

FREQUENTLY ASKED QUESTIONS

How do I login to my EPO account?

1. Go to the EPO website www.eldercareofohio.com.
2. Go to My Account in the upper right-hand corner.
3. Enter either your username (if you know it) or your email address plus your password.

What is my username?

If you do not remember your username, you may use the email utilized to setup your account.

What is my password?

1. Go to the EPO website.
2. Go to My Account in the upper right-hand corner.
3. Click on “Forgot your password?”
4. You can either enter your username (if you know it) or your email address

The screenshot shows the EPO website's login interface. At the top right, there are links for 'Register' and 'My Account'. The main content area features the EPO logo and the text 'Eldercare Professionals of Ohio LLC' with the tagline 'Coaching, Education, Networking'. A login form is positioned on the right side, containing a text input field with the username 'acantor', a password field with masked characters, a 'Remember Me' checkbox, a 'Forgot your password?' link, and a 'LOG IN' button. Below the main content, there is a secondary navigation bar with links for 'Networking', 'Continuing Education', 'Corporate Training', 'Caregivers', and 'About Us'.

How do I edit my directory information?

1. Login to your Account.
2. Click on “View My Directory Entry.”
3. Click on “Edit My Directory Entry.”
4. Make any changes and then scroll to the bottom and click submit when you are done.

STEP #2



The screenshot shows the top navigation bar of the Eldercare Professionals of Ohio LLC website. The logo, featuring two hands holding the letters 'EPO', is centered. Below the logo, the text reads 'Eldercare Professionals of Ohio LLC' and 'Coaching, Education, Networking'. The navigation bar includes links for 'Continuing Education', 'Corporate Training', 'Caregivers', and 'About Us'. A 'My Account' dropdown menu is open, showing options: 'View My Directory Entry', 'Orders' (with a sub-link 'View My Directory Entry'), 'Subscriptions', 'Downloads', 'Coupons', 'Addresses', 'Account details', and 'Logout'. A 'Contact Us' link is also visible in the top right corner.

STEP #3



The screenshot shows the 'Resources' page for Eldercare Professionals of Ohio LLC. The logo and tagline are at the top. The navigation bar includes 'Networking', 'Continuing Education', 'Corporate Training', 'Caregivers', and 'About Us'. The main heading is 'Eldercare Professionals of Ohio » Resources'. Below this, there is a list of actions: 'Go back to directory.', 'Add to Address Book.', and 'Edit My Directory Entry'. The page also displays the name 'Eldercare Professionals of Ohio', the title 'Director of Community Relations', and the contact information 'Contact: Amy Cantor'.

How do I add an event to the community calendar?

1. Login to the EPO website.
2. Go under the Networking tab to the "Event Calendars" tab. Hover over "Community Events" and click "Community Event Submission."
3. Enter all the information for your event. Be sure to check the Event Category "Community Events - submitted by EPO members."
4. Click submit at the bottom of the page and see that your event is pending. Please email amy@eldercareofohio.com for the event to be approved and go live on the website.



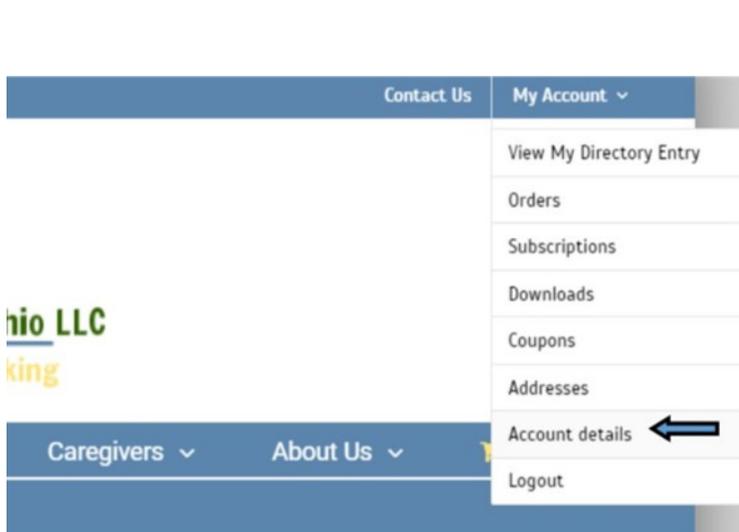
Eldercare Professionals of Ohio LLC
Coaching, Education, Networking



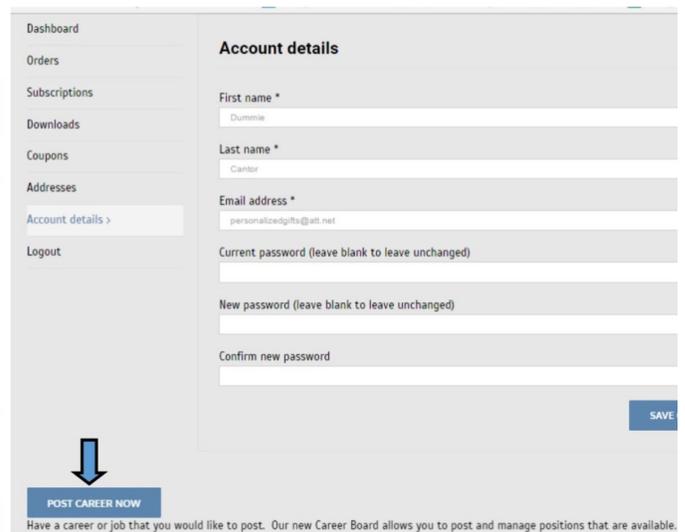
How do I add a job posting on the EPO Website?

1. Login to the EPO page in the upper right-hand corner of the EPO website: www.eldercareofohio.com.
2. Go to My Account in the top right corner and click on "Account Details."
3. Click on the "Post Career Now" tab at the bottom of the page.
4. Enter all the details under "Post a New Job."
5. Be sure to include how to apply for the job. Put this information in the description section, including any links to an application.
6. Click on "Preview" at the bottom. You will see the preview of the information you just entered.
7. Click on "Submit listing." You may also click "Edit Listing" to go back a step and make changes.
8. You must contact Amy at amy@eldercareofohio.com for approval/listing to go live.
9. You're listing will be active for 60 days. If the job is filled prior to 60 days, remember to login and remove the listing. You can also resubmit after 60 days if the job is still available.

STEP #2



STEP #3



STEP #7

