



CareForTheAging.org Member Portal Guide

CareForTheAging.org is a career information workforce development initiative of the Indiana Health Care Association/Indiana Center for Assisted Living to recruit compassionate and dedicated people to the mission of serving the elderly and disabled in the long term and post-acute care profession in Indiana and beyond. Access to the Member Portal is a benefit provided to current facility and associate members of IHCA/INCAL. Requests to join the portal are reviewed and approved by IHCA/INCAL staff. Please allow 5-7 business days for your request to be approved. Directions about the site or member portal can be directed to Emily Berger (eberger@ihca.org) or Deeksha Kapoor (dkapoor@ihca.org).

1. [Login](#)
2. [Search Submissions](#)
3. [Member Profile](#)

Log In

Locate Member Portal Link

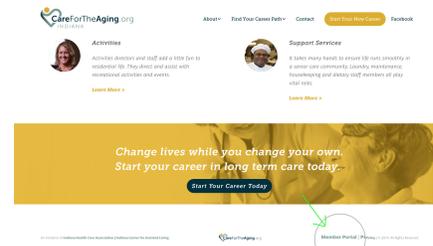
- Scroll to the very bottom of your CareForTheAging site. In the footer, bottom right corner of the page, click “Member Portal” to access the login screen.

Logging In

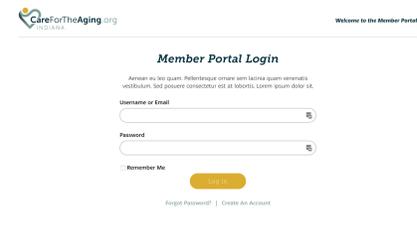
- Login using your username/email and password.
- This login will be the same username/email and password that you use to log into your CareForTheAging site.

Creating A New Account

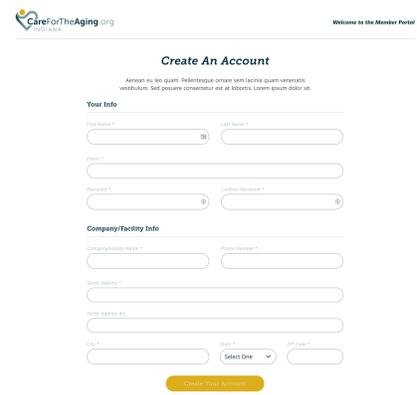
- If you do not already have a username/email and password, click the “Create An Account” link located under the “Log In” button.
- Fill out all the required fields then click “Create Your Account.”
- You should see a confirmation message that you will receive and email when your account is approved.
- Allow 2-3 business day for approval.
- Check your inbox for a confirmation email. Once you receive that email, you will be able to log in to your account using the instructions above.



Member Portal link in footer



Login Screen



Create an Account

Search Submissions

The Purpose of Search Submissions

The search submissions tab allows you to search, filter, view and download all applicant submission for your state.

Searching Using ZIP Codes

- The best way to filter all submissions is by searching by ZIP codes.
- You can search several zip codes at once by separating each zip code you type with a comma
- You can also set a radius of how far around the zip codes you would like to search.
- Once you have those fields/parameters set, click search to view all the results



Search Submissions via Zip Codes

View All State Submissions

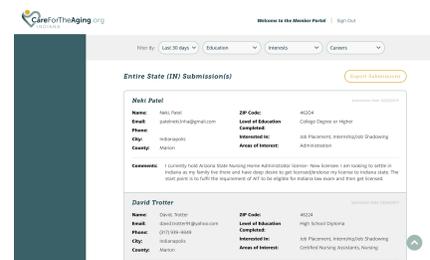
- You can view all submissions for your state by clicking the “Or View/Filter All Submissions” link located under the search fields.
- The page will refresh and a new button will appear that says “Search Entire State.”
- Click that button to view a list of all submissions statewide.
- From this list you can use the filters to narrow down your results.



Search Statewide Submissions

Results & Filters

- If you search by zip codes, results will display per zip.
- You can filter results further using the “Filter by:” tabs
 - days the applications we submitted
 - level of education
 - interested in
 - career area of interest
- You can export each group of results as a CSV by clicking the “Export Submissions” button in the upper right of the results.



Search Results

Member Profile

This section is where you can set and edit all of your info. You can also set your search submission preferences.

Password Reset

- To reset or create a new password, just type in your new password in the “new password” field
- Confirm by typing in the password again in the “Confirm New Password” field
- Scroll to the bottom of the page and click “Update” to save your changes

Submission Options

- Use this section to set your preferences of when to be notified of new submissions
- Save zip code(s) to your profile and you will be emailed new submissions matching your zip code preferences as they are received.

CareForTheAging.org
Member Profile

Your Info

Name: [Field] [Edit]

Email: [Field] [Edit]

Password Reset

If you would like to reset or create a new password, fill out the fields below.

New Password: [Field] [Edit]

Confirm New Password: [Field] [Edit]

Company/Facility Info

Company/Facility Name: [Field] [Edit]

Phone Number: [Field] [Edit]

Address Line 1: [Field] [Edit]

Address Line 2: [Field] [Edit]

Member Profile

Password Reset

If you would like to reset or create a new password, fill out the fields below.

New Password: [Field] [Edit]

Confirm New Password: [Field] [Edit]

Password Reset

Submission Options

You will be notified via email of new submissions based on these settings.

Default ZIP Code: [Field] [Edit]

Radius: [Dropdown]

Include Entire State

[Update]