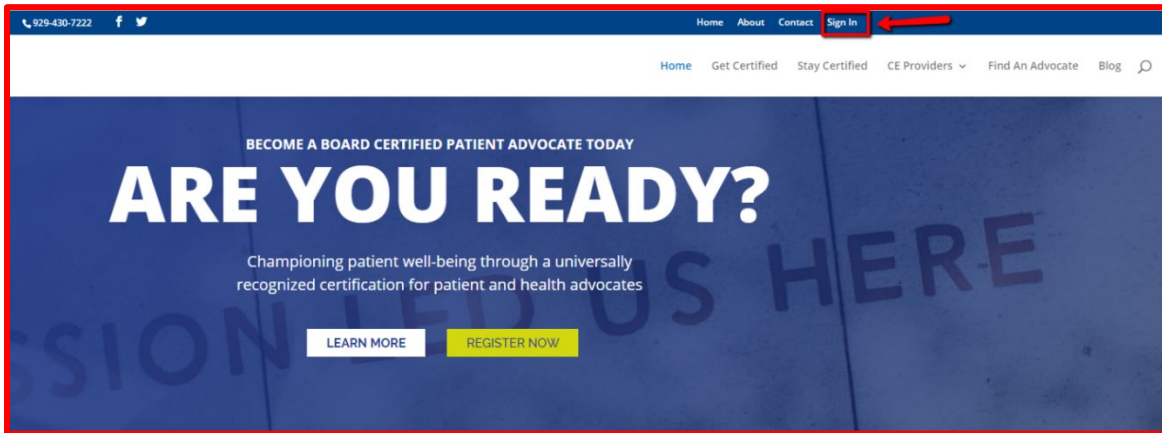


Welcome to the new BCPA Community

Getting Started

1. Go to pacboard.org and enter your login information.



If this is your first time logging in, your credentials are as follows:

Username: The email address you used to register for the BCPA exam

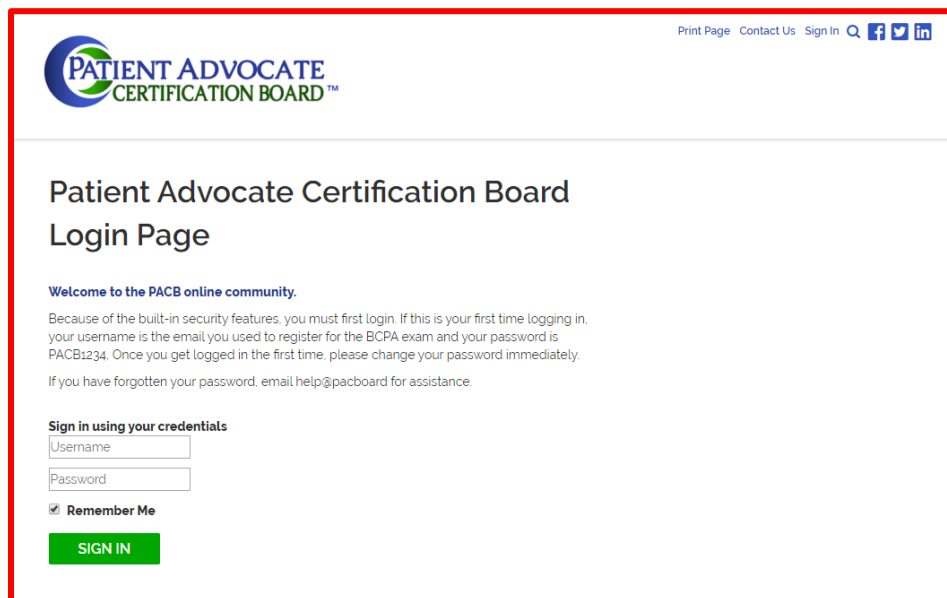
Password: PACB1234

Once you log in successfully, change your password immediately!

If you do not know your login information, or if you are unable to get logged in, contact:

help@pacboard.org

The login page should look like this:



Print Page Contact Us Sign In

Patient Advocate Certification Board
Login Page

Welcome to the PACB online community.

Because of the built-in security features, you must first login. If this is your first time logging in, your username is the email you used to register for the BCPA exam and your password is PACB1234. Once you get logged in the first time, please change your password immediately. If you have forgotten your password, email [help@pacboard](mailto:help@pacboard.org) for assistance.

Sign in using your credentials

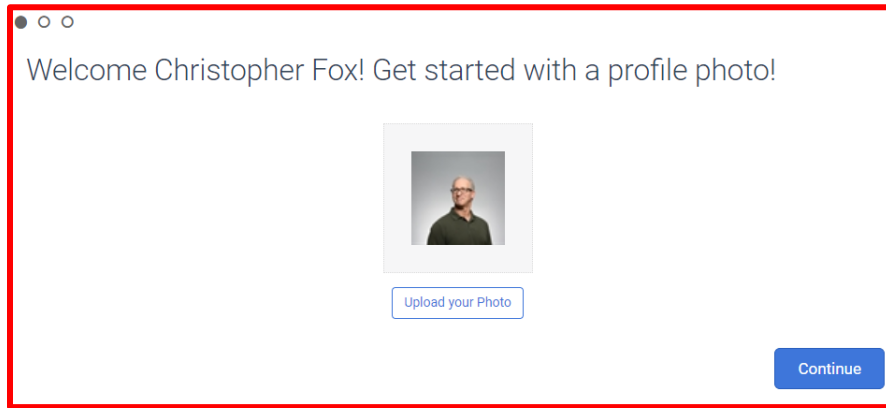
Username

Password

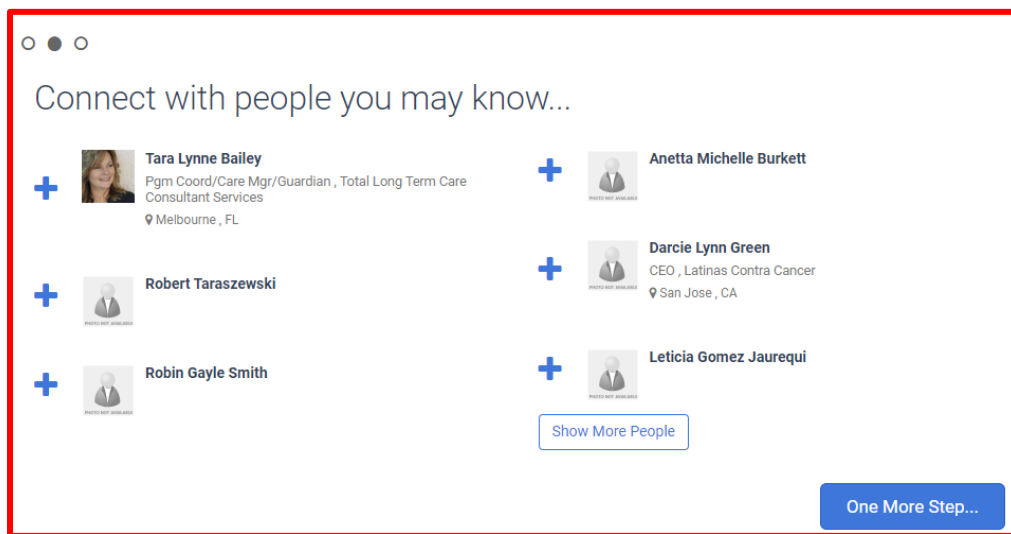
Remember Me

SIGN IN

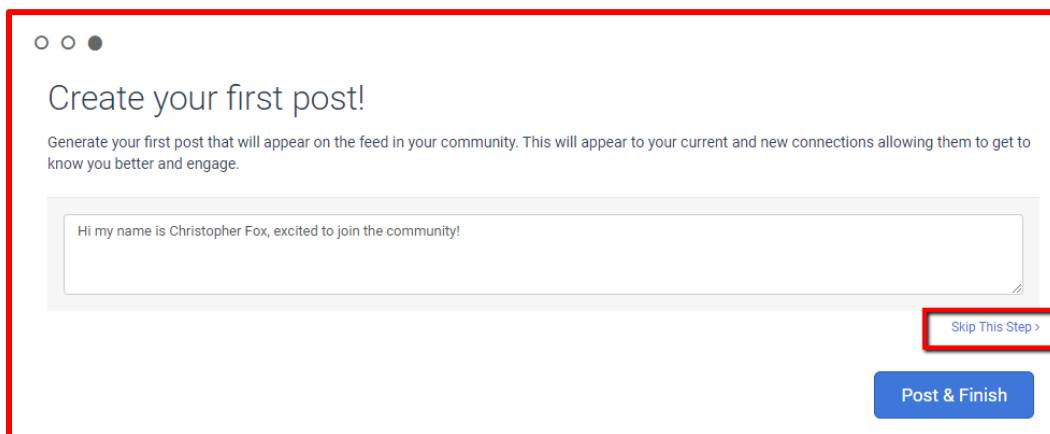
Logging in successfully will take you to the following page where you can upload a photo.



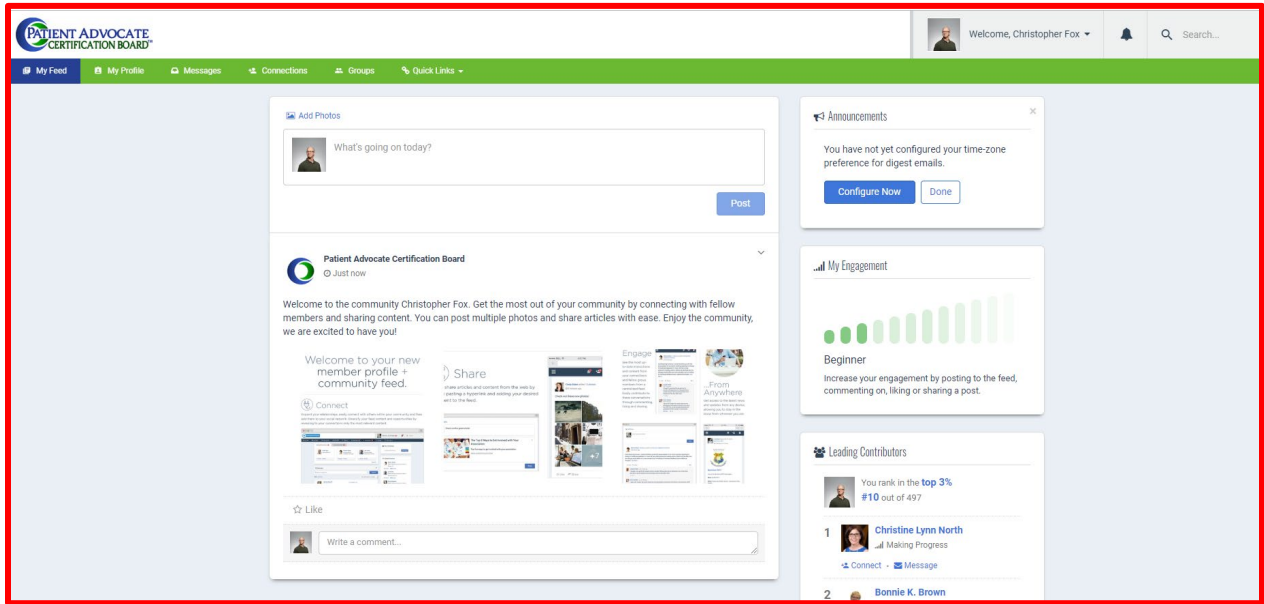
Similar to other social media, the site allows you to connect with others you may know. You can add at this step or skip till later.



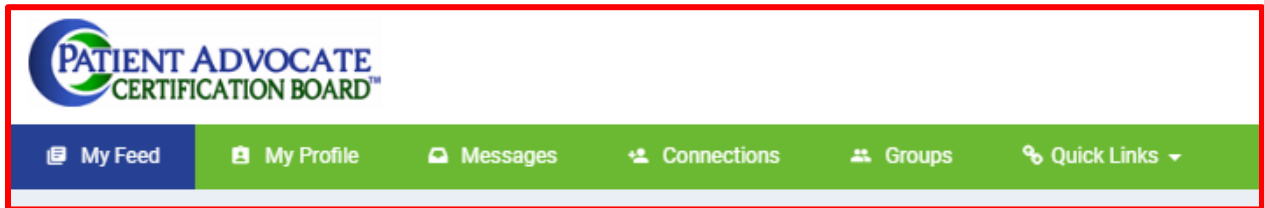
Feel free to add a post or skip till later.



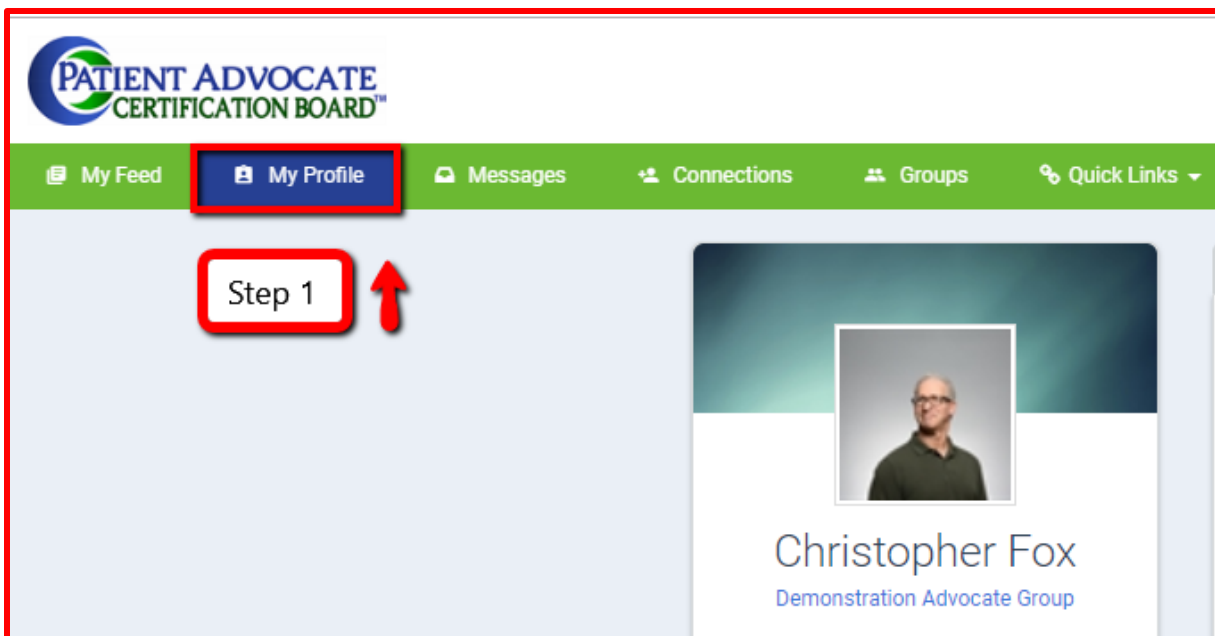
This is the community homepage

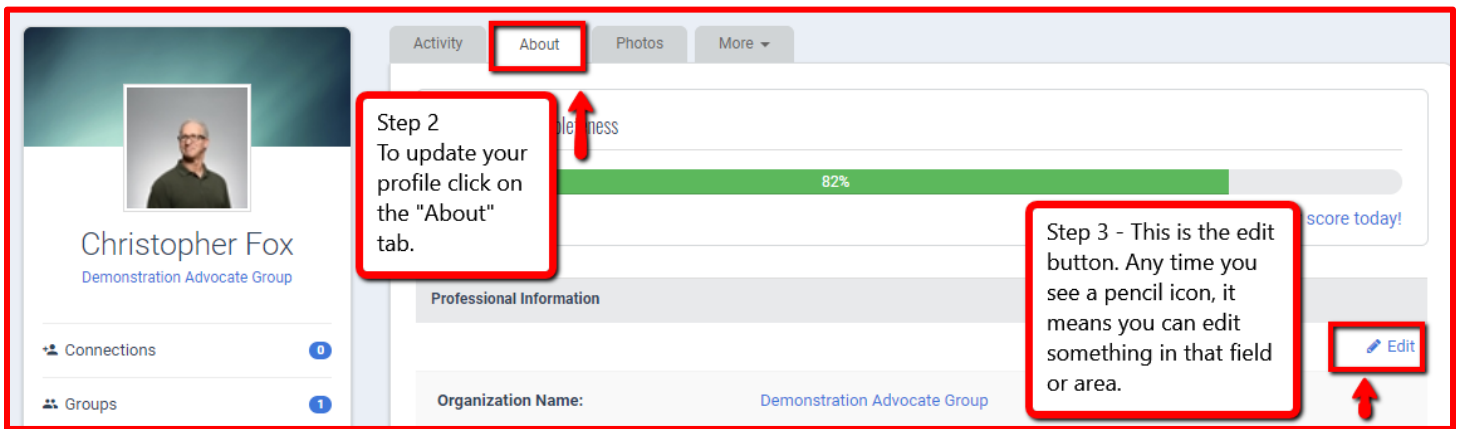


This is the community main menu



Next Step – Update Your Profile





Clicking on My Profile > About > Edit opens the Profile page in the image above.

This is your main profile page. Update your profile as completely as possible. Any field with a green (open) padlock means the field is set to be visible on the front end of your profile.



Click on the lock to change it to any of the other settings indicated above.

*Note: You will **NOT** be included in the search directory unless you leave professional data visible.*

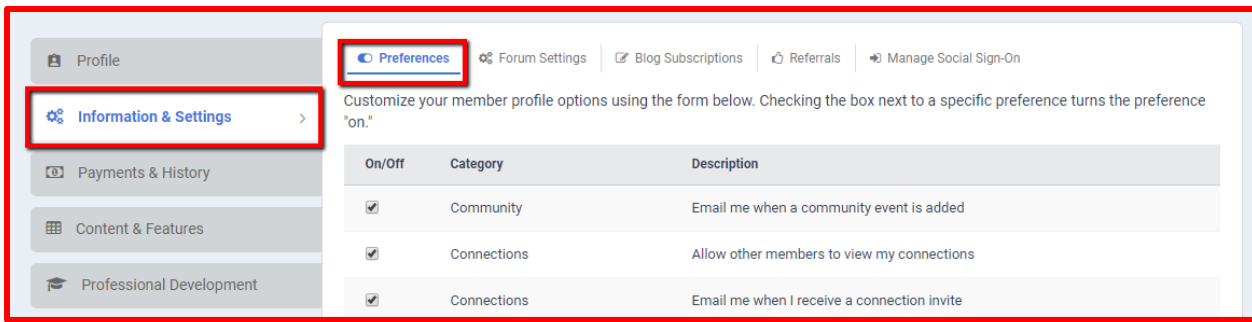
Scroll to the very bottom of the profile page to find the "Areas of focus" field that powers the "Find an Advocate" Directory.

Any BCPA who wishes to be included in the directory should select all areas that apply.

Always Save changes. The "Save" button is located at the bottom of the page.

Update Preferences

While still in My Profile edit mode, click on the "information and Settings Tab and select your preferences, your time zone and **SAVE** your settings.



Setting your “Preferences” determines what notices you receive and when you receive them.