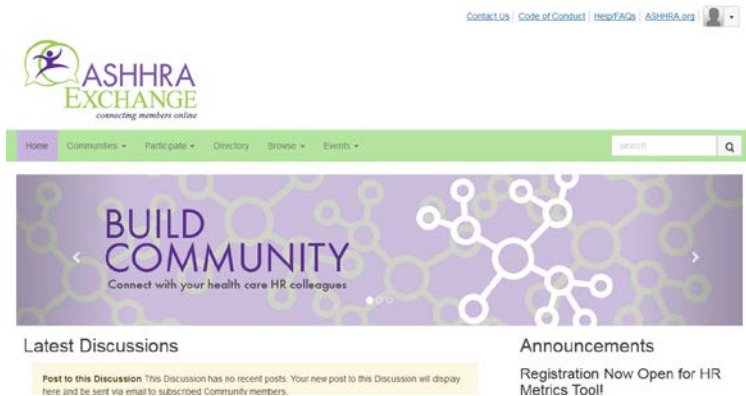


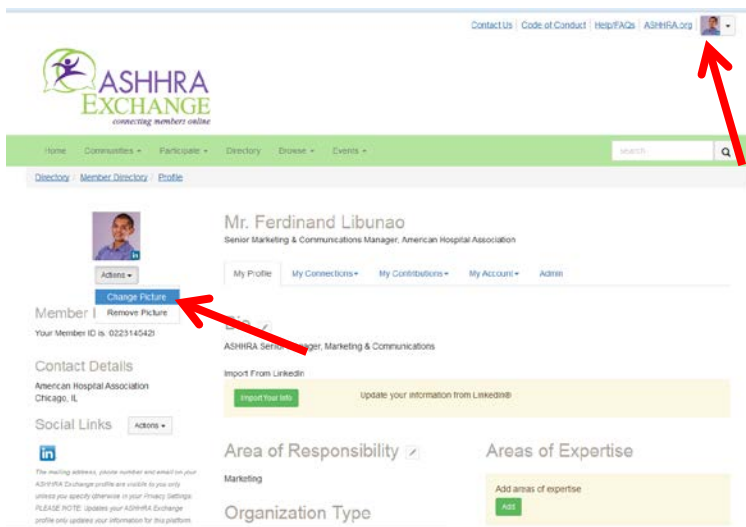


The **ASHHRA Exchange** online member community lets you connect with your ASHHRA colleagues like never before. Here are some tips to get you started and help you maximize this powerful resource. If you have further questions, check out our [Help/FAQpage](#). Then if you still have questions, please contact ASHHRAExchange@aha.org.



✓ GET STARTED

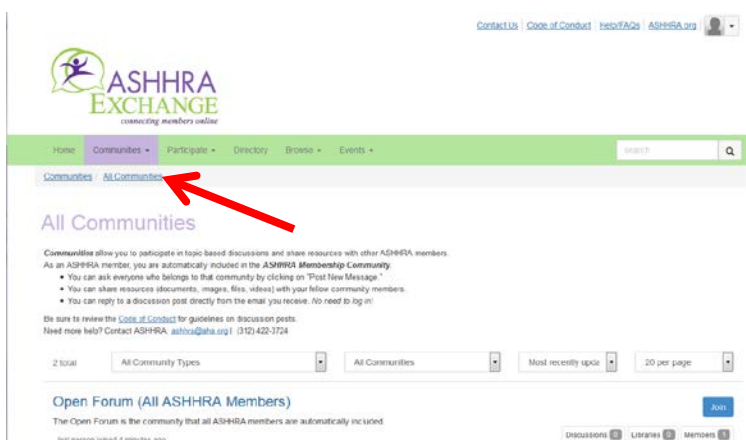
Navigate directly to exchange.ashhra.org. Log on using the same username and password you use for the ASHHRA website. If you're logging in from your private computer, check the "Remember Me" option below the login box. The next time you visit ASHHRA Exchange, you will already be logged in.



✓ ENHANCE YOUR PROFILE

Click on "My Profile" in the top navigation. We've prepopulated your contact information, demographics and organizational information based on your membership record. We encourage you to enhance it and update your information.

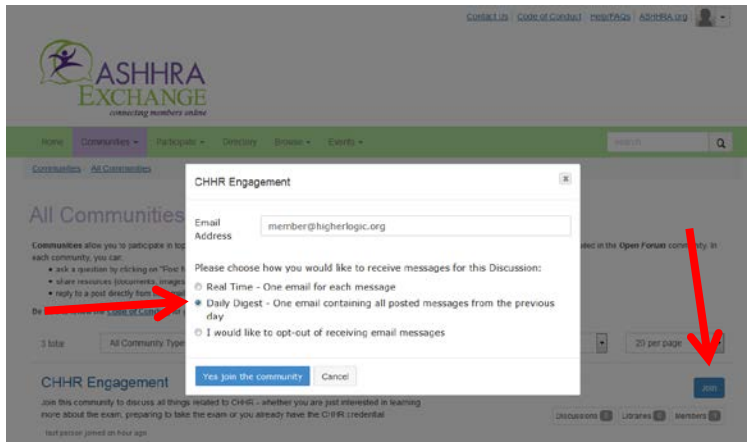
Take a moment to upload a photo, too. Your profile will help your colleagues get to know you better and provide a glimpse of your personality. **You can also control who can see the information** in your profile. Just click on "My Preferences" > "Privacy Settings."



✓ CHECK OUT ALL THE COMMUNITIES

"All Communities" provides a list of every group you can join. As an ASHHRA member, you are automatically included in the Open Forum community

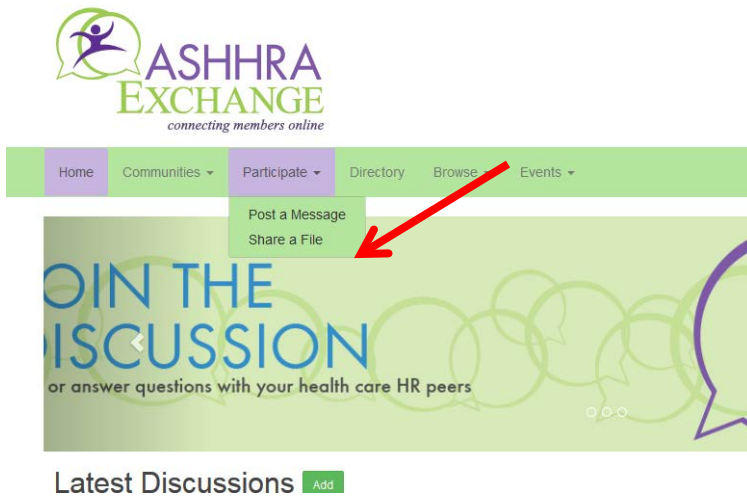
You can view the content of any of the community discussions by clicking on the community name. You can also see how many posts have been made, how many subscribers it has and how many files are in that community's library.



✓ JOIN COMMUNITIES AND SET EMAIL DELIVERY OPTIONS

Join as many communities as you'd like. From the "All Communities" page, click the "Join" button next to the community's name. Then choose from several email message delivery options:

- **Real Time:** Receive emails as messages are posted.
- **Daily Digest:** Receive one email consolidating all of the previous day's messages.
- **Opt-Out:** Read and reply to posts via the online discussion board only.



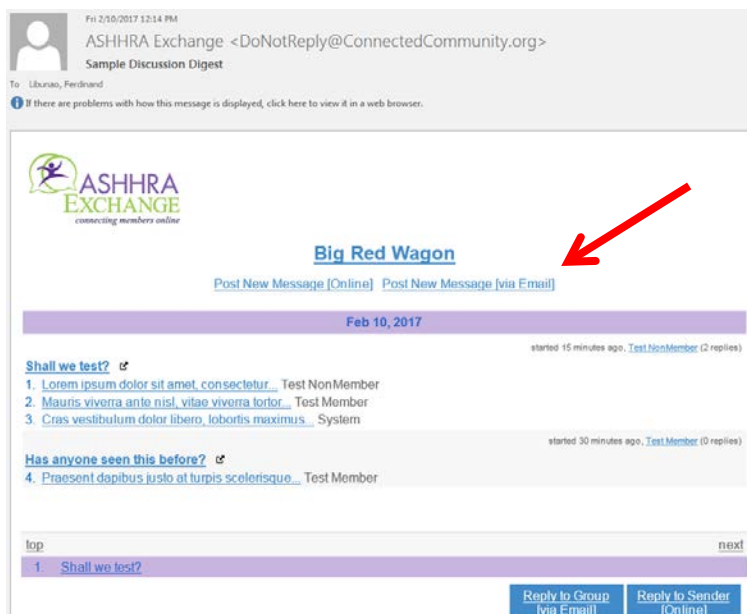
✓ START A NEW DISCUSSION: ONLINE

Messages can be posted to an ASHHRA Exchange community through the website or via email. To start a new discussion online, navigate to "Participate" > "Post a Message."

To include an attachment:

- Click the "Attach" button under the message box.
- Browse to find the file or drag your file.
- Click "Upload."

Once your message is sent, your attachment will be automatically added to that community's library, giving other members easy future access.



✓ START A NEW DISCUSSION: VIA EMAIL

Find an email received from the appropriate community (e.g., Open Forum, CHHR, Chapter Leaders, etc.) and click on the link "Post New Message via email"

To include an attachment, simply attach it to your email, like you do in a regular email. Once your message is sent, your attachment will be automatically added to that community's library, giving other members easy future access.

PARTICIPATE IN DISCUSSIONS

ASHHRA Exchange communities feature integrated online groups AND digest or real time emails, and both formats share similar functionality.

✓ PARTICIPATE IN DISCUSSIONS ONLINE

Once logged in to ASHHRA Exchange, you can access all discussion functionality in each community:

- “Add” a discussion post
- “Reply to Discussion”
- Use the Search box in the top right corner to find posts on a specific topic

✓ PARTICIPATE IN DISCUSSIONS VIA EMAIL

If you prefer using email to ask and/or reply to questions, you can do it easily with the following links displayed in emails:

- “Reply to Group [via Email]”
- “Reply to Sender [Online]”

✓ CONNECT WITH YOUR PEERS

You can search for your ASHHRA peers by clicking on “Directory” on the navigation. The search fields (First Name, Last Name, Company Name, etc.) will perform a partial match. For example, a Last Name search for “Jo” will find everyone whose name starts with “Jo.”

✓ You can connect with other ASHHRA members by hovering over someone’s name or picture then clicking “Contact Request.”

You can also send them a message by clicking “Send Message.”

To view all of your connections, go to “My Profile” > “My Connections” > “Contacts,” and you will see everyone you’ve connected with.

