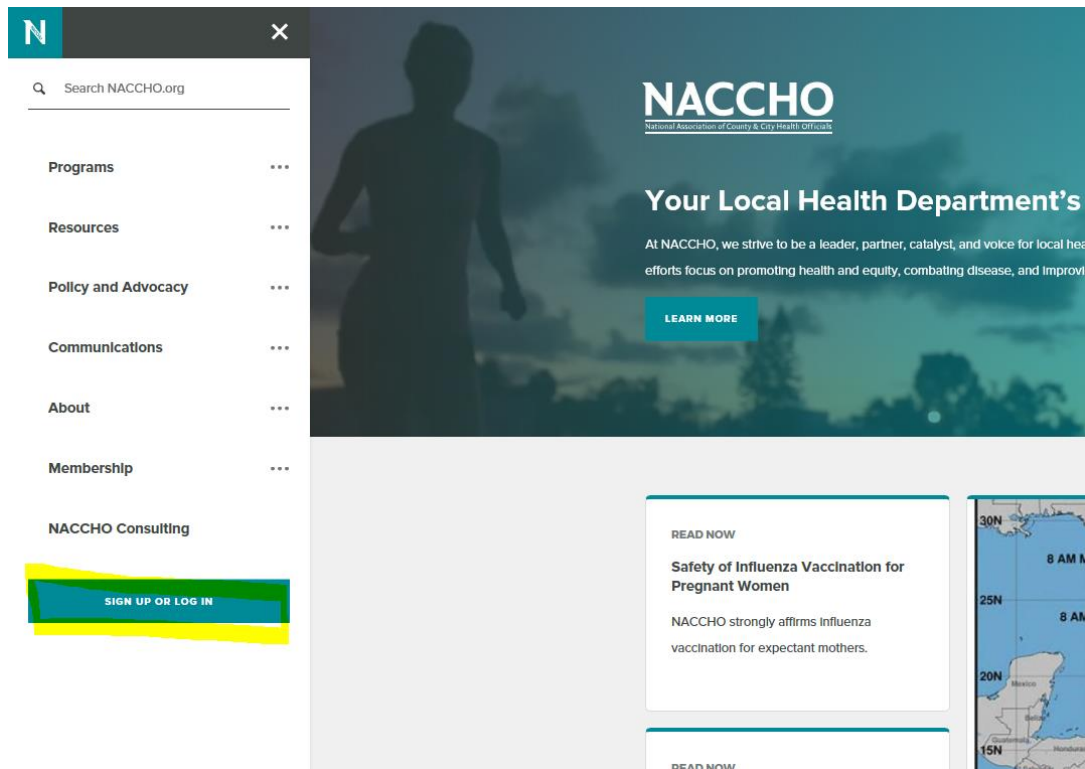


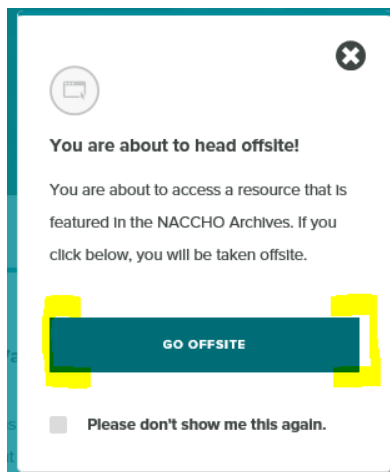
Create “My NACCHO” Account

From the [NACCHO.org](https://www.naccho.org) homepage:

1. **CLICK** the  button.



2. You may be prompted with a message about going offsite, **CLICK** the



3. **CLICK** the “Create Account” button.

NACCHO
National Association of County & City Health Officials

Home
Log In
NACCHO Applications
My Information
My Subscriptions
My Transactions
Publications
Toolbox

Login Required

NACCHO membership helps local health departments improve their workforce and infrastructure through unique and robust benefits.

Login

Email address

Password

Remember me

New Users

You will need to create an account to complete your request. It's fast and free.

Create an account today to:

- Enjoy unique member benefits and pricing
- Have 24/7 access to your order history
- Customize your preferences

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

NACCHO
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Welcome back! MY CART | MY ACCOUNT | Log out |

Home
My NACCHO
NACCHO Applications
My Events
My Information
My Membership
My Subscriptions
My Transactions
Publications
Toolbox
Log Out

E-mail Lookup

Please enter your e-mail address and name below. A search will be performed to determine if an account for you already exists.

Please Enter

E-mail Address:

First Name:

Last Name:

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7. The search result will display any existing accounts that have fields matching the information you entered.

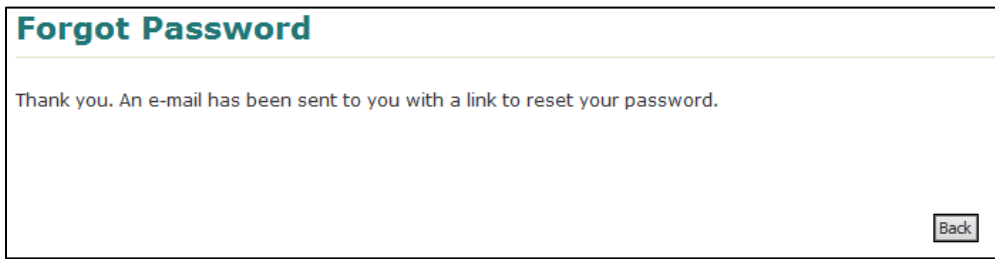
The screenshot shows the NACCHO website's search results page. The header includes the NACCHO logo and navigation links like 'Welcome back!', 'MY CART', 'MY ACCOUNT', and 'Log out'. A sidebar on the left contains various menu items. The main content area is titled 'Search Results' and includes a message: 'If a matching account was found, click the link to Log In. If no account was found, click the Create New Account button below or Search Again.' Below this message is a table with search results. The table has columns for Last, First, City, State, Organization, and Email. Two results are shown. The 'Create New Account' button is highlighted in yellow.

Last	First	City	State	Organization	Email		
Hume	Caitlin	Reston	VA	CM	Test@test.com	Log In	Forgot Password?
testing	test	Washington	DC	National Association of County and City Health Officials (NACCHO)	test@test.com	Log In	Forgot Password?

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

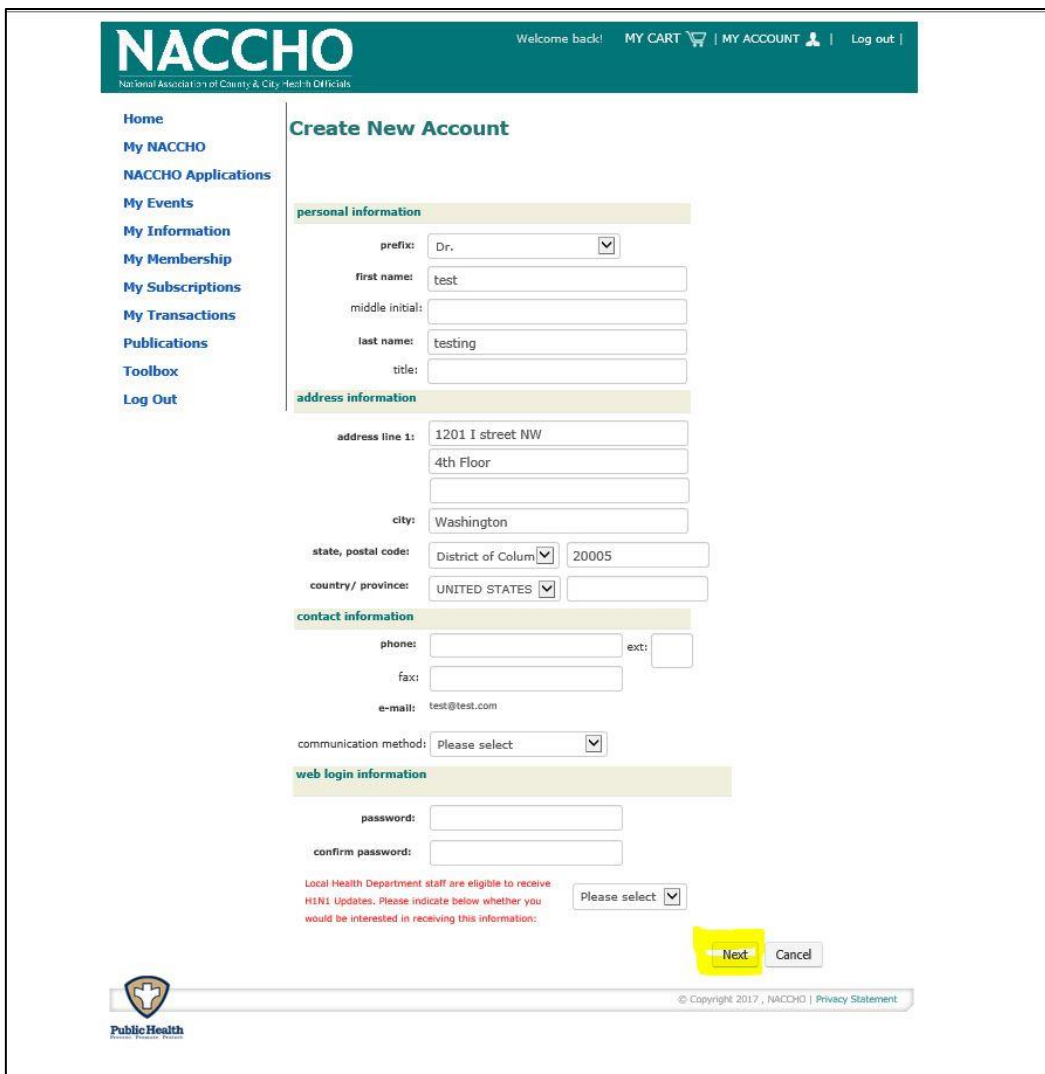
The screenshot shows a form titled 'Forgot your password?'. The form contains a text input field for an email address, which is currently filled with 'kjKendall@blueskybroadcast.com'. Below the input field are 'Search' and 'Cancel' buttons. The form also includes a paragraph of instructions: 'You will receive an e-mail shortly with a link to change your password. If you do not receive an e-mail, try the following: Check the Spam folder in your e-mail to ensure that your confirmation e-mail was not auto-filtered to that folder. If you have any questions, please contact us at 202-783-5550 between the hours of 8:30 a.m. and 5:00 p.m. ET, Monday through Friday.'

- 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.



- 9. **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:

State:

City:

County:

Organization Name:

- 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

Please select an organization to which you would like to affiliate yourself. If you do not see your organization listed below, you can search again or [e-mail NACCHO](#).

	Organization	Type	City	State	County
Affiliate	Government of the District of Columbia Department of Health	LHD	Washington	DC	District Of Columbia

- 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
 National Association of County & City Health Officials

Welcome back! | MY CART | MY ACCOUNT | Log out |

Home
 My NACCHO
 NACCHO Applications
 My Events
 My Information
 My Membership
 My Subscriptions
 My Transactions
 Publications
 Toolbox
 Log Out

Manage Subscriptions Add/Edit

Welcome to NACCHO's e-newsletter subscription page.
 NACCHO's e-newsletters cover a variety of public health topics. Please check the box next to the subscription(s) you would like to receive.
 If you would like to unsubscribe, simply remove the check mark for the subscription and click save.

- NACCHO Connect**
 NACCHO Connect is a twice-monthly e-newsletter that contains important information, tools and resources, and upcoming events from NACCHO. Useful for local health department leaders, their staff, and other public health audiences, NACCHO Connect contains information about all of NACCHO's program areas.
- NACCHO Annual Newsletter**
 This newsletter features updates about NACCHO's Annual Conference.
- New Local Health Officials Newsletter**
- News from Washington**
 The weekly's News from Washington e-newsletter, produced by NACCHO's Government Affairs team, provides an insider's view of what is happening with Congress, the Administration and Federal agencies that affects local health departments.
- Big Cities Health Coalition News**
 Learn how big cities are pursuing innovative solutions on a variety of public health challenges.
- Breastfeeding 101 Subscription**
- Chronic Disease Prevention Chronicle**
 This newsletter features information to support LHDs in chronic disease prevention activities and promote change at the policy, systems, and environmental levels in order to reduce the burden of chronic diseases.
- Food Safety Leaders List**
 This list is used to send timely opportunities, tools, resources and news updates to food safety professionals in working in local and state health departments, academia, and the federal government. Featured content includes information on NACCHO led efforts as well as food safety partners representing the public and private sector at all levels.

- j. **CLICK "Save"** to finalize.

subscribers.

- Preparedness Summit Newsletter**
 Preparedness Summit Newsletter provides news and important updates related to the annual Preparedness Summit, the nation's premier public health preparedness conference.
- Public Health Newsletter**
- Safe and Healthy Families Newsletter (Injury and Violence Prevention)**
 This e-newsletter features content that covers priority issues and opportunities available to local health department staff who work to ensure that families and communities are safe and healthy. Subscribers to this newsletter will receive content and resources related to injury and violence prevention (IVP) and maternal, child, and adolescent health (MCAH). Additional communication that is specific to IVP will be shared with this listserve.
- Safe and Healthy Families Newsletter (Maternal, Child, and Adolescent Health)**
 This e-newsletter features content that covers priority issues and opportunities available to local health department staff who work to ensure that families and communities are safe and healthy. Subscribers to this newsletter will receive content and resources related to injury and violence prevention (IVP) and maternal, child, and adolescent health (MCAH). Additional communication that is specific to MCAH will be shared with this listserve.
- The Transmission**
 "The Transmission" is a monthly digest of posts from NACCHO's "Health People, Health Places" blog, featuring news and resources related to infectious disease, immunization, and epidemiology.
- Tobacco Prevention and Control Update**
 This newsletter features information to support LHDs in tobacco prevention and control programming. Issues include news about national and local legislation, educational and funding opportunities, new resources, and research.

Save Cancel

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

Welcome Back, Test!

View and Edit Your Info	My Information » change password	My Groups » join
<ul style="list-style-type: none">> Home> H1N1 Secure Page> My NACCHO> NACCHO Applications> My Events> My Information> My Membership> My Transactions> NACCHO University> Publications> Toolbox> Log Out	<p>Test Test National Association of County and City Health Officials (NACCHO) 1100 17Th St Nw Fl 7 7Th Floor Washington, DC 20036-4601 Phone: (555)123-4567 E-mail: JKendall@blueskybroadcast.com</p> <p>edit</p> <p>interests & expertise demographics</p>	<p>Survive and Thrive Workgroup</p>
nacchoalerts		My Transactions » view
<p>My NACCHO - Tue, 21 May 2013 13:27:54 +0000</p>		<p>Click the blue >>view link above to see all transactions.</p>