



## **Online ACPOC Membership Application Instructions**

If you have attended an ACPOC meeting before, please have your ACPOC user ID and password ready to log into the application site at [https://ebus.specacpoc.org/default.aspx?tabid=168&appl\\_code=MEMBERAPPL](https://ebus.specacpoc.org/default.aspx?tabid=168&appl_code=MEMBERAPPL), and begin your application submission. Please contact the ACPOC office if you have misplaced or forgotten your log in information at [acpoc@aaos.org](mailto:acpoc@aaos.org) or (847)698-1637.

If you have never attended an ACPOC meeting, please go to <http://www.specacpoc.org/newmemberapplicant> to create your own record. Once complete, please log into the application site at [https://ebus.specacpoc.org/default.aspx?tabid=168&appl\\_code=MEMBERAPPL](https://ebus.specacpoc.org/default.aspx?tabid=168&appl_code=MEMBERAPPL).

Once logged in, please complete the following steps:

1. Review your account information. If incorrect, click on **“My Account”** to make changes.
2. Please select a Membership Category from the drop down menu – Corresponding, Non-Physician or Physician.
  - **Physician dues** are \$250 (US) per year.
  - **Non-physician dues** are \$150 (US) per year.
  - **Corresponding** (*persons living outside the US or Canada*) dues are \$100 (US) per year.
3. Click the **“Continue”** button to pay the \$25 (US) application fee and the first year’s dues of your membership category chosen.
4. Review your shopping cart and click the **“Checkout”** button.
5. If paying by check, please go to the [membership webpage](#).
6. Click the **“Review Order and Make Payment”** button.
7. Complete the checkout by entering your American Express, MasterCard, or Visa credit card information. Click the **“Process My Order”** button.
8. Upon completion of your payment, you will see a link to **“Go to the Membership Application”**. Click it.
9. You will be asked to log in again.
10. First, download the Membership Application Form, complete, save to your computer, and then upload.  
**IMPORTANT! ALL requested items must be uploaded AT ONE TIME.**
11. Click the **“Browse”** button, open the file and then click the **“Upload Membership Application File”** button.
12. A confirmation of submitted application will be sent to you.

If for some reason you are unable to use the on-line application, please go to the [membership webpage](#) to download the application or we can email you the form to complete. The form can be saved on your computer and emailed back to [acpoc@aaos.org](mailto:acpoc@aaos.org). If you cannot pay the application fee and the first year’s dues by credit card on-line, payment can be sent by check (US bank and US funds) and mailed to the ACPOC Office at 9400 W. Higgins Road, Suite 500, Rosemont, IL 60018-4976, USA with the completed membership application form.

If you have any questions regarding the application process, please contact the ACPOC office at [acpoc@aaos.org](mailto:acpoc@aaos.org) or (847) 698-1637.

Thank you for your interest in ACPOC.