



ACPOC

Association of Children's
Prosthetic-Orthotic Clinics

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, and begin your application submission. Please contact the ACPOC office if you have misplaced or forgotten your log in information at 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.

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 \$275 (US) per year.
 - **Non-physician dues** are \$165 (US) per year.
 - **Corresponding** (*persons living outside the US or Canada*) dues are \$110 (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. 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 or (847) 698-1637.

Thank you for your interest in ACPOC.