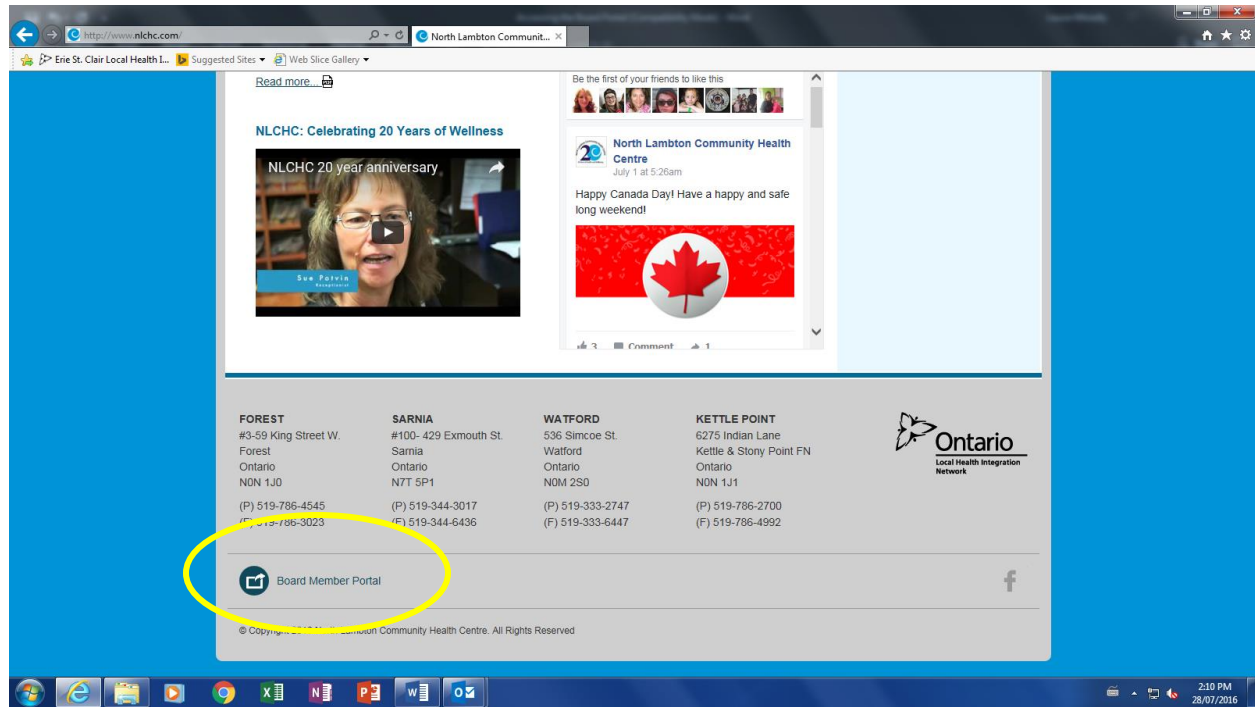


ACCESSING THE BOARD PORTAL

1. Go to: www.nlchc.com



At the bottom of the homepage is the login for the Board Member Portal. Click to enter.

You are now in the Board portal and the Board Manual is there for your information.

2. On the left side, part way down is Admin Log In / Out. Click on Log In / Out.
3. User name: user
4. Password: everyone matters
5. Click on the “pin” icon on the left-hand side, near the top. Click on “All Posts”

ACCESSING THE BOARD PORTAL - TABLETS

1. Click the icon on the desktop.

2. Takes you to the home page of the portal. If screen is vertical, scroll to Login/Out at the very bottom of screen. If screen is horizontal, the Login/Out will be on the left side.

User Name: user

Password: everyonematters

3. Tap pin icon on left side. Choose All Posts.
4. Look for viewpost icon – click it.
5. Takes you to a list of available documents (hot links) – click the hot link you want.
6. Info will download
7. Access download either from “download” icon on screen or swipe down from top left corner.
8. Open each that you want
9. Dump to trashcan when finished