

SSWLHC's "Online Member Web Portal" will allow members to perform a number of functions from the SSWLHC's web site including –

- Renew your SSWLHC membership
- Automatically renew your dues by storing a credit card number
- Update member contact information
- View individual membership records and transaction history
- Make a donation
- Register for events, purchase a sponsorship or exhibit
- Print invoices and receipts
- Post a job opening in the Career Center
- Reset your password 24/7

TO GET STARTED NOW:

Follow these instructions:

- Go to www.sswlhc.org and click the link within the **box outlined in red** titled "New Member Web Portal"
- 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.)
- The system should recognize you by name or email and will display the results.
- An e-mail will be sent to you with "Update Account" in the subject line.
- Follow the link provided in the email to a page where you will now be asked to "Reset Your Password" then click "Reset Password" (**Please Note** – We strongly suggest that you set your *Member Web Portal* password to be the same as your *Member's Only* area password, however, the two can be different – they are maintained separately in our system).
- You should now have access to the new Member Web Portal Home Page – take a few minutes to familiarize yourself with the new layout and the features available.
- If we can be of assistance, contact SSWLHC Headquarters at info@sswlhc.org

Thank you and welcome to SSWLHC!