Instructions for NEW MEMBER to Join Online,
Print Card, and Edit Membership Account
(Revised 3/25/2021)

Document owner: Membership Chair

Contact info: membership@ohconline.com or go to https://ohconline.com/Leadership to find current committee chair phone number.

Note: If you were a previous OHC member, even if you've missed a few years, you may RENEW your existing membership in the database rather than creating a new member account.

To join OHC online:

1) Go to the OHC website: https://ohconline.com and click on the "**Join**" box at the top of the home page (display may be different on an iPad or iPhone):
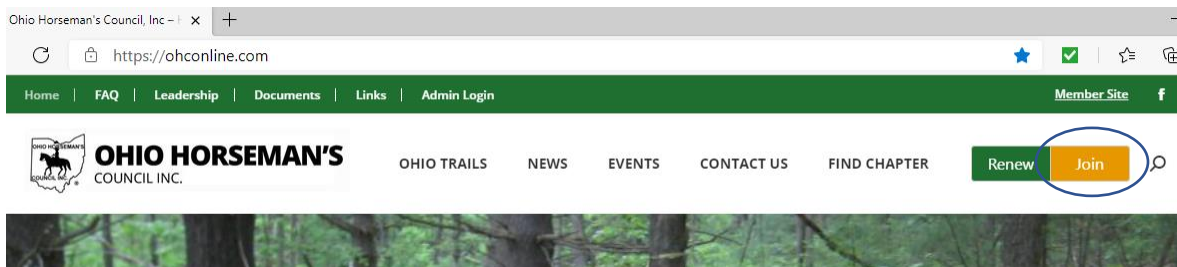
2. SIGN UP screens.

   a. Select a Membership Type: INDIVIDUAL, FAMILY, ASSOCIATE OR YOUTH

   b. Next select a Primary County CHAPTER (or At Large) from the drop-down list.

   c. Proceed through the screens of PRIMARY MEMBER and CONTACT INFO for your name, birth year, phone number, street address and email address. Then ADDITIONAL VOTING MEMBER (usually spouse) and DEPENDENT INFO for family members' names (if applicable).

d. TERMS AND CONDITIONS screen:
You may elect to receive the Horsemen's Corral magazine on this page, and you can select to purchase Excess Equine Personal Liability Insurance.

3. MEMBERSHIP CHECKOUT

Review Membership Level (or change if not correct). Cost includes your dues, insurance if applicable, and your selected chapter's charge, if any.

a. Create a Username.

- A good practice is to use your email address up to the @ symbol. For example, if your email address is myemail@gmail.com, make the Username "myemail". Don't include punctuation in the Username. If the beginning of your email is "my_email_23", make the Username "myemail23".
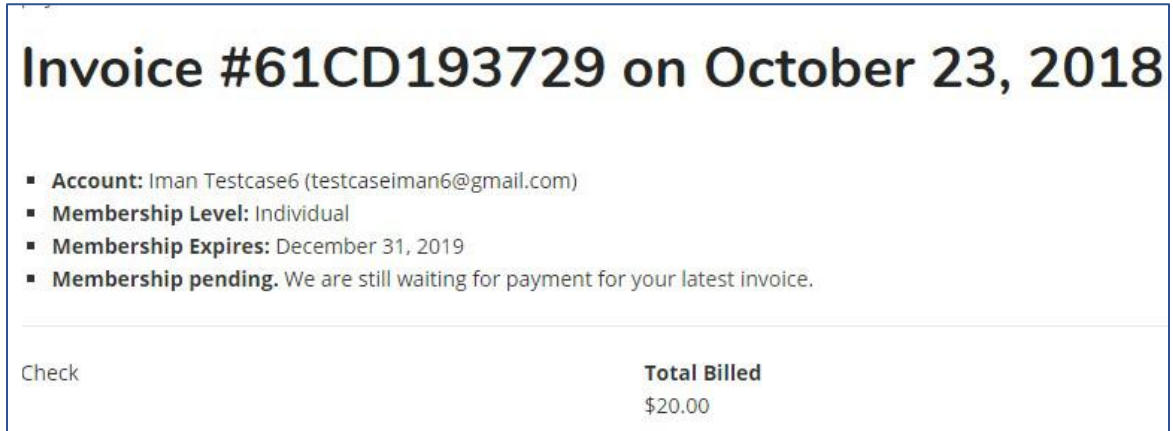
b. Create a Password. If your preferred password is short, you can duplicate it to make a longer, stronger password.

c. Check "I'm not a robot"

d. Choose Payment Method: PayPal or by Check or Cash

- If you select PayPal, the next screen will take you to PayPal, where you can pay with a current PayPal account, or create a new PayPal account, or you can pay as a PayPal Guest without creating a PayPal account.

- If you select "Pay by Check or Cash" your membership information will be saved in the database, but your membership will be in "pending" status. After your chapter treasurer receives your Check or Cash, the treasurer will activate your membership

   o Find your treasurer on the OHC website: Select the "Find Chapter" tab in the top menu bar on the home page, then scroll down the Chapter List and click on your chapter. Scroll down to "Download Registration" and open the "membership form" to see the treasurer's name and address.
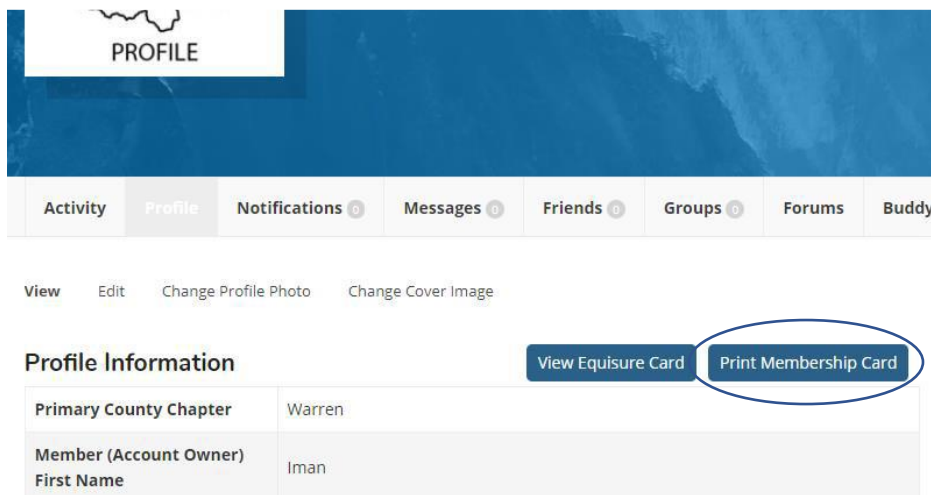
b. After you select your payment method, click on "Submit and Check Out".
   You will see an invoice screen. The online system will send you a confirmation or invoice by email. (If you send payment to your chapter treasurer, you will receive an email confirmation after your payment is received and processed.)

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

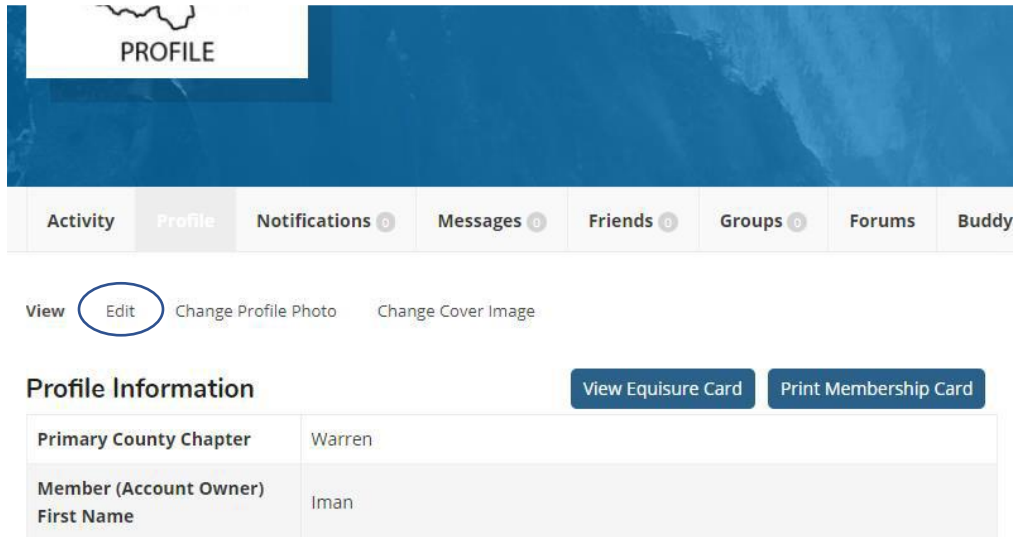**Total Billed**
$20.00

Print Membership Card

You can log in anytime to view or edit your OHC online Profile (membership information) and to print your own membership and insurance information:

- Go to https://ohconline.com, click on "Member Site" in the top righthand corner of the home page.

- A pop-up box appears, select the green box "My Account-Registered members". Log in with your email and password.

- A "Membership Renewal" pop-up box appears; click on the green box in the lower right "Print Card". That takes you to your Profile page.

- On your Profile page, under the blue heading, is a blue box "Print Membership Card", and if applicable, one that says "View Insurance Card" and another that says "Evidence of Insurance". Click on the blue box, and then print.

PROFILE

| Activity | Profile | Notifications | Messages | Friends | Groups | Forums | Buddy |

View   Edit   Change Profile Photo   Change Cover Image

Profile Information   View Equisure Card   Print Membership Card

| Primary County Chapter | Warren |
| Member (Account Owner) First Name | Iman |

View or Edit Membership Account

- Go to your Profile as above. Scroll down to view your information.
- To update your information, click on "Edit" from the menu bar.

- Type in any changes, such as a new address.
- Be sure to click on "Save Changes" at the bottom of the screen.