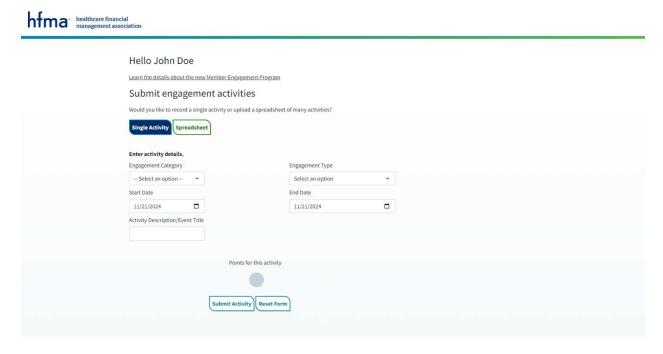


## Instructions for Entry of Individual Member Engagement Activities

Log in to hfma.org and navigate to My Account> My Engagement Points.



Click **Report Engagement Activities** to enter activities. There is an option to enter engagement activities as single entries or in a spreadsheet.



**NOTE:** To use the Spreadsheet, download to your desktop and use the drop-down menus to make selections. If the drop-down menus are not visible, enable pop-ups. You will need your member ID, which is displayed under your name on the main profile page.



## **Engagement Activity Details**

- Select the Engagement Category to then view/select the Engagement Type
- The following activities can be entered via the entry form or bulk upload spreadsheet:

Engagement Category	Engagement Type
Literary Contributions	Write Articles – Local Chapter
	Article/Content Review – National
	Book Review – National
	Review of HFMA Programs/Initiatives
	Write Articles – National
Event Contributions	Event Volunteers
	Facilitation/Moderation
	Speakers (first presentation of topic)
	Speakers (subsequent presentations of same topic)
Miscellaneous	Mentor

If you have questions or need assistance, please reach out to the Member Services Center at <a href="mailto:inquiry@hfma.org">inquiry@hfma.org</a> or 800.252.4362.