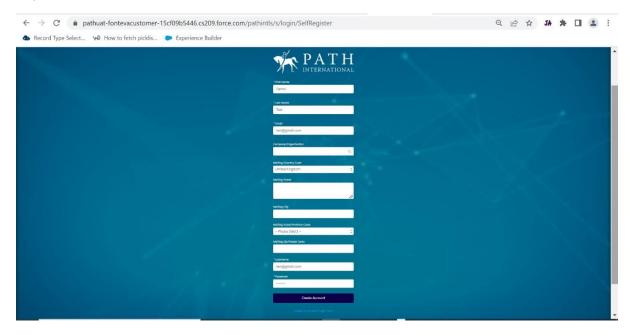
# User Document for the New PATH Intl. Portal

#### Logging Into The Portal

1. Login Page For Current Portal Users: - Enter username (your email) and password to login to the Portal. Your username and password have not changed with the change to the new portal.

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🐟 Record Type Select 🗤 How to fetch picklis 🐡 Experience Builder			
	<b>У</b> аратн		
	PATH INTERNATIONAL		
	Lisername		
	Password		
	Log in		
	Forgot your password? Not a member?		
	Are you an employee? Login here		

2. **Creating an Account For New Portal Users:** - For users who do not currently have an account with PATH Intl., please create an Account by clicking on "Not a member?" And fill all the criteria which is required.



3. **Forgot Password:** - To reset the password, click on "Forgot your Password". Make sure to enter the email address used to login into the portal.

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A Record Type Select ₩ How to fetch picklis  Experience Builder		
PASSWORD RESET		
Please enter the email address that you used when		
creating your account. An email will be sent to that address with further instructions on how to reset your		
password.		
💄 Username		
Send Password Reset Email		

## Navigating The New Portal

1. **The Home/My Information Page: -** After logging in to the portal, the My Information page will open. This is the portal home page.

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PATH INTERNATIONAL		Но	me Credential App	5	Member 1	nformation	More	1
		Join as a Center Member	Join as an Individual Member	Events	Store	Donate Now	Member	Connections
		My Info					<b>Ä</b> 0	
	Personal Information							
	Customer/Member Number P-8005246							Change
Aditya Mishra	Prefix							
My Info	First Name Aditya							
	Middle Name							
Address Book	Last Name mishra							
Membership								

2. **My Info Page Details:** - On the main screen, users can see and update their personal information, address, email, phone number and what information is displayed in the directories.

PATH INTERNATIONAL		Ho	me Credential App	s	Member	nformation	More	<b>د</b>
		Join as a Center Member	Join as an Individual Member	Events	Store	Donate Now	Membe	r Connectior
		My Info					<b>) II</b> 0	
Ľ	Personal Information Customer/Member Number P-8005246							Change
Aditya Mishra My Info	Prefix First Name Aditya Middle Name							
Address Book	Last Name mishra							
Membership								

3. Updating Your Information: - In each section, users can add or remove details:

Click **Change** on the left side of the section box Enter the **Details**, Then click on **Save** Button.

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		My Info				<u>بة</u> ٥			
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Ö	Customer/Member Number P-8005246						Change		
Aditya Mishra	Prefix First Name								
My Info	Aditya Middle Name								
Address Book	Last Name mishra								
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Payment Methods									
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Enter you **Details** and then click **Save** at the bottom of the section. Repeat for each section that needs updated.

	My Info	
	Personal Information	
8	Prefix	
Aditya Mishra	First Name	×
My Info	Aditya	
Address Book	Middle Name	
Membership	* Last Name	
Payment Methods	mishra	
Orders	Cancel	Save

#### Features on The Left Side Menu on The My Info/Home Page

1. Address Book: - User can update or add multiple addresses in the Address Book. Updating or adding addresses on this tab will not update an address on the My Info page. Addresses in the Address Book are used when purchasing items or renewing memberships through the online store.

PATH INTERNATIONAL			Hom	e Credential Apps	N	/lember Ir	formation	More		2
			Join as a Center Member	Join as an Individual Member	Events	Store	Donate Nov	/ Memb	er Conn	ectio
			Address Book					٥ <b>ښ</b>		
				+ New Addres	s					
	Default	Name	Туре	Street	City	State	Zip Code	Country		
	۲	Aditya	Home	123 Avenue de Wagran	n Paris	NY	75017	FR	. mar	Ô
Aditya Mishra										
My Info										
	1									

## Adding a New Address: - Click on New Address

PAT H INTERNATIONAL			Hon	Home Credential Apps			Member Information			2
			Join as a Center Member	Join as an Individual Member	Events	Store	Donate Now	Memb	er Conn	ectior
			Address Book					٥ <b>ښ</b>		
	Default	Name	Туре	+ New Addres	55 City	State	Zip Code	Country		
9	•	Aditya	Home	123 Avenue de Wagrar			75017	FR		Ê
Aditya Mishra										
My Info										
Address Book										
Membership										

Add New Address Continued: - Name the address such as home or shipping. Fill all the details and then click on Save.

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PATH INTERNATIONAL		Home	Credential Apps	Member Info	ormation	More		*
	*Name	New Address		× "		Memb T 0		
E	*Type Please Select *Address Enter your address		A v C. Enter Address Manually			Country FR	1	â
Aditya Mishra	Additional Details							
My Info Address Book		Cancel						
Membership								

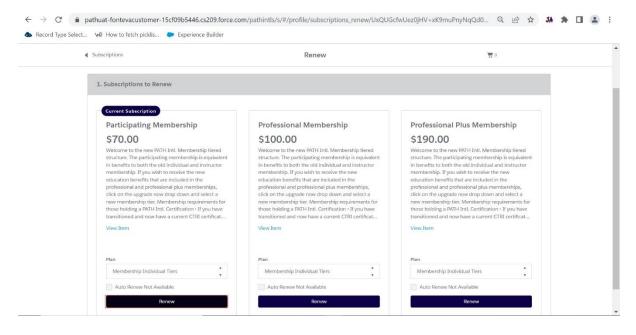
# 2. **Membership: -** User can Renew and Manage Membership on the Membership Page.

R PATH			Ho	me Credential App	95	Member 1	Information	More	-
			Join as a Center Member	Join as an Individual Member	Events	Store	Donate Now	Member Co	onnectio
			Membership					<b>₩</b> 0	
Aditya Mishra	Active	Participating M Term Start Date: 8/ Term End Date: 8/9	10/2022					Manage	Renew
My Info									
Address Book									

# 3. Renewing Your Individual Membership: - Click on Renew

Contact: Shikhar Test ~ Salesforc: × Profile - My Info - PATH	× +						~ -	0	$\times$
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M PATH		Home	DIR Credentia	l Apps Crec	dentials MEN	l Info 🔔			Î
		Join as a Center Member	Join as an Individual Member	Events Store	Donate Now	Member Connections			
		My Info			Ē	0			
	Personal Information								ł
Ö	Customer/Member Number P-8005494					Change			
Shikhar Test	Prefix Mr.								
My Info	First Name Shikhar								
Address Book	Middle Name Last Name								
Individual Memberships	Test Suffix								
Center Memberships	Birthdate								
Payment Methods									
Orders	Address								
<b>→ DOW</b> +1.60%	P Search	0 💽 🐨 🛛	<b>•</b> • •	👩 🛃 😕	<b>*</b>	^ <b>_</b> 3	ବ ଏ) 🖻	1:11 PM 1/3/2023	2)

**Renewing Your Individual Membership Continued:** Select **the desired membership level** and then click on the **Renew** button.



#### 4. Renewing Your Center Membership: - Click on Renew

Subscription: 000055850 ~ Sales: × Profile - Center Membersh	ps - F. x +	~ - o ×
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👔 Isolved Timeshee 🗭 Sandbox Login   Sal 🎔 Production Salesfo	🐧 Microsoft Online 🍵 Moodle 🚵 Higher Logic Login 🔣 Auth.net 💿 User Management 🧃 AccessVA 🧍 Candidates   Indeed	Resources < PATH In »
PATH INTERNATIONAL	Home DIR Credential Apps Credentials MEM Info	±
	Join as a Join as an Center Member Individual Member Events Store Donate Now Member Conne	ctions
	Center Memberships	
	Active	
0	Center Membership (click "View Shopping Cart" to see actual center dues based on operating budget. If you need to update your budget size, you can do that on the Center Personnel and Statistics Form from the Center Profile menu)	ew
Carson Garnett	Term Start Date: 1/3/2023 Term End Date: 12/31/2023	
My Info		
Address Book		
Individual Memberships		
Center Memberships		
Payment Methods		
Orders		
→ DOW +1.60%	🔡 🔎 Search) 💷 🗩 💽 💕 📮 🖥 🦉 🦉 🦉 🖉 🦊 💞 🔷 🗸	へ 📥 🔏 奈 🕸 🎦 2:09 PM 🕢

**Renewing Your Center Membership Continued:** The center's membership dues will be adjusted to the correct dues amount based on the center's budget size.

Account: Carries Test Account - 5 x Shopping Cart - PATH x +	$\sim$	-	0	×
← → C ( 🔒 fontevacustomer-15cf09b5446.force.com/path/s/#/store/cart/LW/kTIGWFUTpk11ULvEQPfeLzxEk0wG6NVh785VNlgKk=	6 \$	*	•	:
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PATH Home DIR Credential Apps Credentials MEM Info				Î
Join as a Join as an Center Member Individual Member Events Store Donate Now Member Connectio	ins			
Shopping Cart				
Center Membership (click "View Shopping Cart" to see actual center dues based on operating budget. \$390.00 If you need to update your budget size, you can do that on the Center Personnel and Statistics Form Order Summary				
Plan: Center Memberships Quantity: 1 Price: \$2,185.00				
Remove Due at Checkout: \$390.00				
Checkout				
				1
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5. **Payment Methods:** - Add a saved payment Method on the Payment Method Page for quicker checkout. This is an optional feature and not required for purchases.

			Join as a Center Member	Join as an Individual Member	Events	Store	Donate Now	Member Connectio
		Ρ	ayment Metho	ds				0
	Credit Cards Manage Credit Car	nage Credit Card payment methods.						+ New Credit Care
	Card Type	Ending In	Expiration	Full Name	Billing Addres	ss		
	Visa	1111	04/23	Aditya mishra				/ 音
Aditya Mishra								
My Info								
Address Book								
Membership								

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		Join as a	Join as an	)e	
	* Card Holder Name	New Cree	dit Card	×	<b>H</b> 0
	* Card Number		*cvv		+ New Credit Card
Aditya Mishra	* Exp Month 01	*	Exp Year 2022	:	/ 1
My Info	Billing Address + New Address			- 1	
Address Book Membership	<b>•</b> • # • • • • •	Cancel	Save	*	
Payment Methods					

Add New Credit Card: - click New Credit Card, fill all the details, then click on Save.

6. Orders: - Invoices can be viewed and paid for on the orders page.

**Open Order: - All** unpaid orders/invoices are listed in the Open Order section.

<ul> <li>→ C<sup>i</sup></li></ul>		5446.cs209.force.com/pathintls/ perience Builder	s/#/profile/invoices		QĽ	3 ☆ JA	*	1 (
			Orders		٥ 🛱 ۲			
	Aditya Mishra	Past Due Total Balance Due \$657.75 Pay Now	Upcoming Order #: 000228515 Total Balance Due \$109.25 Pay Nov:	Open O Total Bala \$1,31 Pay No	nce Due .3.25			
My Inf	ía	Open Orders All Orders						
Addre	ss Book	Search	Date Range					
Memb	pership	Q Orders found: 3	01/01/2022 -12/31/2022	<b></b>	•	Bay Pay		
Payme	ent Methods	Order/Invoice #	Items	Due Date	Balance Due			
Orders	s	000228551	Professional Membership , Participating Membership	08/12/2022	\$170.00	>		
Badge	s	000228631	2021 Virtual Conference Day 1 , Schooling with Horses , Ra	10/21/2022	\$80.00	>		
My Co	ntinuing Education	000228632	2021 Virtual Conference Day 1 , Schooling with Horses , Ra	10/21/2022	\$80.00	>		
	an and the second second							

**Upcoming and Past Due Orders:** - The **Upcoming Order** section list all unpaid orders/invoices that have a future payment due date and the **Past Due** section list all unpaid orders/invoices that the payment is past due.

		Orders		<b>1</b> 0				
Aditya Mishra	Past Due Total Balance Due \$657.75 Pay Now	Upcoming Order #:000228515 Total Balance Due S109.25 Pay Now	Open Or Total Balar \$1,31 Pay Nov	nce Due 3.25				
My Info	Open Orders All Order	5						
Address Book	Search	Date Range 01/01/2022 -12/31/2022	ä	0	di Pav	i.		
Membership	Orders found: 58							
Payment Methods	Order/Invoice #	Items	Due Date	Balance Due				
Orders	000228638	PATH Intl. Standards for Certification and Accreditation Do	11/10/2022	\$0.00	>			
Badges	000228635	PATH Intl. Online Standards Course and Exam	10/28/2022	\$0.00	>			
My Continuing Education	000228634	Bliss Brown Memorial Scholarship	10/28/2022	s0.00	>			
My Transactions	000228632	2021 Virtual Conference Day 1 , Schooling with Horses , Ra	10/21/2022	\$80.00	>			
My Downloads	000228631	2021 Virtual Conference Day 1 , Schooling with Horses , Ra	10/21/2022	\$80.00	>			
	000228627	How to Make Social Media an Effective Part of Your Overall	10/07/2022	\$0.00	>			
	000228626	2018 ES4H Virtual Conference - A Positive Conversation for	10/07/2022	\$0.00	>			

Paying For All Open Orders: - Click on the Pay Now button to pay all the unpaid orders/invoices.

WYN INTERNATIONAL		member informa	tion Credentials	Home More	-		
		Join as a Join as an Center Member Individual Membe	r Events Store Don	ate Now Member	Connections		
		Orders		<b>F</b> 0			
Ľ	Past Due Total Balance Due \$657.75	Upcoming Order #: Total Balance Due \$109.25	Total Ba	Orders lance Due 13.25			
Aditya Mishra	Pay Now	Pay Now	Pay N	low			
My Info	Open Orders All Orders	5					
Address Book	Search	Date Range					
Membership	Q. Orders found: 3	01/01/2022 -12/3	1/2022	0	<u>4</u> 249		
Payment Methods	Order/Invoice #	Items	Due Date	Balance Due			
Orders	000228551	Professional Membership , Participating Mer	nbership 08/12/2022	\$170.00	>		
Badges	000228631	2021 Virtual Conference Day 1 , Schooling w	ith Horses , Ra 10/21/2022	\$80.00	>		
My Continuing Education	000228632	2021 Virtual Conference Day 1 , Schooling w	ith Horses , Ra 10/21/2022	\$80.00	>		

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ord Type Select We How to fetch picklis 🐤	Experience Builder	Member Information L	regenuais Home	More 🛓			
		Join as a Join as an Center Member Individual Member Events	Store Donate Now	Member Connection	5		
		Orders		<b>Ħ</b> 0			
Ľ	Past Due Total Balance Due \$657.75	Upcoming Order #: 000228515 Total Balance Due \$109.25	Open Orders Total Balance Due \$1,313.25				
Aditya Mishra	Pay Now	Pay Now	Pay Now				
My Info Address Book	Open Orders All Orders Search	Date Range 01/01/2022 -12/31/2022	÷.	0 J. Pay			
Membership	Orders found: 3						
Payment Methods	Order/Invoice #	Items	Due Date Bala	nce Due			
Orders	000228551	Professional Membership , Participating Membership	08/12/2022 \$170	0.00			
Badges	000228631	2021 Virtual Conference Day 1 , Schooling with Horses , Ra	10/21/2022 \$80.	00 >			
My Continuing Education	000228632	2021 Virtual Conference Day 1 , Schooling with Horses , Ra	10/21/2022 \$80.	00 >			

# Paying For a Single Open Order View: - Click on the right Arrow.

# The Payment Screen: Click on Pay Now.

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Record Type Select	We How to fetch picklis 🗭 Expe	rience Builder	Orc				& ₹ X
	Aditya Mishra	Total Balance Due \$657.75 Pay Now		Professional Association Po Box 33150 Derive; C0 80233 (800) 369-7433 S pathintl@pathintLorg → Order #:000228551 Date: 8/12/2022	n of Therapeutic Horsemansh	ip International	Balance Due \$170.00 Total 5170.00
	Address Book	Search			Order	\$170.00	
	Membership	Q. Orders found: 3			Balance Due	\$170.00	
	Payment Methods	Order/Invoice #	Items				
	Orders	000228551	Professional Memi				
	Badges	000228631	2021 Virtual Confe				
	My Continuing Education	000228632	2021 Virtual Confe				
	My Transactions						
	My Downloads						
Waiting for pathuat-fontevac	ustomer-15cf09b5446.cs209.force.com.				Close	Pay Now	

## 7. **Badges:** - User can View badge on the Badges Page.

← → C	5446.cs209.force.com/pathintls/s/#/profile/badges berience Builder	Q 🖻 🖈 👪 🖬 💄 :
	Badges	<del>اير</del> ه
	Participating Membership Badge	
Aditya Mishra	Professional Membership Badge Professional Member	
Address Book Membership	Professional Plus Membership Badge	
Payment Methods		
Orders		
Badges		
Mv Continuing Education		-

8. **My Continuing Education:** The **My Continuing Education** page contains all CEU hours submitted via the online PATH Intl. CTRI Maintenance Form. Hours submitted via a paper maintenance form are not listed.

	Display Record Per Page	e: 10 <del>-</del>			Q Search
	Data Earned	Туре	Event/Activity	Location/Coach	# of Hours
	2022-07-04				1
Aditya Mishra	2022-08-11	CE	test	test	2
My Info	2022-08-25	CE	test	test	2
	2022-08-28	CE	NA	NA	6
Address Book					Prev Nex
Membership					
Payment Methods					
Orders					
Badges					

				_	
	Display Record Per Page Data Earned	Type	Event/Activity	Location/Coach	test 🛛 🖉
	2022-08-11	CE	test	test	2
Aditya Mishra	2022-08-25	CE	test	test	2
My Info					Prey Next
Address Book					
Membership					
Payment Methods					
Orders					
Badges					

## Search CEU Record: - User can search record by search button.

# 9. My Transactions: - View and print receipts on the My Transaction Page.

Viewing the Receipt: Click on the Receipt Number to see the receipt.

		My Transactions		<b>N</b> 0		
	Receipt Number	Date	Payment Method	Total	Ē.	
	0000105532	2022-11-10	N/A	\$0.00		
	0000105530	2022-10-28	VISA **1111 (4/2023)	\$20.00		
Aditya Mishra	0000105529	2022-10-28	VISA **1111 (4/2023)	\$25.00		
	0000105527	2022-10-07	VISA **1111 (3/2024)	\$30.00		
My Info	0000105526	2022-10-07	VISA **1111 (4/2023)	\$289.99		
Address Book	0000105518	2022-09-30	N/A	\$40.00		
Membership	0000105517	2022-09-30	N/A	\$40.00		
	0000105516	2022-09-30	N/A	\$70.00		
Payment Methods	0000105513	2022-08-29	N/A	\$0.00		
Orders	0000105512	2022-08-29	N/A	\$30.00		
Badges	0000105511	2022-08-29	VISA **1111 (4/2023)	\$60.00		
	0000105510	2022-08-29	N/A	\$0.00		
My Continuing Education	0000105509	2022-08-29	N/A	\$0.00		
My Transactions	0000105508	2022-08-25	VISA **1111 (4/2023)	\$162.50		
My Downloads	0000105507	2022-08-25	N/A	\$100.00		

**Printing the Receipt:** - To print the receipt, utilize the print functionality that is set up on the device you are using.

		athintls/s/receipt?id=a1C7400006djFb		Ê	☆	JA	*	1	:
Record Type Select v@ How to fetch pick	dis 🗭 Experience Builder	Total: 50.00 Payment Method Description: N/A Receipt Number: 0000105532	Receipt						
	From PATH International PO Box 33150 Derver, CO 80233 (800) 369-7433 pathint@pathintl.org https://www.pathintl.org/	To Aditya mishra Street one 112 CA CA Colorado 63732 United States	Totai						l
	000228638	PATH Inti. Standards for Certification and Accreditation Download for Members	s0.00						
	Memo Payment Other								

10. **My Downloads:** - User can view and download PATH Intl. downloadable education items on the **My Downloads** page. These education items include conference recordings, recorded webinars and downloadable books, such as the PATH Intl. Standards for Certification and Accreditation.

Type Select We How to fetch picklis 🗭 Ex	perience Builder			
Aditya Mishra	Display Record Per Page: 15 *	Q. Search		
	Download File Name	Max. No. of Downloads		
My Info	Online TRI Workshop Manual			
Address Book	Online TRI Workshop Manual			
Membership	Instructor Ed Guide New Download			
Payment Methods	How to Make Social Media an Effective Part of Your Overall Marketing Plan			
	Exploring Sensory Processing: Let's Dive In!			
Orders	2021 Standards Manual download			
Badges	2021 Standards Manual			
My Continuing Education	2018 ES4H Virtual Conference - Veterans as Volunteers	4		
1.1 Westerney Marca	2018 ES4H Virtual Conference - A Positive Conversation for Veterans with PTSD2018 ES4H Virtual Conference - Top 10 Questions From Centers About Veteran Programs	4		
My Transactions	2018 ES4H Virtual Conference - A Positive Conversation for Veterans with PTSD2018 ES4H Virtual Conference - Top 10 Questions From Centers About Veteran Programs	4		
My Downloads	2018 ES4H Virtual Conference - A Positive Conversation for Veterans with PTSD2018 ES4H Virtual Conference - Top 10 Questions From Centers About Veteran Programs	4		
	2018 ES4H Virtual Conference - A Positive Conversation for Veterans with PTSD2018 ES4H Virtual Conference - Top 10 Questions From Centers About Veteran Programs	4		
	2018 ES4H Virtual Conference - A Positive Conversation for Veterans with PTSD2018 ES4H Virtual Conference - Top 10 Questions From Centers About Veteran Programs	4		
	2018 ES4H Virtual Conference - A Positive Conversation for Veterans with PTSD2018 ES4H Virtual Conference - Top 10 Questions From Centers About Veteran Programs	4		

**Search For a Specific Downloadable Item: -** Search for a specific item by entering the title or part of the title in the search button.

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♠ Record Type Select ₩ How to fetch picklis ► Experience	Builder					
(2)	My Downloads					ł
Aditya Mishra	Display Record Per Page: 15 •	Q, Ed Guide New Download				
My Info	Download File Name Max Instructor Ed Guide New Download	c. No. of Downloads				
Address Book						4
Membership	Previous Next					
Payment Methods						
Orders						
Badges						
My Continuing Education						
My Transactions						
My Downloads						

Move through multiple pages of items by utilizing the Next and Previous page buttons.

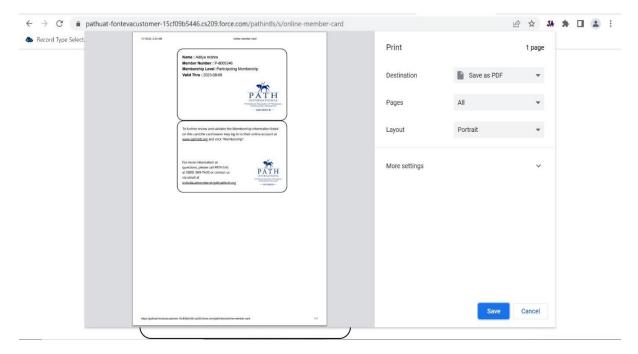
Ľ	My Downloads				
Aditya Mishra	Display Record Per Page: 15 •	Q Search			
	Download File Name	Max. No. of Downloads	ř.		
My Info	2018 ES4H Virtual Conference - A Positive Conversation for Veterans with PTSD2018 ES4H Virtual Conference - Top 10 Questions From Centers About Veteran Programs	4			
Address Book	2018 ES4H Virtual Conference - A Positive Conversation for Veteran Programs Conference - Top 10 Questions From Centers About Veteran Programs	4			
Membership	2018 ES4H Virtual Conference - A Positive Conversation for Veterans with PTSD	4			
Payment Methods	2018 ES4H Virtual Conference - A Positive Conversation for Veterans with PTSD	4			
Orders	Previous Next				
Badges					
My Continuing Education					

12. **Member Information –** The **MEM Information** dropdown contains the PATH Intl. Digital Member Card and the online member center renewal forms.

\*Note: Member center renewal forms can only be accessed by designated center personnel. For questions about accessing these forms, please contact centermembership@pathintl.org.

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**Online Member Card:** - Download and print a digital member card by clicking on **Online Member Card**.



13. **Credentials** – Access to the PATH Intl. CTRI Maintenance Form, the PATH Intl. Compliance Form for Non-CTRI's and the credentialed professional's certification page.

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## Certifications – See certifications held with expiration dates.

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To access your certification, you must log in using your user name and password. Listed below are the certifications that you either hold or are completing. Click on the arrow to see your progress or submit item Completing your certification application or portfolio: 1. New applications submitted online complete the application in the appropriate section below. 2. Application submitted by mail needing to submit a First Aid/CPR card or the Equine Management Check, those forms can be section below. 3. Complete application sent by mail, no action is required at this time.		electronica	lly in the app	propriate		
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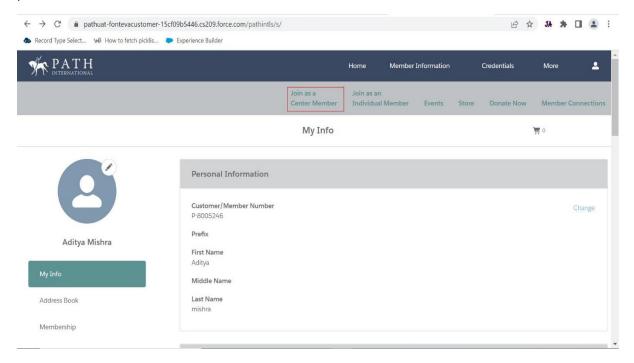
14. Credential Apps – Purchase certification applications for all PATH Intl. certifications.

# 15. PATH Intl. Membership and Certified Professional's Directories – Access all PATH Intl.

directories by clicking on **DIR**. Members can access the directories for members by logging into the portal prior to searching. The directories for members include all provided contact information for those listed while the directories for non-members only includes a person's name.

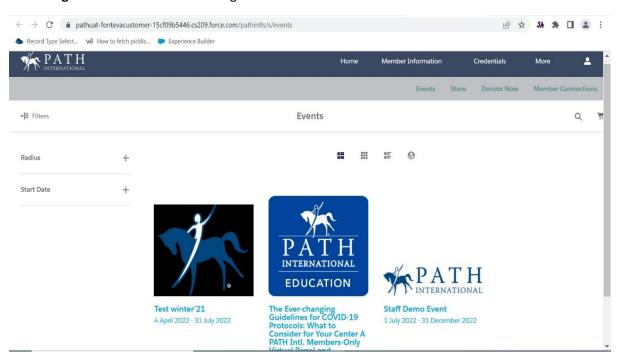
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Joining as a Center Member and Joining as an Individual Member pages – These tabs are for those organizations and individuals who are not currently PATH Intl. members but would like to join. Do not use these tabs to renew as this will cause duplicate records and future issues logging into the portal.



16. **Events** – Find upcoming PATH Intl. events and in some cases, past events that provide session recordings for event attendees.

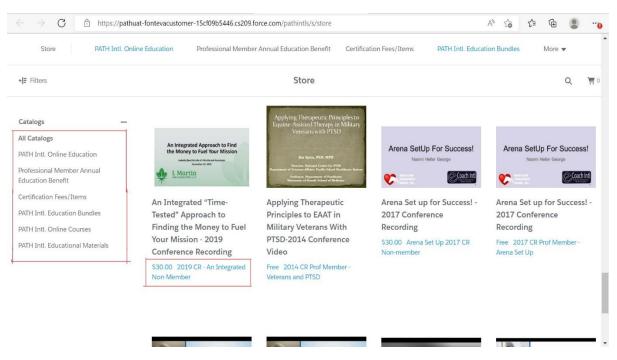
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**Event Page: -** Click on an events to register.

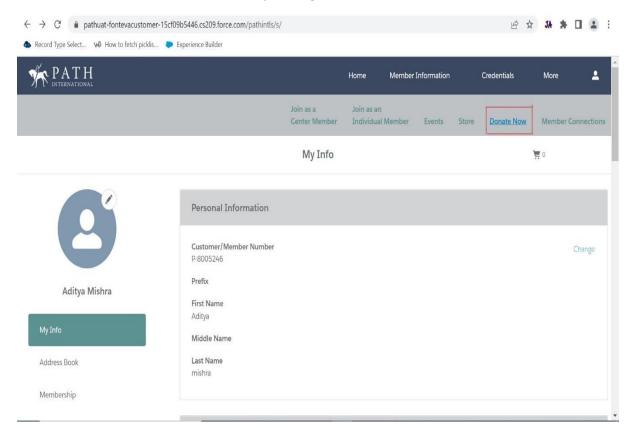
17. **PATH Intl. Online Store** – Purchase PATH Intl. recorded conference sessions, webinars, courses, downloadable books and printed books. Click on the desired catalog to see a group of items or use the search box to find something specific. Sign into the portal to ensure that member pricing is applied.

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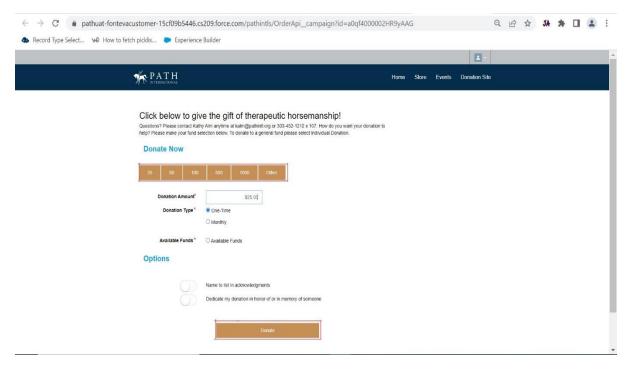


Catalogs: - User can search for their favorite items in the Catalogs.

18. Donate Now - Donate to PATH Intl. by clicking the Donate Now tab.



#### **Donate Now Page**



19. **Member Connections** – Click here to go to PATH Intl. Member Connections. Member Connections allows members to network and exchange resources.

