

MAXIMIZING YOUR MEMBERSHIP

Renewing Membership & Payments



Logging In to Your Portal

- Click “Login” in the upper lefthand corner of our website at ohiocdc.org
- If you do not have an account, click “Forgot Password” to set your password and enter the email you would like associated with your account.
- You can edit your profile and make any account actions through the portal.



Renewing Membership

- Membership renewal starts the first week of February every year. Failure to renew by the end of April will result in dropped membership; however, you can become a member again at any time of the year.
- You can renew your membership through your member portal under “Pay Invoices.”



Paying Dues & Invoices

- When renewing membership, becoming a member, registering for the annual conference, signing up for webinars, or participating in other activities with monetary value, invoices and dues can be viewed in the member portal on the homepage by clicking “Pay Invoices.”
- Invoices can be paid by card or check.



Adding Staff Members to the Portal

- In the member portal, you can switch your personal profile to your organizational profile on the top left (If you are an organization editor).
- In the member portal home or “Relationships” tab, you can add a staff profile for your organization to our database.
- In your personal profile, you can relate yourself to other organizations.

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Staying Engaged



Finding Resources

- Several resources can be found in the top right navigation through the member portal, such as: the member directory, funding opportunities, our programs, etc.
- By clicking “Member Resources” in the navigation below, you can view our bill tracker and past webinar recordings



Policy Resources

- By clicking “Member Resources” in the navigation below, you can view our bill tracker
- Our policy resources, such as our state programs catalog, can be found at ohiocdc.org/policy-resources.html and ohiocdc.org/policy-agenda.html



Viewing & Sharing Events to Community Calendar

- In the member portal top navigation, you can click “Event Calendar” to view both OCDCA events and Community events that have been submitted by other organizations.
- To share an event for our Community Calendar, go to our website and hover over “Events” under “Events & News,” and click “Share an Event.”



Sharing a Job Posting

- In the member portal top navigation, you can click “Employment Opportunities” to either post a job or view jobs that have been submitted. This page can also be viewed under “Resources” on our website.
- Make sure to be logged in under your organizational profile to make a posting for free.



Join the Board of Trustees

- If you are interested in applying to join our Board of Trustees, go to our website and hover over “Board of Directors” under “About Us” to submit an interest form.