

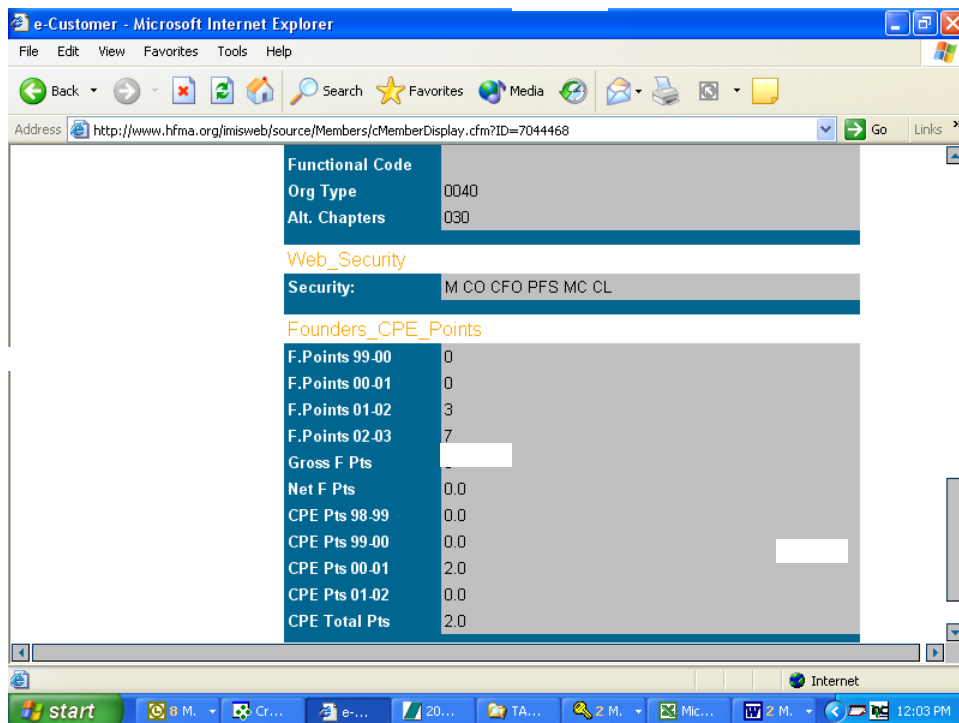
## Instructions To Locate Your Founders Points on the HFMA National web site

### **What information is available?**

- New and old Founders point totals under activities: FOUNDERS (Founders Points).
- Founders history (all points ever received) under activities: FNDRS HIST (Founders History - Prior 2004).
- Past four year totals under “Profile Home”.

### **How do I locate my Founders point details?**

- Go to the HFMA web site: [www.hfma.org](http://www.hfma.org)
- Click on: Membership then Membership Directory.
- Log in as normal with your username and password. A screen will appear with the following text: “Your username and password have been verified and accepted. Click on the "Next" button to continue.
- A screen will appear with the following text: Your personal information is being accessed. This may take a moment. Please wait.
- On the left hand side, under Profile, the member name and ID will appear.
- Click on your Name and another screen pops up showing all your personal information. Once here, scroll down the page and you can view your total founders points for the past four years.



The screenshot shows a Microsoft Internet Explorer browser window displaying a member's profile page on the HFMA website. The address bar shows the URL: <http://www.hfma.org/misweb/source/Members/cMemberDisplay.cfm?ID=7044468>. The page content is as follows:

Functional Code	
Org Type	0040
Alt. Chapters	030

Web\_Security

Security:	
M CO CFO PFS MC CL	

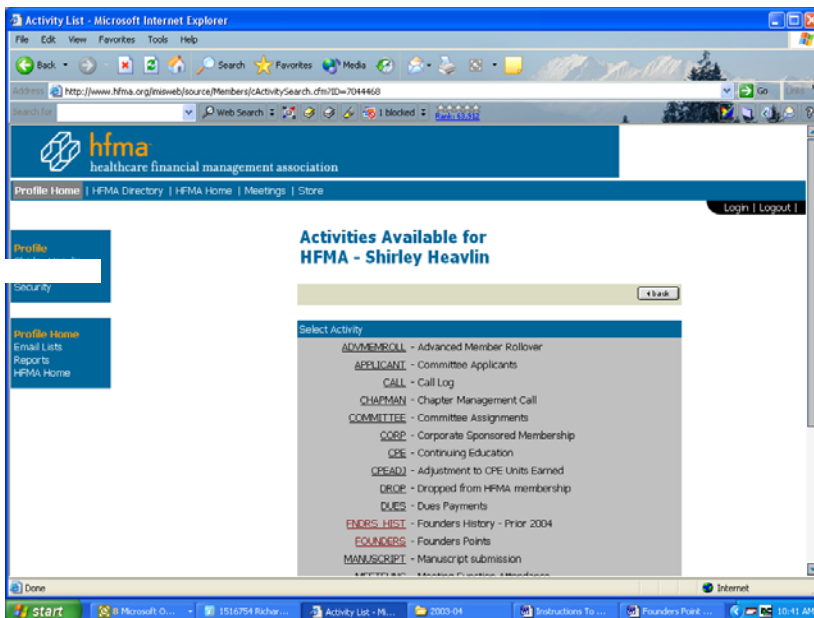
Founders\_CPE\_Points

F.Points 99-00	0
F.Points 00-01	0
F.Points 01-02	3
F.Points 02-03	7
Gross F Pts	
Net F Pts	0.0
CPE Pts 98-99	0.0
CPE Pts 99-00	0.0
CPE Pts 00-01	2.0
CPE Pts 01-02	0.0
CPE Total Pts	2.0

- To view details of Founders points for all past years and your current totals (*old and converted*), click on **Activities** (just above your personal information) at the top of the page.



- This is how the page will look after you have selected Activities. Scroll down and select FNDRS HIST and FOUNDERS to view your information.



- Once you go to the area you wish to view, you can then click on “FOUNDERS” under “Type” to see the description of the Founders points. The page looks like this:



**Need assistance or have questions?**

Please call Shirley Heavlin at (800) 252-4362, ext. 347 or [sheavlin@hfma.org](mailto:sheavlin@hfma.org)