



National Home Infusion Association

Hello NHIA LISTSERV® Message Board Subscribers:

The NHIA LISTSERV® Message Board will provide you with 24-7 access to colleagues and infusion professionals across the nation. The new and improved features of the NHIA LISTSERV® Message Board allow you to respond directly to the list via email, as well as choose your method of receiving messages—you can now receive your messages immediately, by digest, or by index at the end of each day. Keep your messages flowing by following these simple, one-time only steps to subscribe yourself to the NHIA LISTSERV® Message Board TODAY!

1. Point your browser to the NHIA Members Only section at <http://www.nhia.org/members/messageboard.cfm>. You will be asked to enter your NHIA Username and Password.



2. The NHIA LISTSERV® Message Board Policies and Procedures page will come up; please take a moment to review all the rules and regulations governing the NHIA LISTSERV® Message Board. When you have read and understood them, please click on the “I Agree” box and then on the “Subscribe” button.




3. Once you have agreed, you will automatically be sent to the actual NHIA LISTSERV® Message Board subscription page. Please enter your first and last name, member number, and email address as indicated and then click “Submit”.



The screenshot shows the NHIA website header with the logo and navigation menu. The main content area is titled "The NHIA LISTSERV® Message Board". It contains a form with the following fields: "Contact Name (required)", "Member Number (required)", and "E-mail (required)". There are also radio buttons for "Subscribe" and "Unsubscribe". Below the form are "Submit" and "Clear" buttons. A note states: "Please only submit once. It may take a few moments to process the form. After pressing 'Submit' your request to join The NHIA LISTSERV® MESSAGE BOARD will be submitted to NHIA. Please allow 2-3 business days for a reply to the e-mail address you provided. After receiving the email, follow the process for confirming your subscription - you can see details on The NHIA LISTSERV® Message Board!"

4. Once your request has been processed, you will receive a “Welcome to the NHIA List Serv” email. Follow step number 1 in this email to register for your LISTSERV Password . You need to save this welcome email for future reference.



The screenshot shows a web page titled "Register LISTSERV Password". It contains a form with the following fields: "Email Address:", "Password:", and "Password (Repeat):". There is a "Register Password" button at the bottom. The page also includes the NHIA logo and a "SUBSCRIBE TO OUR EMAIL" link.

5. Next you will receive a “Command Confirmation Request” email from the LISTSERV. Click on the link to confirm your password.



The screenshot shows an email interface with the NHIA logo and the title "LISTSERV Command Request". The email body contains a message from the NHIA LISTSERV system, including a link to confirm the password. The interface shows the email header, body, and footer.

6. Now that you are on the Subscriber's Corner main page, you can log in to your NHIA LISTSERV® Message Board account and adjust your settings. These settings can be adjusted at any time and will take effect immediately.

Your defaults are set to:

Subscription Type: (we recommend you select one of these three choices)

- i. Regular (receive messages as they are posted, this is the default)
- ii. Digest traditional (receive messages bundled at the end of the day)
- iii. Index traditional (receive the index of messages and then go to archives to view)

Mail Header Style:

- i. Normal LISTSERV-style header (this is the default)

Acknowledgements:

- i. No acknowledgements (you will not receive an email about your posting)
- ii. Short Message confirming receipt (lets you know that you posted a message)
- iii. Receive copy of own posting (lets you receive your own postings- this is the default)

Miscellaneous:

- i. Mail delivery disabled temporarily (when you are on vacation or out for an extended period of time select this option)

IMPORTANT NOTES:

To post messages to the Message Board you will now send your message to the following email: **nhia_message_board@list.nhia.org**. Please add this email to your address book. To access the Message Board to change your settings or to search the archives use the following link **http://list.nhia.org/archives/nhia_message_board.html**. Please always keep in mind that REPLYING TO A MESSAGE BOARD POST will send reply to ALL OF THE PEOPLE ON THE LIST.