How to Submit a Nomination for AHCA/NCAL Committees

Following please find step-by-step instructions for submitting a nomination for an AHCA/NCAL Committee. It is designed for users of all technical skill levels and should be used alongside the instructional video. Follow each step carefully to ensure your nomination is submitted successfully.

Cautionary Notes

• Complete all required fields accurately to avoid submission errors.
• Double-check the member's nomination status before proceeding to avoid conflicts.

Tips for Efficiency

• Keep your login credentials handy to save time during the sign-in process.
• Have the member details ready before starting the nomination to streamline the process.

Link to Instructional Video

https://loom.com/share/2d6b523915dd4dd1b137eebbbb07a251

1. Access the [Nomination Page](#)
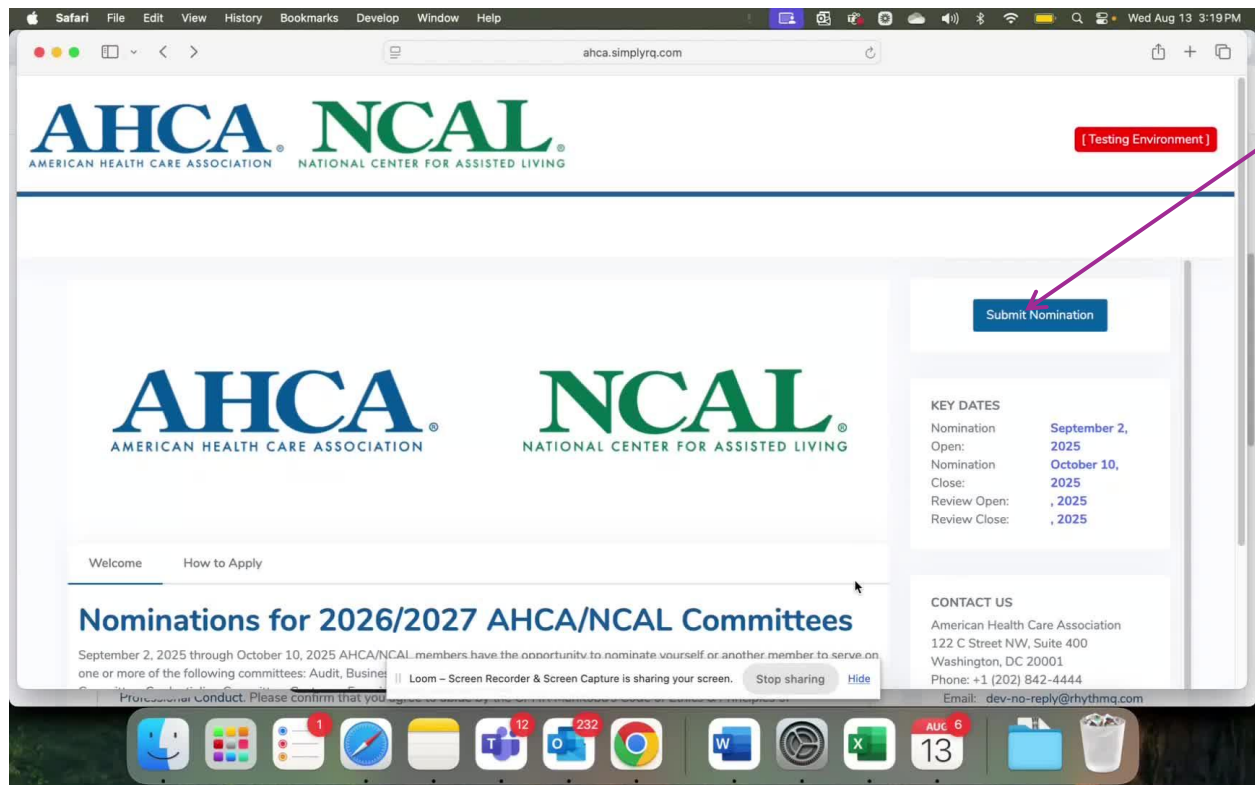
- Go to the [nomination page](#).
- Click on the 'Submit Nomination' button.

2. Sign In

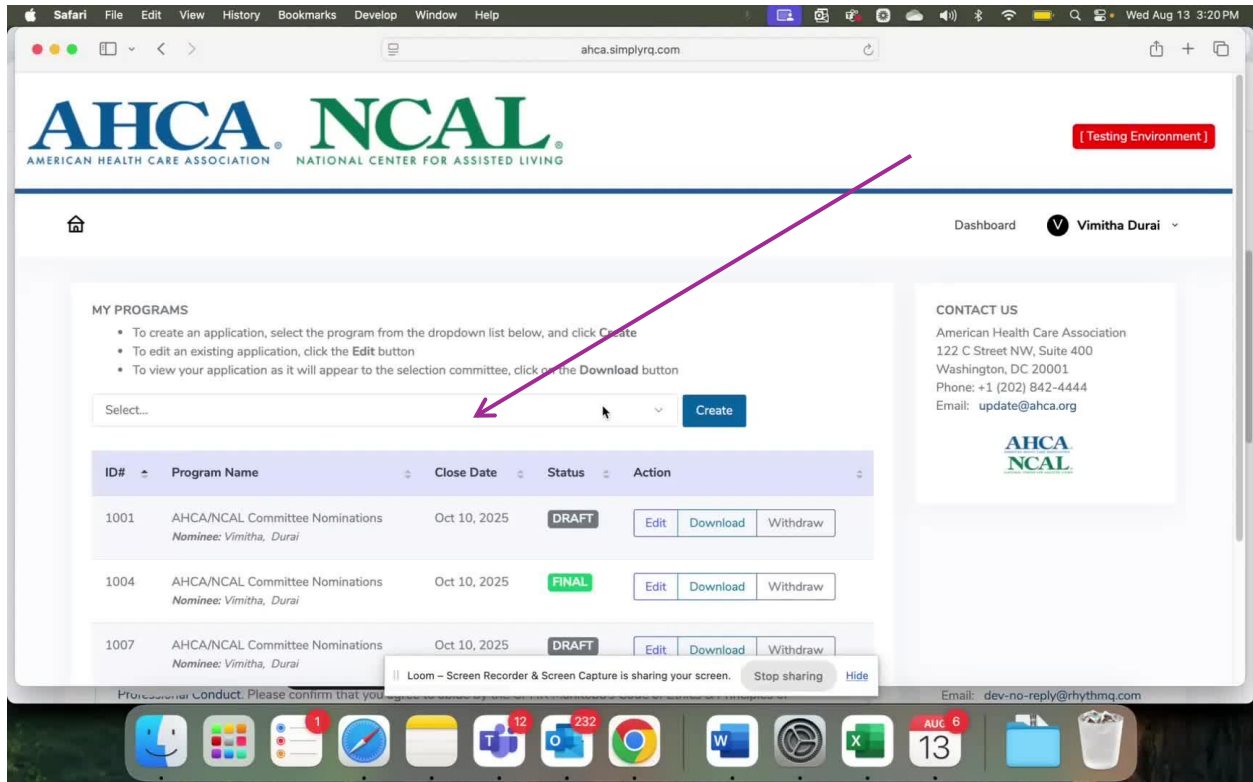- Enter your username and password.
  Note: *If you need assistance with your username and password, please visit*
  https://members.ahcancal.org/Security/Sign-In-Help

- Click on 'Sign In'.

3. Select Nomination Form

- On the new webpage, find the drop-down menu.

- Select 'AHCA/NCAL Committee Nominations'.

- Click on 'Create'.

4. Fill Out the Nomination Form

- Your first name, last name, and email address will be auto-populated.

5. Choose your committee preference (e.g., Credentialing Committee).

6. Nominate Yourself or Another Member

Committee

In an effort to create diverse and widespread representation, appointments to specific committees may be limited to one participant per state and company.

Please select the committee of preference. *

Credentialing Committee

Would you like to nominate yourself or the member for another committee?
*Please ensure that a different committee is selected from the one previously chosen.**
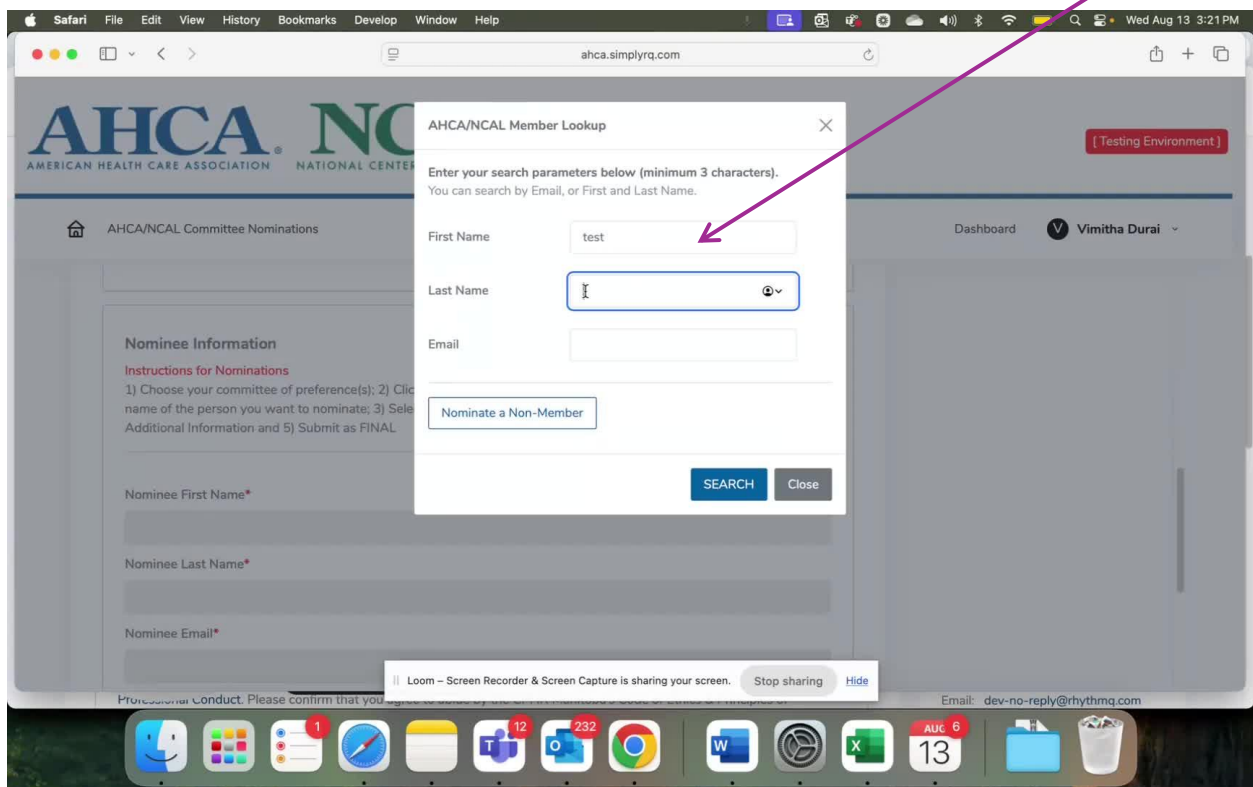
○ Yes ○ No

- Answer the question: 'Would you like to nominate yourself or the member for another committee?'

- If yes, select the second choice; if no, proceed to the next question.
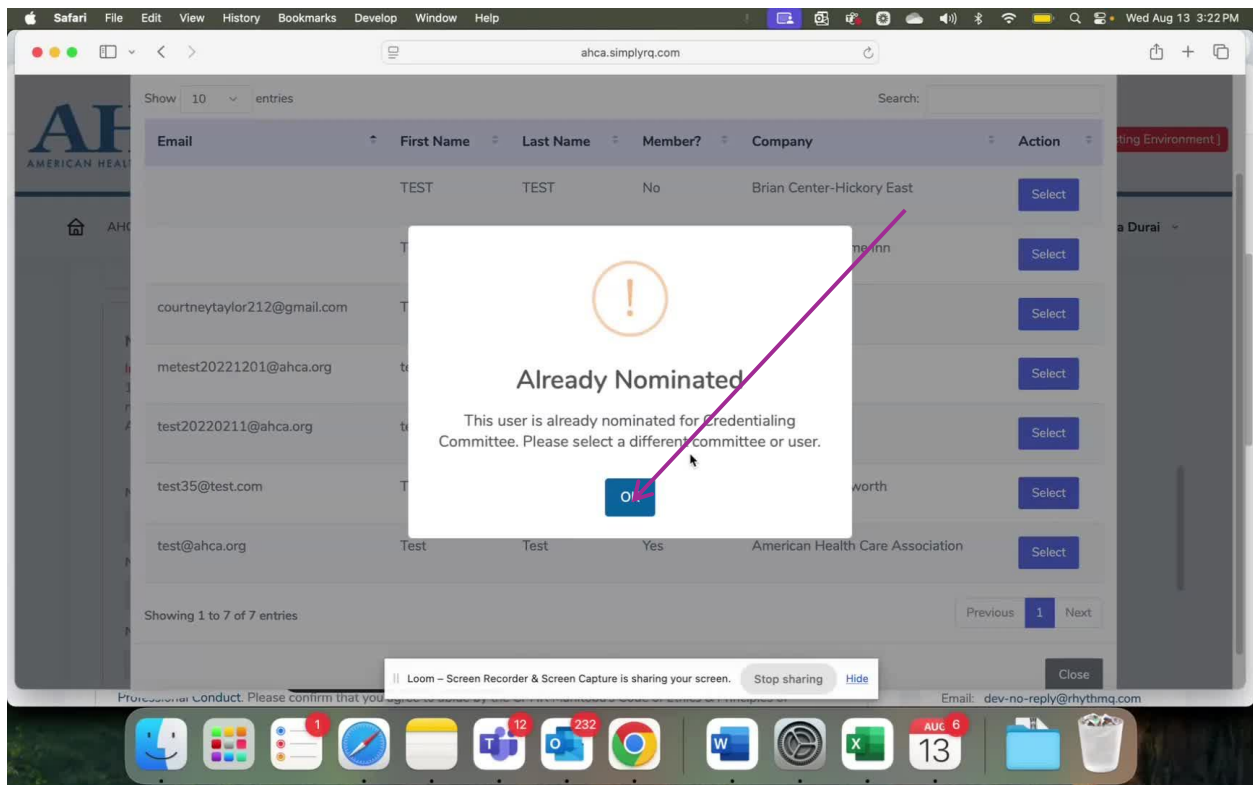
7. Search for Member Details

- Click on 'Search for Member'.

8. Select the Member

- Enter the first name and last name of the member you are nominating.

- Review the list of members that appears.

- Click 'Select' next to the desired member's information.

9. Handle Existing Nominations

- If a pop-up appears stating the member is already nominated for this committee, click 'OK'.

- Return to the system and select a different committee.

10. Enter Company Information

- Confirm that the company information is auto populated.

- Fill in any missing information.

11. Submit the Nomination

- Click on **'Submit as Final'**

12. Fill in Non-Member Details

- If nominating a non-member, click 'Search for Member.
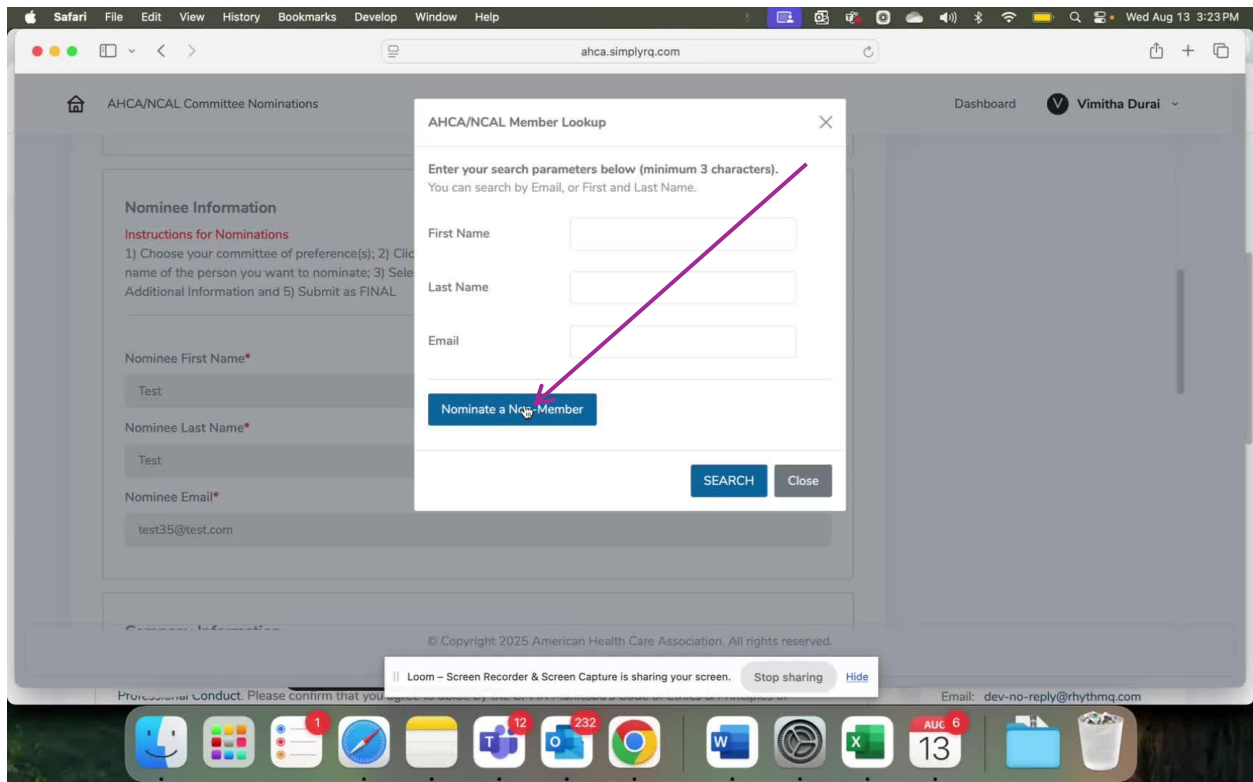
- Select 'Nominate Non-Member'.

- Enter the email address of the non-member.

- Fill in your first name and last name (email cannot be edited).

- Complete the company information and status (type 'NA' for non-member).

13. Finalize Submission

- Enter the customer type details.
- Click on 'Submit Final'.

14. Conclusion

- You have successfully submitted a nomination for yourself, another member, or a non-member.

- Thank you for participating!