



Manage HIMSS Complimentary Corporate Individual Memberships Online – 24/7

Logging On:

- Go to the HIMSS Website and check the “Member Login Button” on the home page
- Enter your “user name” and “password”
- Check the “Corporate Member” radio button
- Click “Login”
- Click on the button on the left “Manage Corporate Member Staff List”

Review list of current Complimentary Individual Corporate Members

Add **New** Complimentary Individual Members already in database:

- Select “Add New Member”
- Please note: you must have available complimentary memberships in order to add a new member. If you are at your limit, you must first cancel one of your memberships and then add a new individual
- First search to see if the person you would like to add has an existing corporate membership by entering the full last name, and the first 2 initials of the first name
- If the systems finds the record, “select” that record to activate the membership
- You will then return to the main screen. Your members are in alphabetical order
- Scroll down to see additional memberships
- NOTE: At bottom of the page you will find the page numbers that contain your members. You can move through these pages by clicking on the page number
- After finding the record, select “Activate”
- A window will appear explaining that your membership is about to be activated. Select “OK”
- The individuals membership is now activated. (Note: the background color has changed to green.)

- If no individual’s information is found during the search query, the system will open a window to enter the person’s address information

NOTE: Complimentary chapters are assigned based on zip code. If you would like to have individuals assigned to the closest chapter to their home/office/territory, you must use the address for their local office.

Deactivating a Complimentary Individual Membership

- By simply finding the individual membership through your search function or by paging through your memberships and finding the member to be removed and selecting “cancel”
- A window will appear indicating that you are about to cancel a membership. Select “OK”
- The individual membership is now canceled. (Note: the color has changed to white.)