

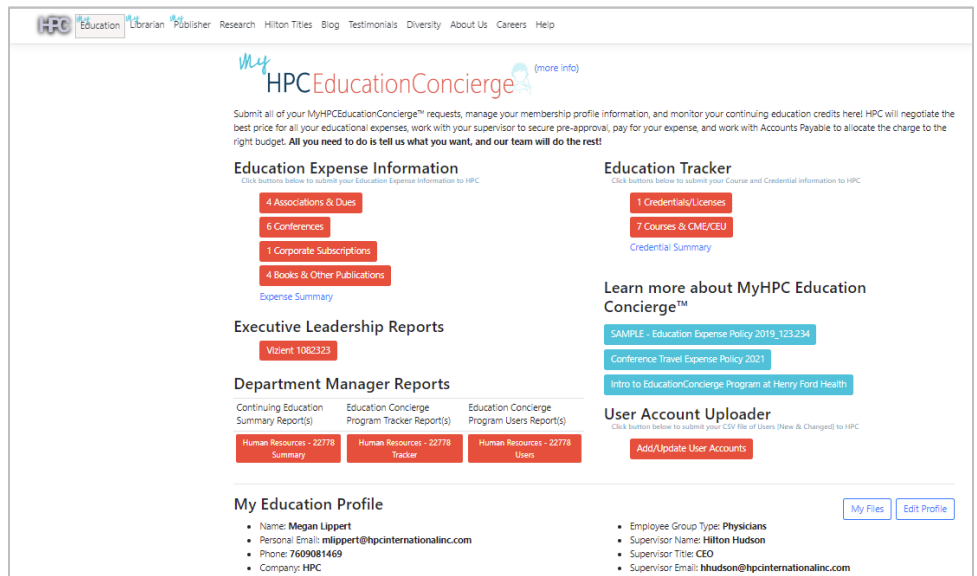


Welcome to our Online Education Portal!

Your one-stop customized portal to track all your educational expenses and continuing education credits.

Here you can login 24/7 to manage and track all your education related expenses like associations, dues, subscriptions, conferences and continuing education (CME/CE) courses. Your account will give you access to:

- Manage your personal profile information and make updates when your information changes
- View details of current, pending and past education expenses
- Run reports on your education expense history details
- Track your continuing education (CME/CE) credits earned toward your professional license
- As a department manager, run reports showing all program users from your department, their education expense history, and their continuing education credits earned to date
- As an executive leader, run reports showing all program users from your entire organization, their educational expense history, and their continuing education credits earned to date



If at any time you have a question or need help, please call us or email us!
(219) 922-4868 (option 3) ~ associations@hpcinternationalinc.com

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HOW TO LOGIN & SET-UP YOUR NEW ACCOUNT

START HERE!

Your company has worked with HPC to create an account for you! All you need to do is finish entering your info!

STEP 1: Visit www.hpcinternationalinc.com >> Login.

Click >> [Password reset/Forgot your password?](#) and follow the prompts to login to your account.

Use your work email as your username!

STEP 2: Bookmark the LOGIN page in your internet browser. You're ready to use your new HPC account!

**www.hpcinternationalinc.com
>> LOGIN**

HPC Account Log In
Use a local account to log in.

Email
YourEmail@hhcorp.org

Password

Remember me?

Log in

[Password reset/Forgot your password?](#)

[Register as a new user](#)

hpcinternationalinc.com/Identity/Account/ForgotPassword

Password reset/Forgot your password?
Enter your email.

Email
YourWorkEmail@company.com

Submit

Log in
Use a local account to log in.

Email
jane.doeMD9876@gmail.com

Password

Remember me?

Log in

Use another service to log in.

Click a button below to login! (after you have set up 1-click login)

Facebook Google

Instructions to set up 1-click login:

1. Log in with your local account
2. Click your email address at the top of this page to manage your account
3. Click "External Logins" and enable your Facebook or Google account

Log in to your new HPC account.

STEP 3: Follow the next steps shown below to complete the set-up of your HPC portal user account by filling in any missing information.

The screenshot shows the HPC Education Concierge portal interface. At the top, there is a navigation bar with links for Bookstore, Booksources, Education, Librarian, Publisher, Research, Hilton Titles, Blog, Testimonials, Diversity, About Us, Careers, and Help. The main header includes the HPC logo and the text 'My HPC Education Concierge (more info)'. Below this, a brief introduction states: 'Submit all of your MyHPEducationConcierge™ requests, manage your membership profile information, and monitor your continuing education credits here! HPC will negotiate the best price for all your educational expenses, work with your supervisor to secure pre-approval, pay for your expense, and work with Accounts Payable to allocate the charge to the right budget. All you need to do is tell us what you want, and our team will do the rest!'.

The main content area is divided into several sections:

- Education Expense Information:** Includes buttons for '2 Associations & Dues', '2 Conferences', '0 Corporate Subscriptions', and '1 Books & Other Publications'. There is also an 'Expense Summary' link.
- Education Tracker:** Includes buttons for '2 Credentials/Licenses' and '2 Courses & CME/CEU', along with a 'Credential Summary' link.
- Department Manager Reports:** Lists reports for Continuing Education, Education Concierge, and Education Concierge.
- My Education Profile:** Contains personal and professional details for 'Education Concierge Test User', including name, email, phone, company, employee ID, date of birth, emergency contact, and facility name. It also lists supervisor and assistant information.

It helps to complete the following sections in this order:

1

Complete your “My Education Profile” information

My Education Profile [My Files](#) [Edit Profile](#)

- Name: **Megan Lippert**
- Personal Email: **mlippert@hpcinternationalinc.com**
- Phone: **7609081469**
- Company: **HPC**
- Employee Id:
- Date of Birth: **12/20/2020 12:00:00 AM**
- Emergency Contact Name: **Bob Lippert**
- Emergency Contact Phone: **5549487345**
- Facility Name: **HPC St. Louis Office**
- Facility Code: **10**
- Department Name: **HPC Services Division**
- Department Code: **7740**
- Notes: **blank**

- Employee Group Type: **Physicians**
- Supervisor Name: **Hilton Hudson**
- Supervisor Title: **CEO**
- Supervisor Email: **hhudson@hpcinternationalinc.com**
- Supervisor Phone: **1234569102**
- Assistant Name: **Lynn Bell**
- Assistant Email: **lbell@hpcinternationalinc.com**
- Assistant Phone: **8273483202**
- CME Coordinator Name: **Nancy White**
- CME Coordinator Email: **nwhite@hpcinternationalinc.com**
- CME Coordinator Phone: **1234149182**
- Receive Union Education Benefits or Stipend Allowance? **No**

2

Enter any Professional Licenses/Credentials you have under the “Education Tracker” section.

My Licenses & CME/CE Requirements Index [My Education Credential Summary](#)

+ Create New

License	License Number	License valid in this State(s)	Name on Credential	# CME/CE Credit Hours Required	Last Renewal Date	Renewal Frequency	Next Renewal Date	Who Expense Is For	Who Is Paying Expense	Status	Modified
Registered Nurse (RN) in Missouri	82019474393	MO	Megan Lynn Lippert	100.00	12/1/2020	every 2 years	12/1/2022			Modified by user	4/8/2022 3:06:57 PM View Delete

3

Tell HPC about any Associations, Conferences, Subscriptions, Courses, or Books you already have or will need this year under the “Education Expense Information” section. Come back any time to add more. You can enter it here, or call or email this information to HPC if you prefer.

Education Expense Information

Click buttons below to submit your Education Expense Information to HPC

4 Associations & dues

6 Conferences

1 Corporate Subscriptions

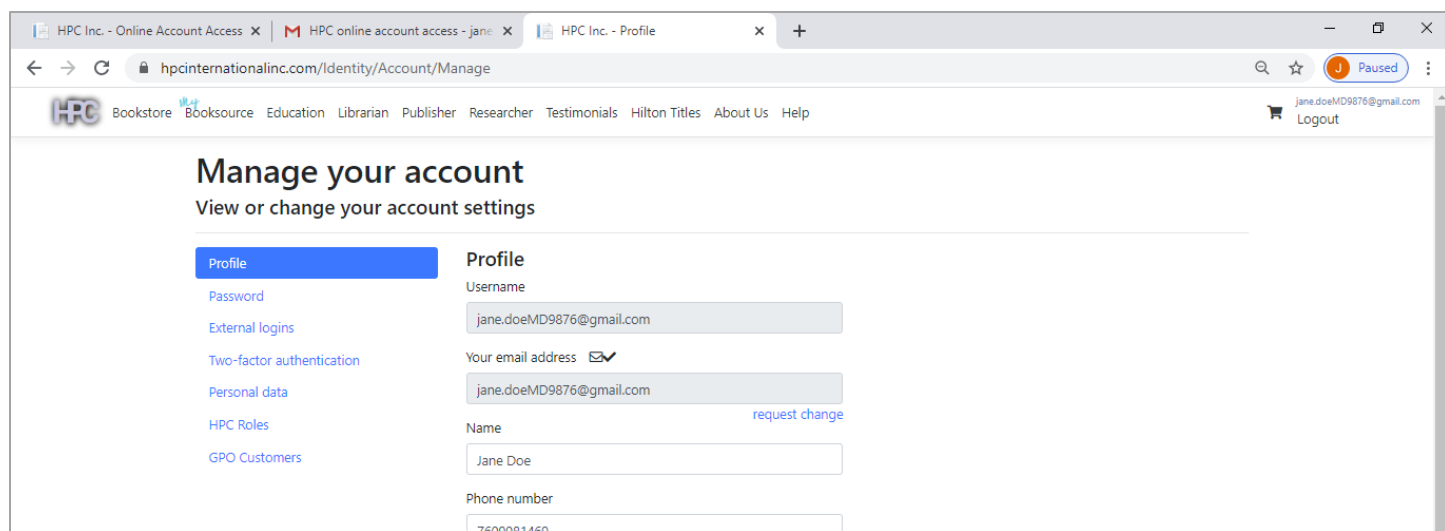
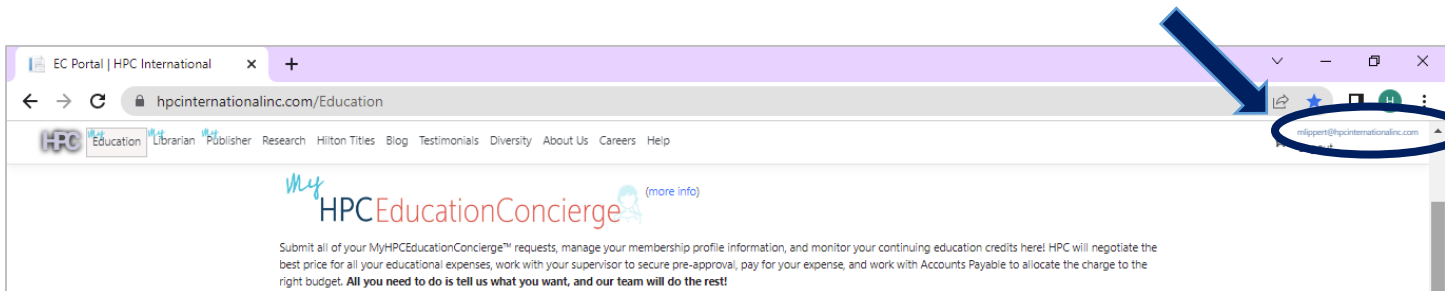
4 Books & Other Publications

UPDATING YOUR ACCOUNT LOGIN DETAILS

CLICK ON YOUR EMAIL ADDRESS in the top right corner of your screen to view or edit your account user information.

There may come a time when you need to change your name, your email address or other basic user details about yourself that identify you as an authorized user of this portal. Simply come here to edit your information when that happens.

Certain changes may require the HPC team's involvement, for security reasons to ensure we are safeguarding your account at all times, but we will be happy to assist you once you tell us what you need to update.



ENTERING YOUR EDUCATIONAL EXPENSE REQUESTS

HPC's EducationConcierge program will be handling all education-related expense requests for you and other employees throughout your organization. You will come to HPC to request individual, group and institutional educational expenses.

WHICH EXPENSES GO TO HPC NOW?

- **Associations, Memberships & Dues** like AMA, AORN, AHRMM, HFMA, SHRM, ASRT, AAP, ANPD, APIC, ASHP, and many others
- **Conferences & Seminars**
- **Continuing education (CME/CE) courses & other Training expenses**
- **Research and education-related Subscriptions** like *Modern Healthcare*, *NEJM*, *JAMA*, Ebsco, Elsevier, Lippincott, Ovid and others
- **Books, Textbooks & other Publications** like life support certification materials (ACLS, CPR, BLS, PALS, etc.), Joint Commission manuals, clinical books, children's books, magazines, coding books (CPT, ICD-10, HCPCS, etc.), leadership books, training resources, and more

You will see on the HPC Online Education Portal that there are several different request forms available to you, depending on what type of educational expense you need. Choose the request form that fits the type of expense you are requesting. Don't worry about choosing the wrong form! Use your best judgment.

Each form contains fields for you to enter details that would pertain to that particular type of expense.

The screenshot shows the HPC Education Concierge portal. On the left, four categories are listed with arrows pointing to corresponding buttons in the 'Education Expense Information' section: 'Associations, Memberships & Dues' points to '4 Associations & Dues'; 'Conferences & Seminars' points to '6 Conferences'; 'Research/Education Subscriptions' points to '1 Corporate Subscriptions'; and 'Books, Textbooks & Publications' points to '4 Books & Other Publications'. In the 'Education Tracker' section, an arrow points to '7 Courses & CME/CEU'.

Click on the form that best describes the type of expense you need to request from HPC. Then on the next screen, click "Create New" and begin entering any details/information you know about the expense. Only a few fields are required, the rest are optional. Just provide as much information as you can. HPC will fill in the rest for you later when we start working on your request!

The screenshot shows the 'Association and Dues Index' page. A blue arrow points to a red button with a white plus sign and the text 'Create New', which is circled in blue. Below the button is a table with columns: New Association?, Title, Membership ID, Last Renewal Date, Next Renewal Date, Renewal Price, Who Expense Is For, Who Is Paying Expense, Status, and Modified.

New Association?	Title	Membership ID	Last Renewal Date	Next Renewal Date	Renewal Price	Who Expense Is For	Who Is Paying Expense	Status	Modified
<input type="checkbox"/>	AMA			4/1/2022	200.00	Myself	Myself	Modified by user	3/14/2022 11:15:07 AM
<input type="checkbox"/>	American Nursing Association	926374	7/1/2020	7/1/2021	159.99	Myself	Union benefits, if approved	Modified by mlippert@hpcinternationalinc.com	4/8/2022 3:22:01 PM

Create
Add a new Association to my Education Expense Information Index

New Association? NO
Is this a brand new association membership that needs to be set up?

Title*

Membership ID

Last Renewal Date
mm/dd/yyyy

Next Renewal Date*
06/29/2022

Membership Level
(e.g. "Gold, Silver, Bronze, etc.")

Notes

Renewal Price*
0.00

Who Expense Is For
Myself

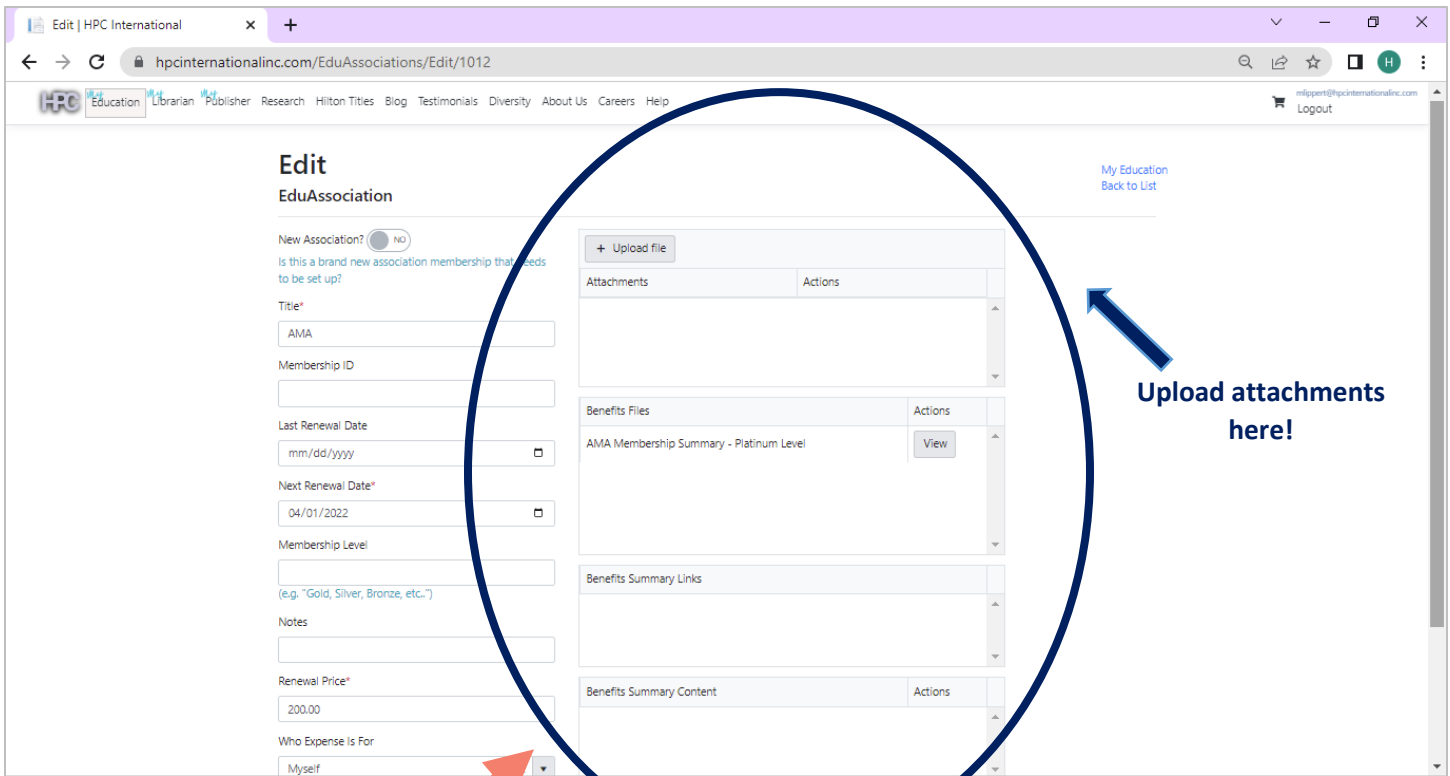
Complete as much information as you know about your expense.
Required fields are marked with an * asterisk.

When you've entered all of the information about your expense, click "Create" to save your submission. A notification will immediately be received by HPC's team of your request, and a team member will acknowledge your request within 1 business. New requests are typically completed by HPC within 2-3 business days. HPC will work to expedite any urgent or last-minute requests to the best of our ability.

Create

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TIP: After you click "Create", more tools will appear on the right hand side of the screen which allow you to upload a document, excel file or other attachment with your request if that helps to explain what you need. This upload attachment tool is especially helpful if your request is for multiple employees, such as a group membership, a group conference registration, or a bulk book order that will need to be shipped to multiple locations, for example.



TIP: HPC's team will routinely be adding and uploading information for you here as well!

After completing your request, HPC may upload a "Membership Benefits Flyer" so you can refer back to what all comes with your Association Membership in the future. Or we may upload the "Attendee Prospectus" for a conference you'll be attending, so it's easily accessible if you need to review the agenda later. So don't forget to check back here anytime you need to jog your memory about the details of one of your educational expenses – you're likely to find the answer you're looking for right here!

CONGRATS, you're done! You've successfully submitted your first education expense request online using your new HPC Online Education Portal account!

REPEATING A PREVIOUS EXPENSE REQUEST - Many educational expenses are repeatedly needed year after year, like memberships and subscriptions which often follow annual or multi-year renewals. HPC offers a "Clone" tool that allows you to duplicate a previous expense request as a new request, with all of the previous details copied over automatically to save you from retyping it all. Simply update the last renewal date and next renewal date, and anything other details that may have changed, and then click "Create". This feature will save you time in the future!

New Subscription?	Name of Subscription Vendor/Publisher	Subscription Type	Title	Last Renewal Date	Next Renewal Date	Fee	# of Users	Desired Format	Who Expense Is For	Who Is Paying Expense	Modified	
<input type="checkbox"/>	NEJM	Individual	NEJM	7/1/2021	7/1/2021	0.00	1	Print			4/8/2022 3:42:09 PM	Clone

CHECKING THE STATUS OF PAST/PENDING REQUESTS

HPC's team will notify you for each expense you request through the program, confirming that it has been approved and paid, or letting you know that your supervisor has not approved your expense to be covered by the organization.

In such a case where your request is denied, any discount HPC was able to secure for your expense, you'll be able to take advantage of that discounted pricing if you opt to purchase your expense out-of-pocket.

In the meantime, while you wait for HPC to handle your request, you can always check on the status of all your requests and view your complete request history in the HPC Online Education Portal 24/7.

Education Expense Information
 4 Associations & Dues
 6 Conferences
 1 Corporate Subscriptions
 4 Books & Other Publications
Expense Summary

Education Tracker
 1 Credentials/Licenses
 7 Courses & CME/CEU
 Credential Summary

MyHPC Education Expense Summary Report
 Name: Megan Lippert
 Personal Email: mlippert@hpcinternationalinc.com
 Supervisor Name: Hilton Hudson
 Department Name: HPC Services Division
 Company Name: HPC
 Report Date: 6/28/2022 10:51:01 PM

Type of Education ...	Title of Associatio...	Next ...	Estim...	Actu...	Total...	Total...	Who Expense is For	Who is Paying Exp...	Notes	Modi...	Hpc Status	Actions
Association and Dues	American Nursing Association (ANA)	7/1/2021	159.99	145	0	0	Myself	Union benefits, if approved	need ASAP, so I can register for ANA conference in Aug 2021 at the member rate	4/8/2022	Pending Supervisor Approval	Edit
Association and Dues	SMI	3/1/2022	0.00	0	0	0				1/25/2022	Requested	Edit
Association and Dues	AMA	4/1/2022	200.00	0	0	0	Myself	Myself		3/14/2022	Requested	Edit
Association and Dues	Association Name	4/22/2022	150.00	0	0	0	Myself	My company, if approved.		4/8/2022	Requested	Edit
Conferences & CME/CEU	Pediatric Nursing Best Practices - Session 1	6/18/2021	225.00	219	0	0	Myself	My company, if approved.		4/8/2022	Savings Achieved	Edit
Conferences & CME/CEU	Pediatric Nursing Best Practices - Session 2	6/21/2021	225.00	0	0	0				4/8/2022	Pending Supervisor Approval	Edit
Conferences & CME/CEU	Pediatric Nursing Best Practices - Session 3	6/22/2021	225.00	0	0	0				4/8/2022	Pending Supervisor Approval	Edit
Conferences & CME/CEU	NBGH	5/1/2022	350.00	0	0	0	Myself and others	My company, if approved.	early bird ends in a week	4/8/2022	Requested	Edit
Conferences & CME/CEU	ANA Nursing Leadership Summit	8/19/2022	475.00	0	0	0			need membership renewed first in order to get this member rate	4/8/2022	In Progress	Edit
Conferences & CME/CEU	ANCC Magnet Conference	10/13/2022	350.00	0	0	0	Myself and others	My company, if approved.	me, Nancy Smith and Susan Jones are all attending from my department	4/8/2022	Requested	Edit

View the status of each request here, under **"HPC Status"**

Expense Request History & Summary Report

TIP: This Expense Summary page with your request history functions like an Excel table, so you can filter the columns however you like. You can also export it into an Excel file any time you like as well.

Export to Excel

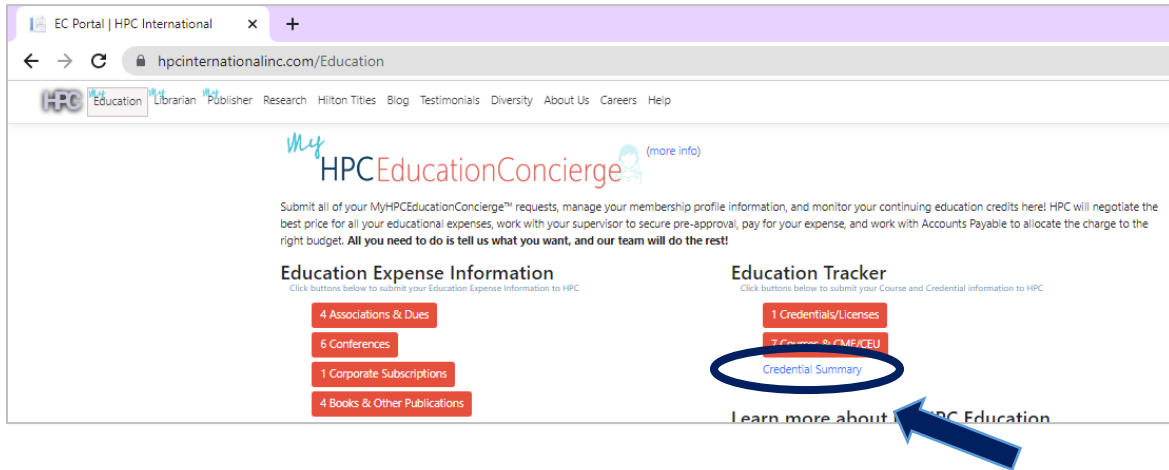
Click on the "funnel" icon on any column to filter the information

Export this report into Excel

Click on the "funnel" icon on any column to filter the information

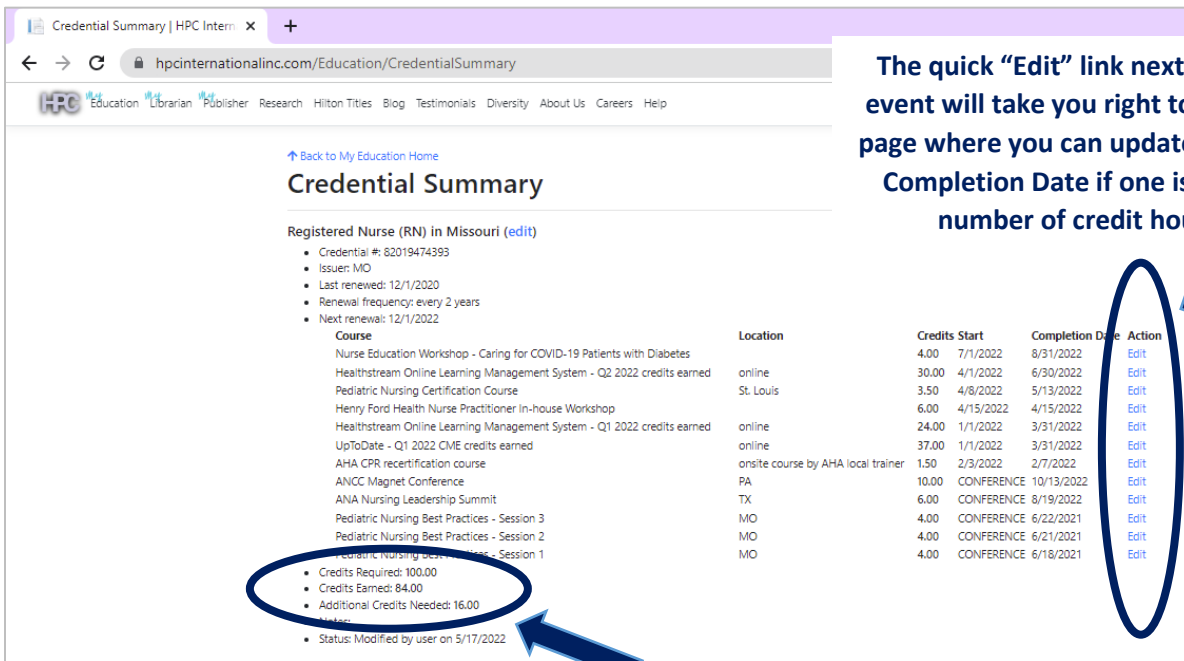
TRACKING YOUR CME/CE CREDITS

Under the Education Tracker section of the portal, you can keep track of all the CME/CE credit units you've earned toward your next professional license renewal.



Some of your CME/CE information will flow automatically into this area if those credits were earned (or will be earned in the future) through a Conference or Continuing Education Course expense you requested through the program, any time you entered the number of credit units you will earn through attending the event and selected which license/credential those credit units will support.

TIP: You can also manually enter (using the request form for "Courses & CME/CEU") any additional credit hours you've earned elsewhere, perhaps through a free onsite in-house training session coordinated by your department leader, or perhaps through an online learning management platform like HealthStream or a research decision support tool like UpToDate, ClinicalKey and Dynamed.



The quick "Edit" link next to each educational event will take you right to that activity's detail page where you can update information, enter a Completion Date if one is missing, adjust the number of credit hours earned, etc.

The Education Tracker will automatically add up all your credit hours from events with a Completion Date prior to today, showing you how many credits you've already earned, how many your license requires, and how many credits you still need before your license renews again.

RUNNING REPORTS

Every standard user on HPC's Education Portal will have access to the Expense Summary Report, where you can view your complete request history, check the status of your recent requests, and run reports on this information 24/7.

Let's review that here.

MyHPC Education Concierge (more info)

Submit all of your MyHPC Education Concierge™ requests, manage your membership profile information, and monitor your continuing education credits here! HPC will negotiate the best price for all your educational expenses, work with your supervisor to secure pre-approval, pay for your expense, and work with Accounts Payable to allocate the charge to the right budget. All you need to do is tell us what you want, and our team will do the rest!

Education Expense Information
Click buttons below to submit your Education Expense Information to HPC

- 4 Associations & Dues
- 6 Conferences
- 1 Corporate Subscriptions
- 4 Books & Other Publications
- Expense Summary**

Education Tracker
Click buttons below to submit your Course and Credential information to HPC

- 1 Credentials/Licenses
- 7 Courses & CME/CEU
- Credential Summary

Learn more about MyHPC Education

Expense Request History & Summary Report

MyHPC Education Expense Summary Report

- Name: Megan Lippert
- Personal Email: mlippert@hpcinternationalinc.com
- Supervisor Name: Hilton Hudson
- Department Name: HPC Services Division
- Company Name: HPC
- Report Date: 6/28/2022 10:51:01 PM

Export to Excel

Type of Education ...	Title of Associatio...	Next ...	Estim...	Actu...	Total...	Total...	Who Expense Is For	Who Is Paying Exp...	Notes	Modi...	Hpc Status	Actions
Association and Dues	American Nursing Association (ANA)	7/1/2021	159.99	145	0	0	Myself	Union benefits, if approved	need ASAP, so I can register for ANA conference in Aug 2021 at the member rate	4/8/2022	Pending Supervisor Approval	Edit
Association and Dues	SMI	3/1/2022	0.00	0	0	0				1/25/2022	Requested	Edit
Association and Dues	AMA	4/1/2022	200.00	0	0	0	Myself	Myself		3/14/2022	Requested	Edit
Association and Dues	Association Name	4/22/2022	150.00	0	0	0	Myself	My company, if approved.		4/8/2022	Requested	Edit
Conferences & CME/CEU	Pediatric Nursing Best Practices - Session 1	6/18/2021	225.00	219	0	0	Myself	My company, if approved.		4/8/2022	Savings Achieved	Edit
Conferences & CME/CEU	Pediatric Nursing Best Practices - Session 2	6/21/2021	225.00	0	0	0				4/8/2022	Pending Supervisor Approval	Edit
Conferences & CME/CEU	Pediatric Nursing Best Practices - Session 3	6/22/2021	225.00	0	0	0				4/8/2022	Pending Supervisor Approval	Edit
Conferences & CME/CEU	NBGH	5/1/2022	350.00	0	0	0	Myself and others	My company, if approved.	early bird ends in a week	4/8/2022	Requested	Edit
Conferences & CME/CEU	ANA Nursing Leadership Summit	8/19/2022	475.00	0	0	0			need membership renewed first in order to get this member rate	4/8/2022	In Progress	Edit
Conferences & CME/CEU	ANCC Magnet Conference	10/13/2022	350.00	0	0	0	Myself and others	My company, if approved.	me, Nancy Smith and Susan Jones are all attending from my department	4/8/2022	Requested	Edit

1 - 15 of 15 Items

TIP: This Expense Summary page with your request history functions like an Excel table, so you can filter the columns however you like. You can also export it into an Excel file any time you like as well.

Export to Excel

Type of Education ...	Title of Associatio...	Next ...	Estim...	Actu...	Total...	Total...	Who Expense Is For	Who Is Paying Exp...	Notes	Modi...	Hpc Status	Actions
Conferences & CME/CEU	Pediatric Nursing Best Practices - Session 3	6/22/2021	225.00	0	0	0				4/8/2022	Pending Approval	Edit
Conferences & CME/CEU	NBGH	5/1/2022	350.00	0	0	0	Myself and others	My company, if approved.	early bird ends in a week	4/8/2022	Requested	Edit
Conferences & CME/CEU	ANA Nursing Leadership Summit	8/19/2022	475.00	0	0	0			need membership renewed first in order to get this member rate	4/8/2022	In Progress	Edit
Conferences & CME/CEU	ANCC Magnet Conference	10/13/2022	350.00	0	0	0	Myself and others	My company, if approved.	me, Nancy Smith and Susan Jones are all attending from my department	4/8/2022	Requested	Edit

Show items with value that: Contains Filter Clear

Export this report into Excel

Click on the "funnel" icon on any column to filter the information

CONTACT HPC FOR HELP

Our HPC team is so excited to begin working with you! This HPC Online Education Portal instruction manual is meant to help guide you through the basics of using our online platform. We hope it helps you navigate with ease and confidence!

But in case you still have questions or are struggling with learning to use the portal, please always feel welcome to reach out to us. We are happy to meet one-on-one with you any time!

CALL ~ (219) 922-4868, Option 3

EMAIL ~ associations@hpcinternationalinc.com

HPC ONLINE PORTAL ~ <https://www.hpcinternationalinc.com/Identity/Account/Login>

OFFICE HOURS ~ Monday through Friday, 8:00am – 4:30pm Central Time

And... don't forget to leave us feedback on our HELP page. Our goal is to make every interaction with our portal and with our team members exceptional, so please take a moment to tell us how we're doing!

The screenshot shows a web browser window with the URL hpcinternationalinc.com/Feedbacks/Create?Key=suggestion. The navigation menu includes links for Bookstore, Booksource, Education, Librarian, Publisher, Researcher, Testimonials, Hilton Titles, About, and Help. The 'Help' link is circled in blue, and a blue arrow points to it. The main content area is titled 'Feedback' and contains the following form elements:

- Header: Feedback
- Text: We value your feedback
- Form: How long have you been a customer with HPC? (Dropdown menu: 1 week)
- Form: Rating (3 out of 5 stars)
- Form: Please tell us why you rated us that way. (Text input field with placeholder: Please add your experience here)