Instructions to Renew Your Membership Online, Print Card, and Edit Membership Account
(Revised 3/14/2021)

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

To Renew Membership

You will need to create a password only the <u>first</u> time you log in to your online membership account. As a previous OHC member, your membership information is already in the system, but to access it and renew (even if your membership has lapsed a few years), follow these steps:

1. Go to https://ohconline.com, click on "Renew" at the top right of the home page.
   o A pop-up box appears, select the "***Renew-existing members***" box.
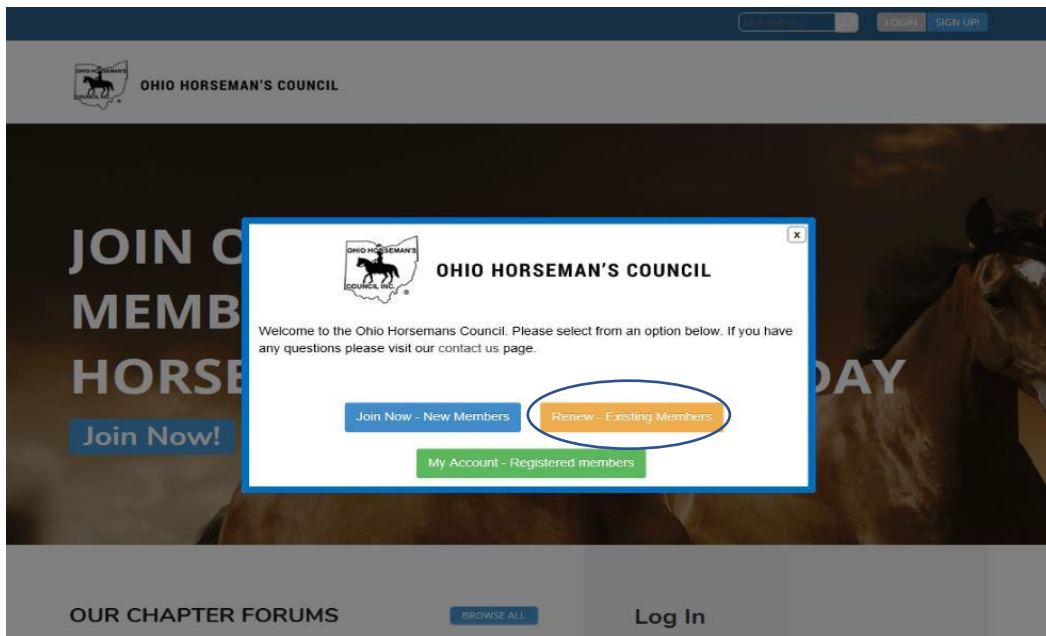
2. Log in to your membership account with your email and password.
   o If you don't remember what email address you previously used, or your email address isn't working, your chapter treasurer or the state OHC membership chair can look up your email address on file or change your email to one that you specify.
   o To create or reset a password, click on Reset Password, then:
     ▪ An email message will be sent to your email inbox. Open that message and click on the link (blue type) near the bottom of the message. That will take you back to the OHC log in page.
     ▪ Type in your choice of password. (If your preferred password is short, you can duplicate it to make a longer, stronger password.)
     ▪ Then log in with your email and new password, and proceed with your renewal.

4. SIGN UP screens.
   If you are renewing the same type of membership, the SIGN UP screens will have your current membership information filled in. Check the information. If it is not current, update the information by entering the correct information in the blocks as you proceed through the screens.

   a. Click the MEMBERSHIP TYPE for next year. You can use your current membership type or you can change to a different type.

   Proceed through the SIGN UP screens of MEMBER INFO and CONTACT INFO for your name, birth year, phone number, street address, email address, family members' names (if applicable).

   b. TERMS AND CONDITIONS screen:
   You can elect to receive the Horsemen's Corral magazine on this page, and you can select to purchase Excess Equine Liability Insurance. Your choice from the previous year will be checked. You can check or uncheck for the magazine or insurance.


5. CHECKOUT
   o The Checkout page shows the cost of the membership level, and insurance if you selected it. Your chapter's charges, if applicable, are included.
   o You can select to pay by 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 updated in the database, but 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.
   o 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

View Your Membership Account →

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.
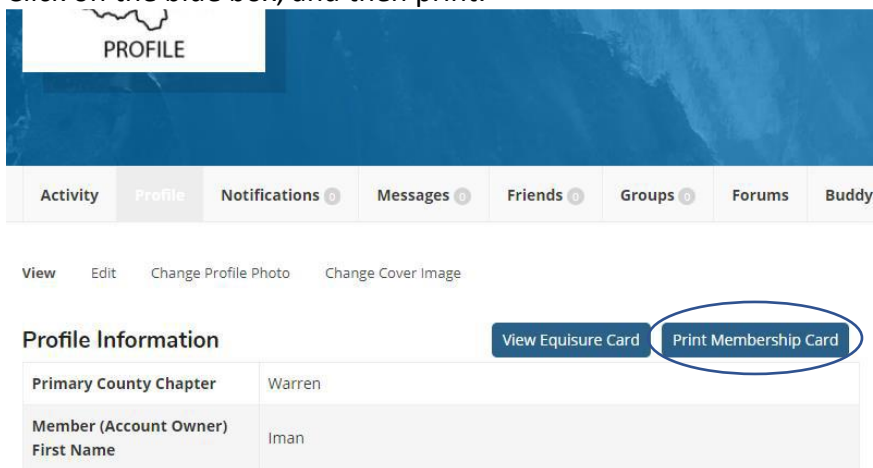
View or Edit Membership Account

- Go to your Profile as above. Scroll down to view your information.

- To update your information, click on "Edit" from the menu bar.
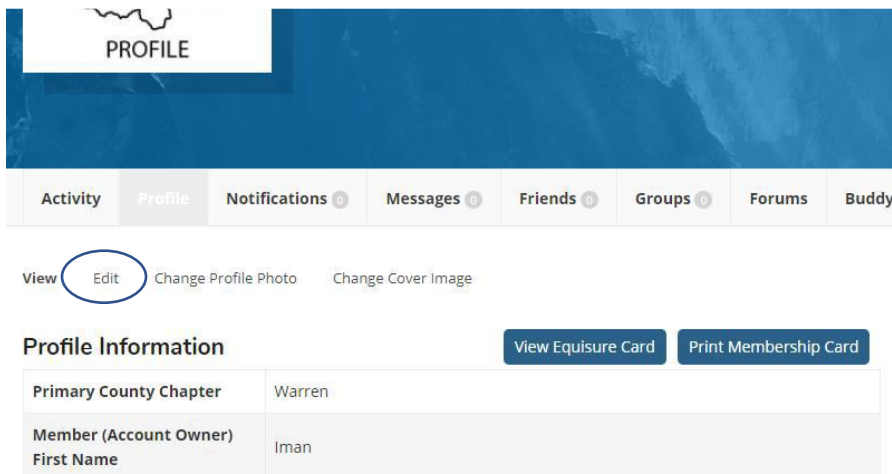
- Type in any changes, such as a new address.

- Be sure to click on "Save Changes" at the bottom of the screen.