

## ACCESSING THE BOARD OF DIRECTORS ONLINE DOCUMENTS

1. On the front page our website ([www.mnhomecare.org](http://www.mnhomecare.org)) is a sign in section.
2. Log into your MHCA member profile. If you cannot remember your password select the “Forgot your password?” link and follow the instructions provided, if you cannot remember your username please contact [axiong@mnhomecare.org](mailto:axiong@mnhomecare.org).
3. Once you have logged into your account you will be re-directed to the Manage Profile page, where you will see the option for Groups.

SIGN IN

SIGN IN

[Forgot your password?](#)  
[Haven't registered yet?](#)

[ABOUT](#) | [MEMBERSHIP](#) | [EDUCATION](#) | [ADVOCACY](#) | [CAREER CENTER](#)

### MANAGE PROFILE

ENTER SEARCH CRITERIA... Q

---

Profile Home

---

#### INFORMATION & SETTINGS

**Edit Bio**  
Update your information and choose privacy settings for individual fields.

**Preferences**  
View and manage preferences and notification settings for your account.

---

#### INVOICING, PAYMENTS & HISTORY

**Invoices**  
View, print and pay your invoices.

**Event Registrations**  
View and print existing registrations and view past events and photos.

---

#### CONTENT & FEATURES

**Photo Gallery**  
Post photos, manage albums, update captions and view your photos.

---

#### COMMUNITY

**Messaging**  
Read and manage messages, create and organize message folders.

**Groups**  
View and manage group membership, configure group options.

**Forum Settings**  
Manage your forum preferences and subscriptions to email notifications.

**Blog Subscriptions**  
Manage your subscriptions to email notifications for blogs.

4. Select the Groups icon, then select the “Leaders: Board of Directors” link.

ACTIONS
GROUP TYPE: NAME

Leaders: Board of Directors

5. You should now see the Downloadable Documents page available to MHCA Board of Directors.