Create “My NACCHO” Account

From the NACCHO.org homepage:

1. **CLICK** the **MyNACCHO Login** button.

*Our mission is to improve the health of communities by strengthening and advocating*
2. **CLICK** the “Create Account” button.

3. You will be prompted to enter some contact information, to verify if you already have an existing account within the My NACCHO system.
4. Please enter all fields (E-mail Address, First Name, and Last Name)
5. **CLICK** the “Search” button.
6. The search result will display any existing accounts that have fields matching the information you entered.

7. If you have an existing account listed in the search result, but do not know the password, you may click the “Forgot Password?” hyperlink.
a. You will then be asked to verify the email address, to which the “forgot password” email should be sent.
b. **CLICK** the “Search” button.

c. You will then receive an email, containing a link, which will direct you to a page that will allow you to update your password.

8. **If you do not have an existing account listed in the search result**
   a. **CLICK** the “Create New Account” button.

   b. Please complete the fields provided. All **bolded** fields are required to create an account.
   c. **CLICK** the “Next” button.
d. You may link your record to your organization.

e. You may enter as much, or as little information into the search field.

f. **CLICK** the “Search” button.

```
Organization Lookup
```

Did you know that NACCHO membership covers your entire organization’s staff? Please complete the information below to affiliate yourself with an organization and receive member pricing and benefits.

```
Organization Type: Local Health Department
State: District of Columbia
City: Washington
County: District of Columbia
Organization Name: National Association of County and City Health
```

Search Skip This

g. Or skip this step if you do not wish to link your record to an organization.
h. If you have searched for your organization. **CLICK** the “Affiliate” hyperlink, next to the correct organization, to link your account.

![Search Results](Image)

i. In the next step, you will be prompted to select any NACCHO e-newsletter subscriptions, which you would like to receive. **CLICK** the check-box next to any you would like to receive.

![NACCHO](Image)
j. **CLICK “Save” to finalize.**

k. **Your account has now been created. You will be directed to the My NACCHO landing page.**