

NHCRA Member Instructions

Login Credentials

Find yourself in the list of members. Go to **Find a Practitioner / Listed Alphabetically** to do this. Make note of the email address listed for you on that page. This is the email address you must use to retrieve your password. If you do not have access to the email address, you will not be able to continue.

While you are in the alpha list, click on your name. Here you will see your detail page as it exists right now. After you update your profile, your Member Detail page will display much more information about you.

Now go to **Members Only / Log In**. Click the **Lost Password** link at the bottom. On the next page, type your email address and click **Get New Password**. When you receive the email, click on the reset link and create a password for yourself. On the next screen, use your email address and password to log in. (You may always log in with your email address - do not need to remember your username.)

Editing Your Profile

There are a few tricky things here. Please use this guide as you update the fields in your profile.

Name

Username - You cannot change your username. And you don't need it for anything. It's just a unique name the database uses to keep track of you.

First+Last - If you are given a list of choices, please choose the one that shows just your first name followed by your last name.

Email/Website

If your email address ever changes, you can change it here, and then use your new email address to log in in the future.

Website is option. If you don't have one, leave it blank. If you DO have one, be sure to type in the complete address, including the http:// at the beginning.

Password Control

No need to change your password, but you may if you like.

Address

Leave fields empty if you don't need them (e.g. Address2).

Be sure to select the correct County from the list of counties in NH.

Contact Info

Provide up to 2 telephone numbers.

LinkedIn, Facebook, and Twitter are optional. If you fill them in, just provide your unique suffix. The system provides the http://linkedin.com/, http://facebook.com/, and http://twitter.com/ automatically.

STOP

At this point, please scroll to the bottom of the page and click **Update Profile**. This is to allow the database to identify any errors or omissions before you continue. Once the profile is updated, the page should refresh, and you should see a **Success: Profile updated** message above the Name section. Now you may continue.

Skills and Experience

You may choose multiple Roles. Click to select the first role, and then hold the CTRL or COMMAND key down while you select or deselect additional roles.

You may choose multiple Specialties as well.

Type in a Business Description.

Update Profile again.

STOP

At this point, please **Update Profile** again. Otherwise you may lose your previous entries. Once you see the **Success: Profile updated** message above the Name section, you may continue.

Picture

Click **Update Picture**. Select the photo you want to use from your hard drive. You will have the opportunity to crop and size your photo after it uploads.

When you click **Close** to end the picture upload, your system may hang. The picture has probably uploaded correctly, and what happens after that depends on your browser. Press the BACKSPACE key several times to return to your profile - your picture will be there. If this does not work, you may need to close the browser window and reload the NHCRA website to continue. In both cases we have found that your photo will have uploaded successfully.

Checking Your Profile

Got back into the Alpha List and click on your name again. You should be viewing your new profile information now. It may take a minute or 2 for the database to update. If you do not see your changes, be sure to do CTRL/R to force a refresh of your browser cache.