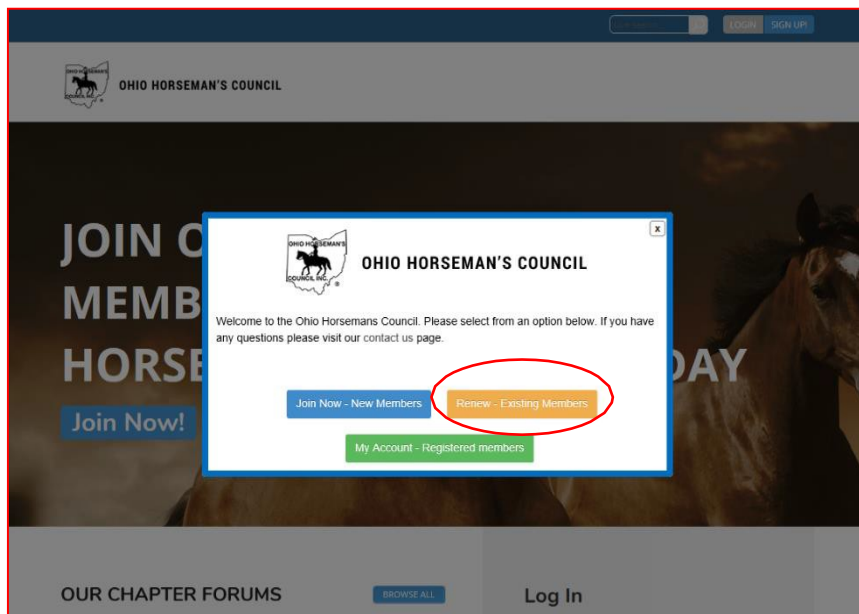
Contact info: membership@ohconline.com or go to 'Contact Us' to find current committee chair phone number.

- 1) Go to the OHC website: www.ohconline.com on your internet browser
 - a) Click on Membership tab, then
 - b) Click on "Online Membership - New or Renewal"
 - c) Click on red "Click Here to Join Now or Renew Your Membership"(or, go directly to <https://members.ohconline.com/> in your browser)

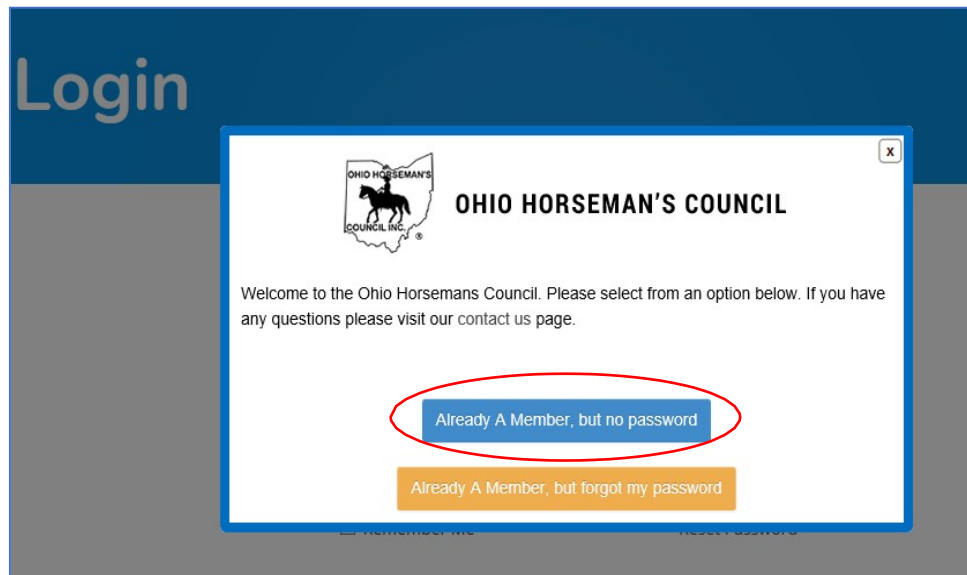
2) **First time Log In for OHC members:**

(Your previous OHC membership information was pre-loaded. Proceed to access.)

- a. Click on "Renew – Existing Members"

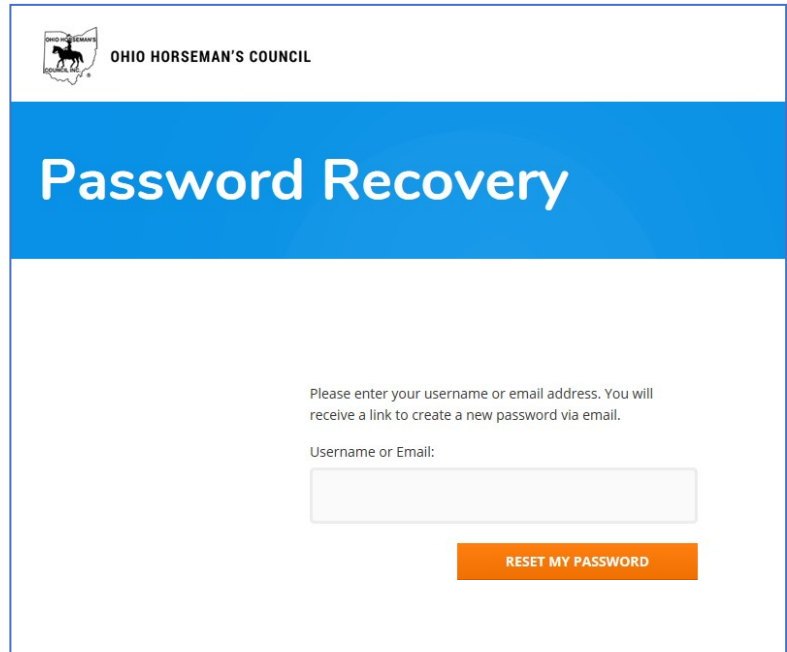


b. Then click on “Already A Member, but no password”

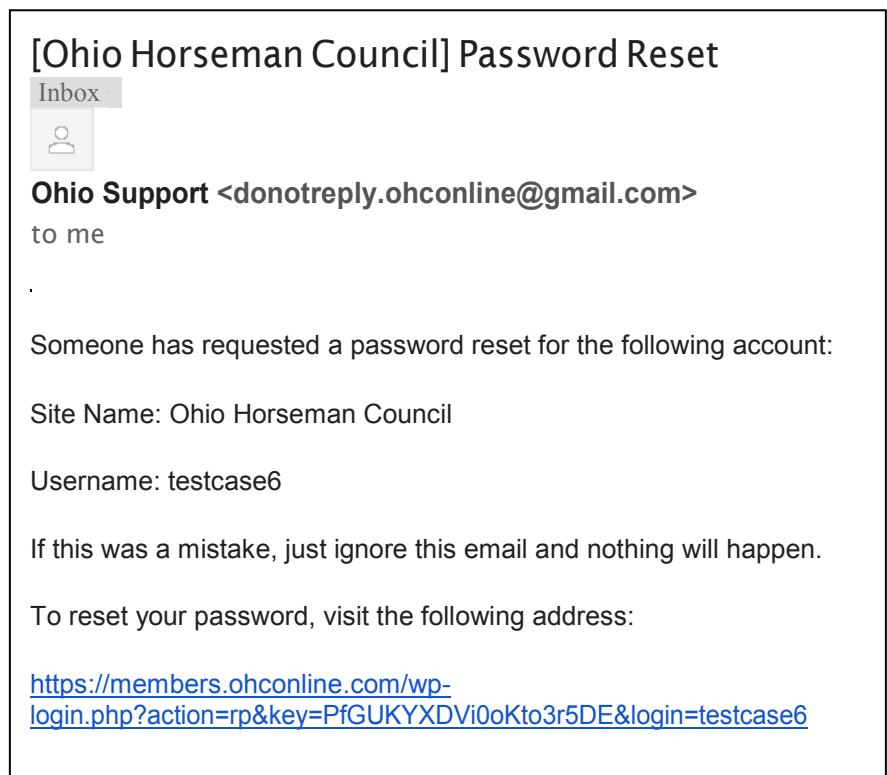


- c. On the Password Recovery screen, enter your email address (as on your previous OHC membership application)

If you don't remember what email address you previously used, or your email address isn't working, your chapter treasurer can look up your email address on file or change your email to one that you specify.



- d. An email message will be sent to you with a link to create a new password. You will only have to do this once. Click on **blue** link at the bottom.



- e. Enter a new password in the “New Password” block. You will see “Weak, Medium, or Strong” in the box below the entry line. A Medium or Strong password is recommended. You may not be able to log-in with a Weak password. When you are finished entering your password, click on the blue “Reset Password” box.

Enter your new password below.

New password

hJs\$ar\$h6*NP%\$Bo

Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & ;.

Reset Password

Log in | Register

← Back to Ohio Horseman Council

- f. On the next screen click on “Log in”

Your password has been reset. [Log in](#)

← Back to Ohio Horseman Council

- g. Back on the OHC Log In screen, enter your OHC email in the “Username or Email Address” block. Enter the password that you just established in the “Password” block, then click on the blue “Log In” box.

Username or Email Address

Password

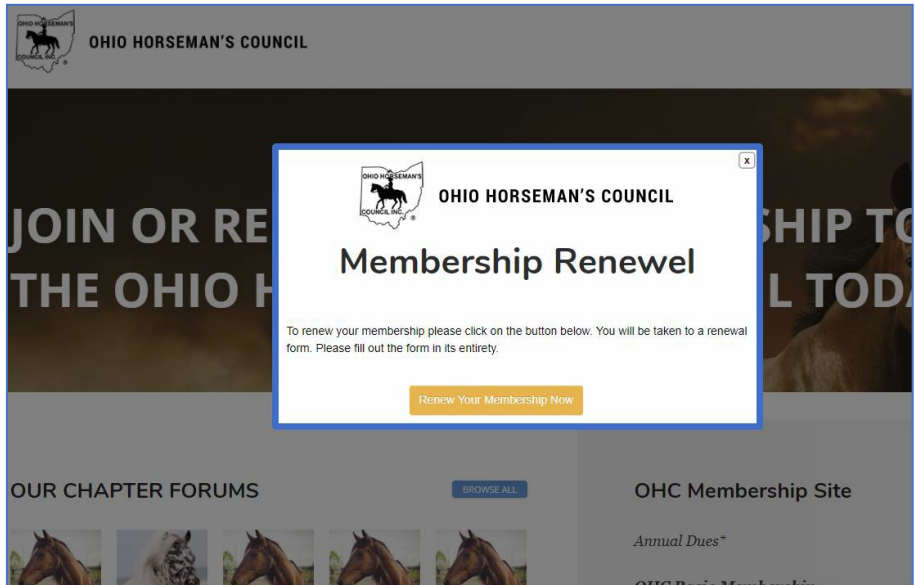
Remember Me

Log In

Register | Lost your password?

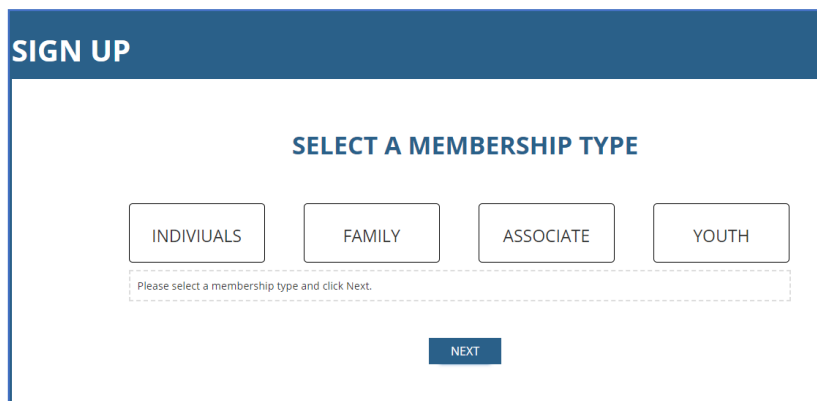
← Back to Ohio Horseman Council

- h. Next, you will see your Log In page with a pop up in front of it: Click on the orange “Renew Your Membership Now” block.

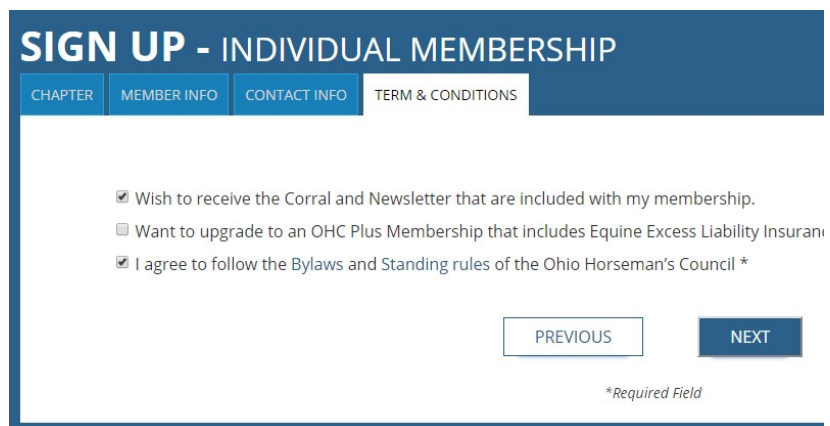


3) SIGN UP screens

- a. Click the Membership Type for next year. You can use your current membership type or you can change to a different type.
- b. The rest of the SIGN UP pages will have your current membership information filled in. Check the information. If it’s incorrect or not current, update the information by entering the correct information in the blocks.



- c. Terms and Conditions tab: You can elect to receive the Corral magazine on this page and you can select to buy Equisure Excess Liability Insurance. Your choice from the current (or last) year will be checked. You can change the check marks.



4) Checkout

- a. The Checkout page shows the cost of the membership level, and insurance if you selected it. Your individual chapter fees, if applicable, are included.
- b. You can select to pay by PayPal or by Cash or Check. If you select PayPal, the next screen will take you to PayPal, where you can pay with a current PayPal account, or you can create a new PayPal account if you don't have one.
- c. If you select "Pay by Check or Cash", your membership information will be updated in the database and your membership renewal will be put in a "Pending" status. After your Chapter Treasurer receives your Check or Cash, the Treasurer will activate your membership renewal.
- d. After you finish your PayPal payment or you select Pay by Check or Cash and click on "Submit and Check Out", you will see an invoice screen that you can print.
- e. The online system will send you an invoice by email.

5) Print your membership card:

- a. At the bottom of the Invoice screen, click "View Your Membership Account"

Invoice #61CD193729 on October 23, 2018

- **Account:** Iman Testcase6 (testcaseiman6@gmail.com)
- **Membership Level:** Individual
- **Membership Expires:** December 31, 2019
- **Membership pending.** We are still waiting for payment for your latest invoice.

Check	Total Billed \$20.00
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[View Your Membership Account →](#)

- b. Membership Account page. Under "My Account", click on "Edit Profile"

Membership Account

My Memberships

Level	Billing	Expiration
Individual	\$20.00 now.	December 31, 2019

[Renew Membership](#) [Cancel](#)
[View all Membership Options](#)

My Account

Iman Testcase6

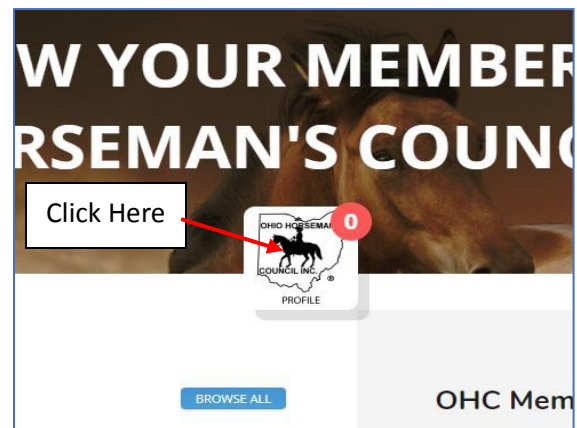
- **Username:** testcase6
- **Email:** testcaseiman6@gmail.com
- **Membership pending.** We are still waiting for payment for your latest invoice.

[Edit Profile](#) [Change Password](#)

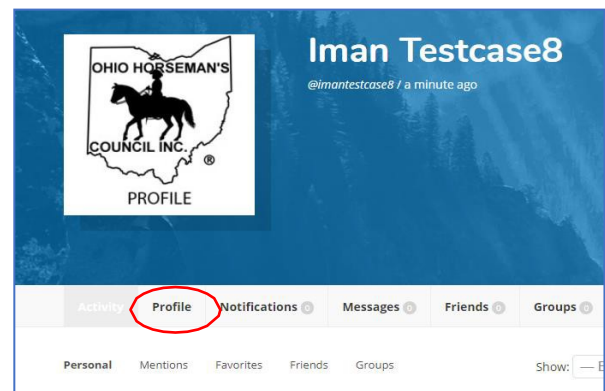
- c. Click the “X” in the upper right corner of the Membership Renewal pop-up to close the pop-up.



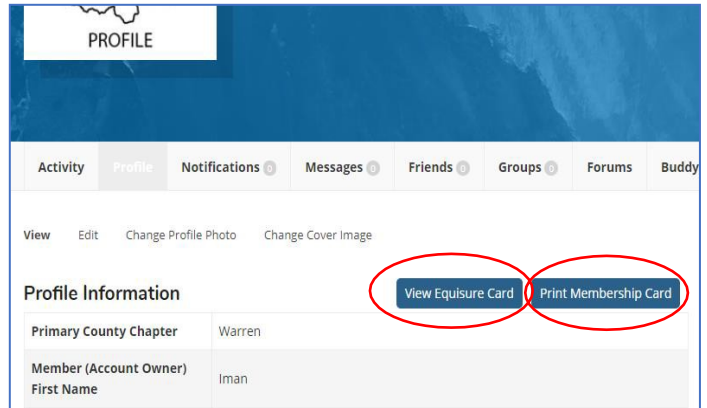
- d. Click on the OHC icon that says “PROFILE” underneath.



- e. Click on the “Profile” menu tab.



- f. Click on blue “Print Membership Card” to print your membership card. Click on blue “View Equisure Card” to print your insurance card. If you did not buy insurance, the “Print Equisure Card” box won’t be there.



- 9) **You can view and edit your profile information on this page anytime.** Click the “Edit” menu tab, then change any information that you want to update. Click “Save Changes” at the bottom of the screen.

