



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.

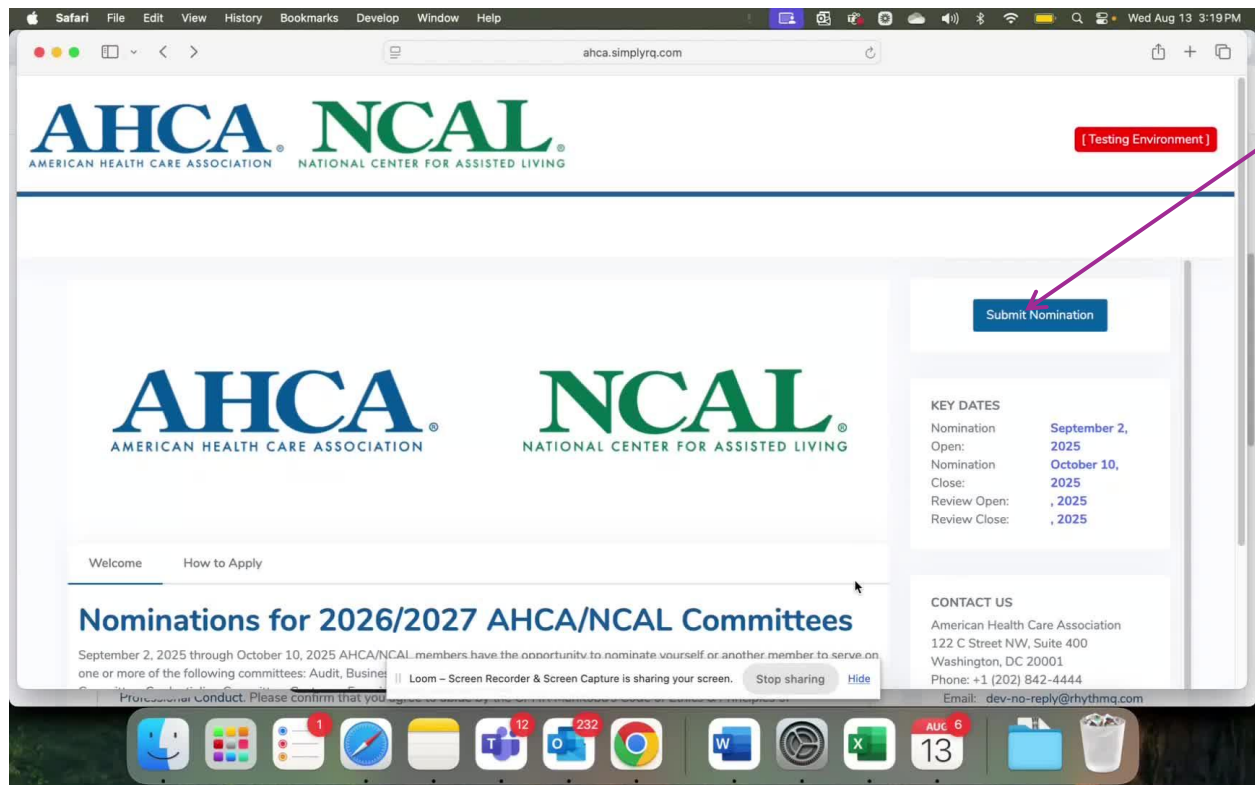
Tips for Efficiency

- 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.

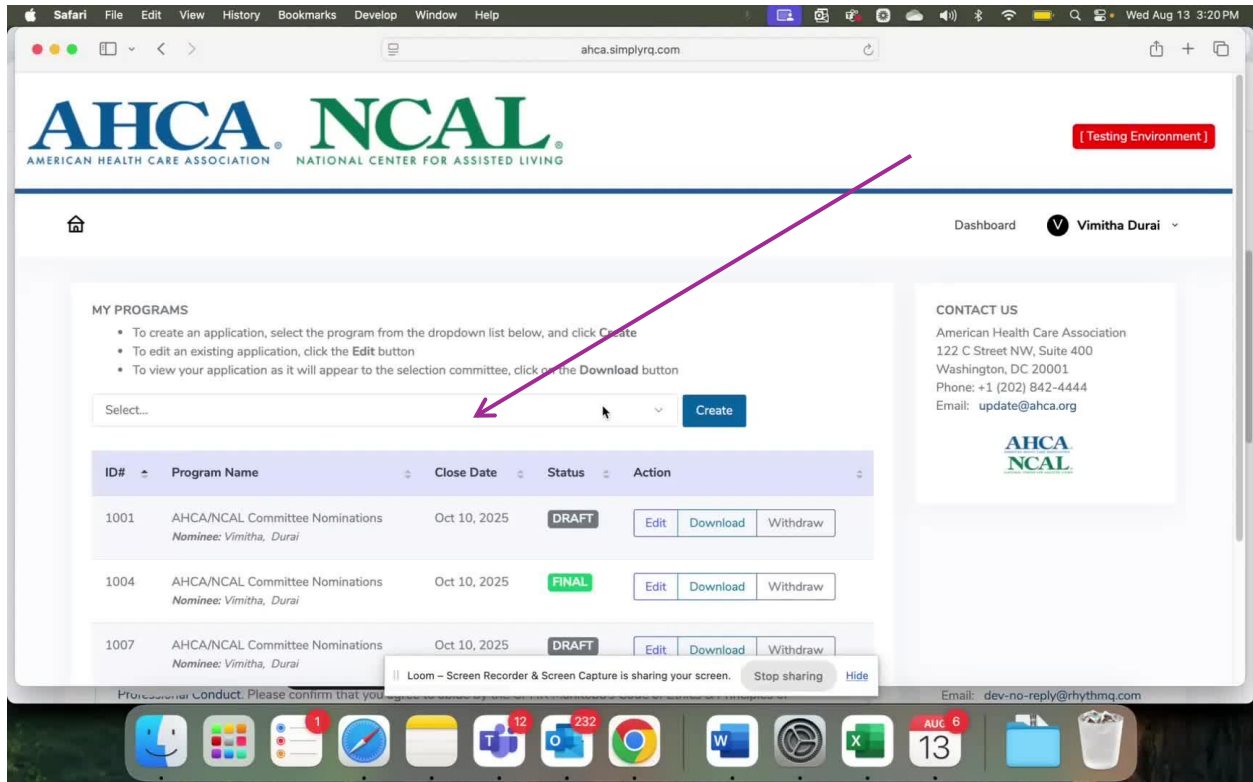
2. Sign In



The image shows a "Sign In" form with a blue header. Below the header, there are two input fields: "Username / E-mail" and "Password". Below the password field is a checkbox labeled "Keep me signed in if I close the browser". At the bottom of the form are three buttons: "Sign In", "Do you need assistance signing in?", and "Create a New Account". A red arrow points from the "Sign In" button to the first bullet point in the list below.

- 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

The screenshot shows a web browser window with the URL `ahca.simplyrq.com`. The page header features the AHCA and NCAL logos, with AHCA standing for American Health Care Association and NCAL for National Center for Assisted Living. A red banner in the top right corner indicates the system is in a "[Testing Environment]". The main navigation bar includes a home icon, the text "AHCA/NCAL Committee Nominations", a "Dashboard" link, and a user profile for "Vimitha Durai".

The central content area is titled "Nomination form" and contains a "Nominator Information" section. This section has three input fields: "First Name*" (populated with "Vimitha"), "Last Name*" (populated with "Durai"), and "Email Address*" (populated with "vimitha.d@gmail.com").

On the right side of the form, there is a sidebar. The top part of the sidebar shows the application timeline: "Application Open: Jan 1, 2025" and "Application Close: Oct 10, 2025". Below this, there is a "CONTACT US" section with the following details: American Health Care Association, 122 C Street NW, Suite 400, Washington, DC 20001, Phone: +1 (202) 842-4444, and Email: `update@ahca.org`. The AHCA and NCAL logos are also present in this section.

At the bottom of the browser window, a Loom watermark is visible, stating "Loom - Screen Recorder & Screen Capture is sharing your screen." with buttons for "Stop sharing" and "Hide". The macOS dock at the very bottom shows various application icons, including Safari, Finder, and several productivity apps.

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

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

Safari File Edit View History Bookmarks Develop Window Help

ahca.simplyrq.com

AHCA NCAL
AMERICAN HEALTH CARE ASSOCIATION NATIONAL CENTER FOR ASSISTED LIVING

[Testing Environment]

Home AHCA/NCAL Committee Nominations Dashboard Vimitha Durai

vimitha.d@gmail.com

Email: update@ahca.org

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. *

- ✓ Select
- Audit
- Business Management Committee**
- Clinical Practice Committee
- Constitution and Bylaws Committee
- Credentialing Committee
- Customer Experience Committee
- Emergency Preparedness and Life Safety Committee
- Independent Owner Council
- Intellectual and Developmental Disabilities (ICFs/IID) Residential Services Providers Committee

Hide

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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



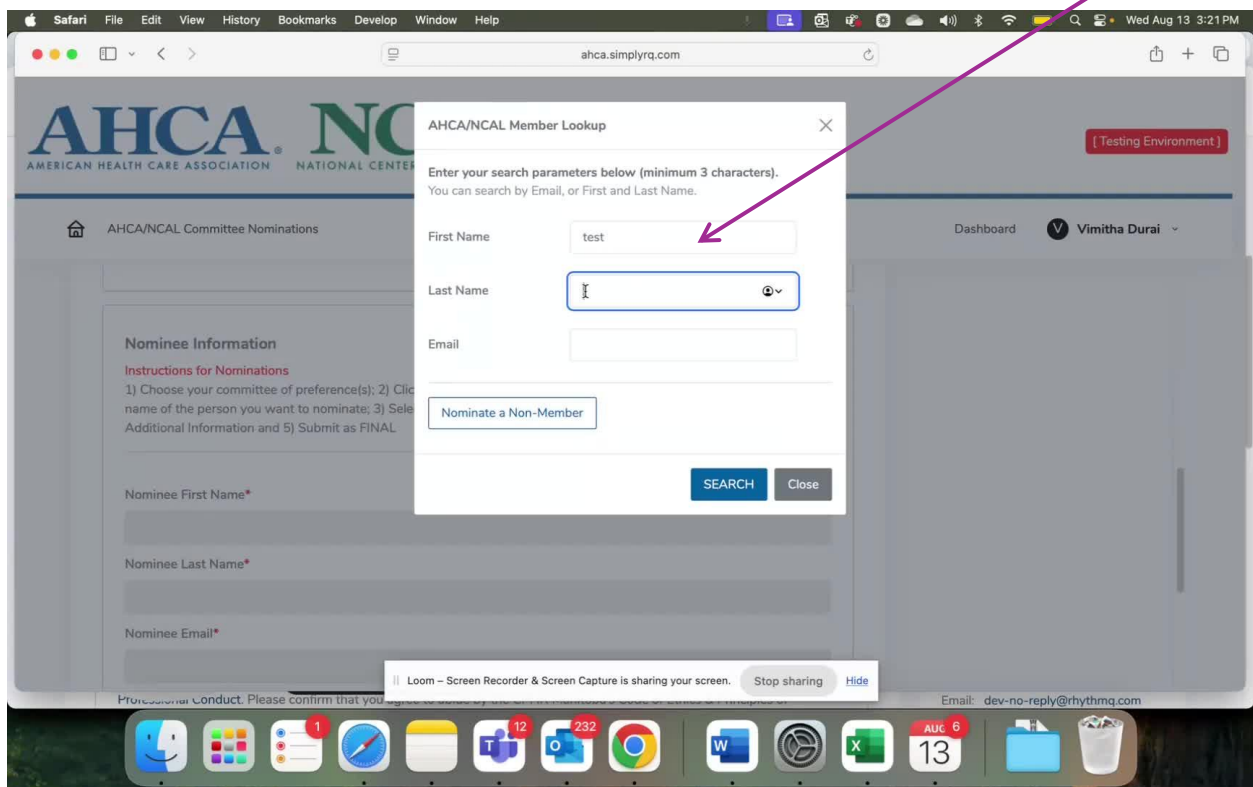
- Answer the question: 'Would you like to nominate yourself or the member for another committee?'
- If yes, select the second choice; if no, proceed to the next question.

7. Search for Member Details

The screenshot shows a web browser window with the URL `ahca.simplyrq.com`. The page header features the AHCA and NCAL logos, with AHCA standing for the American Health Care Association and NCAL for the National Center for Assisted Living. A red badge in the top right corner indicates a "[Testing Environment]". The user is logged in as "Vimitha Durai". The main content area is titled "AHCA/NCAL Committee Nominations" and includes a "Dashboard" link. Under the "Nominee Information" section, there are instructions for nominations and a form with fields for "Nominee First Name*", "Nominee Last Name*", and "Nominee Email*". A blue button labeled "Search for Member" is positioned to the right of the first name field, with a red arrow pointing to it. A Loom screen recorder overlay is visible at the bottom of the browser window.

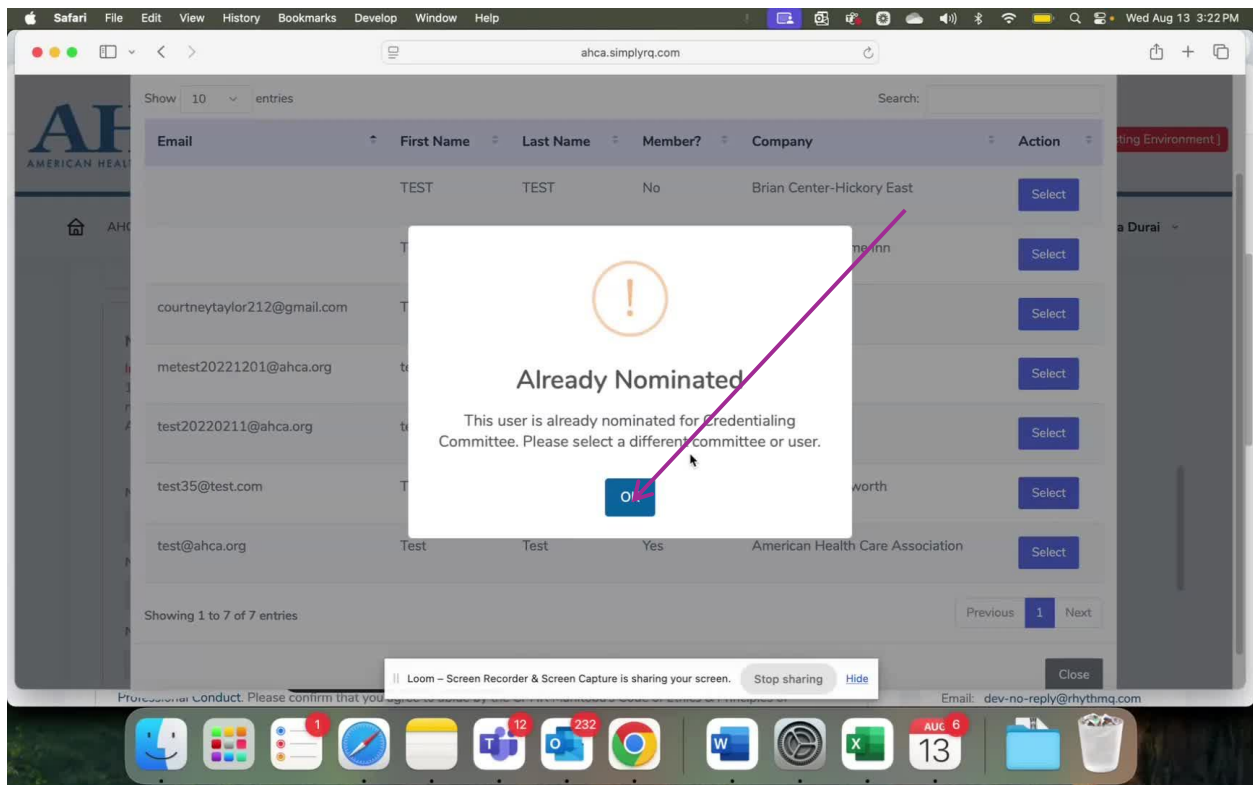
- Click on 'Search for Member'.

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

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The main content area is titled "AHCA/NCAL Committee Nominations" and includes a "Dashboard" link and a user profile for "Vimitha Durai". The "Nominee Information" section contains the following instructions and form fields:

Nominee Information
Instructions for Nominations
1) Choose your committee of preference(s); 2) Click on the "Search for Member" button and search for your name or the name of the person you want to nominate; 3) Select the name from the lookup directory that opens up; 4) Complete Additional Information and 5) Submit as FINAL.

The form fields are:

- Nominee First Name*: Test
- Nominee Last Name*: Test
- Nominee Email*: test35@test.com

A "Search for Member" button is located to the right of the First Name field. A Loom screen recording overlay is visible at the bottom of the browser window.

- Confirm that the company information is auto populated.
- Fill in any missing information.

11. Submit the Nomination

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Dashboard Vimitha Durai

Additional Details

AHCA/ NCAL Member*

No

Status

If you are nominating a non-member, please type N/A for status*

For Profit

Customer Type

Facility

Save as DRAFT Submit as FINAL

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

12. Fill in Non-Member Details

AHCA. NCAL.
AMERICAN HEALTH CARE ASSOCIATION NATIONAL CENTER FOR ASSISTED LIVING

[Testing Environment]

AHCA/NCAL Committee Nominations Dashboard V Vimittha Durai

Nominee Information
Instructions for Nominations
1) Choose your committee of preference(s); 2) Click on the "Search for Member" button and search for your name or the name of the person you want to nominate; 3) Select the name from the lookup directory that opens up; 4) Complete Additional Information and 5) Submit as FINAL.

Nominee First Name* Search for Member

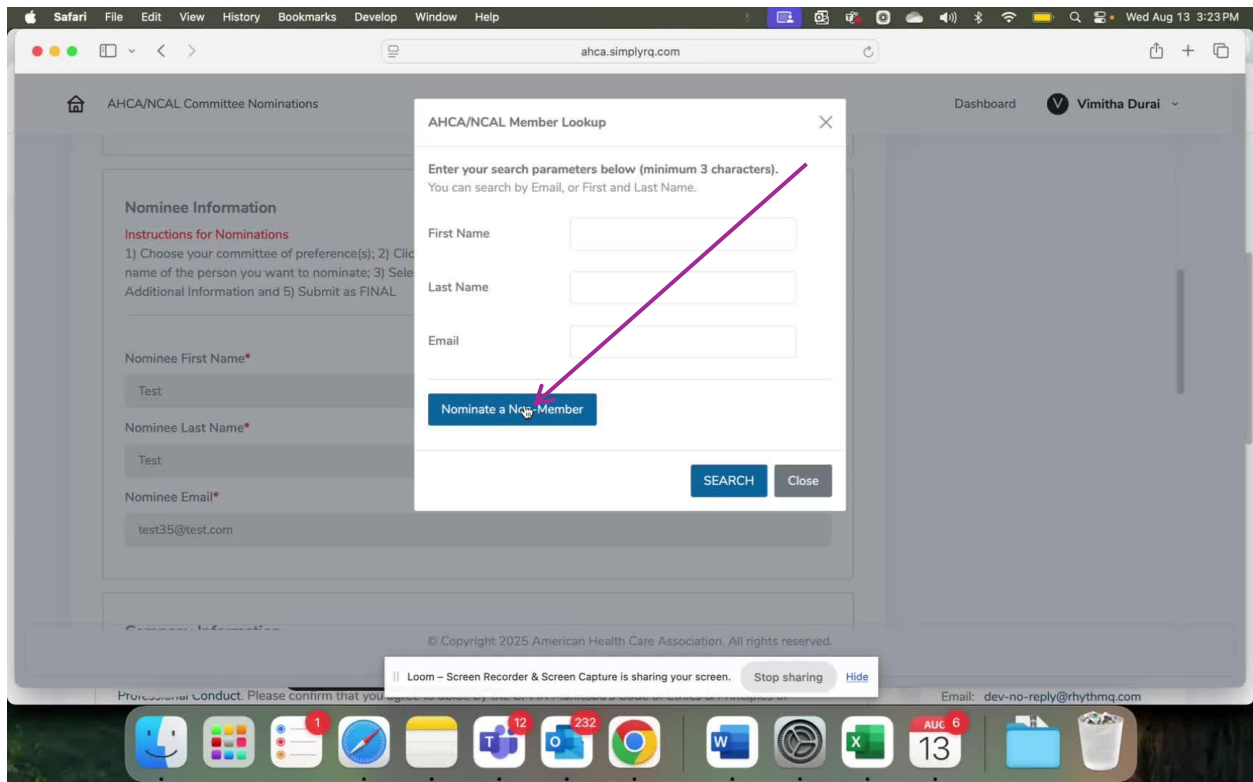
Nominee Last Name*

Nominee Email*

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- 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

Additional Details

AHCA/ NCAL Member*

No

Status

If you are nominating a non-member, please type N/A for status*

Customer Type

Save as DRAFT Submit as FINAL

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

14. Conclusion

ahca.simplyrq.com

AHCA/NCAL Committee Nominations

Dashboard Vimitha Durai

Nominee Information

Instructions for Nominations

1) Choose your committee of preference(s); 2) Click on the "Search for Member" button and search for your name or the name of the person you want to nominate; 3) Select the name from the lookup directory that opens up; 4) Complete Additional Information and 5) Submit as FINAL

Nominee First Name* [Search for Member](#)

Nominee Last Name*

Nominee Email*
vimitha@rhythmq.com

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Email: dev-no-reply@rhythmq.com

- You have successfully submitted a nomination for yourself, another member, or a non-member.
- Thank you for participating!