

Instructions for Entry of Individual Member Engagement Activities

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

My Engagement Points

Member Engagement Program Information [\[i\]](#)

Report Engagement Activities

Awards

- Bronze 2014
- Silver 2015
- Gold 2016
- MOH 2021

Engagement Points Activities

Contribution	Points	Date	Entered By
Chair	4	2017-05-25	Applicant

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

Hello John Doe

[Learn the details about the new Member Engagement Program](#)

Submit engagement activities

Would you like to record a single activity or upload a spreadsheet of many activities?

Single Activity **Spreadsheet**

Enter activity details.

Engagement Category:

Engagement Type:

Start Date:

End Date:

Activity Description/Event Title:

Points for this activity:

Submit Activity **Reset Form**

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 inquiry@hfma.org or 800.252.4362.