



Instructions for how to:

- **Purchase a publication**

TO GET STARTED NOW:

Follow these instructions:

To Login to Existing Profile or Create a New Profile:

- Go to www.sswlhc.org and click the link within the **box outlined in red** titled “**New Member Web Portal**”
- From here you will have two choices –
 - 1) Login using the User ID and Password that were recently sent to you in your dues renewal notice (this should be the same User ID and Password that was originally assigned for you to use when accessing the SSWLHC Member’s Only Area of the web site). – or –
 - 2) If you don’t recall your User ID or Password or need to create a new account, instead of logging in on the web portal home page, look for the heading “*Don’t Have an Account Yet?*” and click the link titled “*Sign up for an Individual Account*”. Enter your email, first name, last name, and select “Create an Account”. (Continue following the bullets below for to complete the process.) Enter login information in all required fields and click “Save my profile.” You have now successfully created your online profile

Purchasing a publication:

- In the new member web portal, click on “Shop at SSWLHC Store,” under “E-Commerce”
- In the categories drop down menu, click on “Publications”
- You have a choice to purchase from 8 publications.
- Choose the book you wish to order by clicking on the “Add to Cart” tab next to the publication’s summary.
- To clear your cart, click on the “Clear cart” tab
- To update your quantities, replace the current number of publications you wish to purchase with the new number in the field under “Shopping Cart.”
- To check out, click on the “Check out” tab
- To continue shopping at the SSWLHC store, click on the “Continue Shopping” tab

**Note: It takes 7 – 10 business to receive your publication. If you have place an order and have not received your product within this time period, please contact Andrea Bailey at

Andrea.Bailey@rmcare.com.