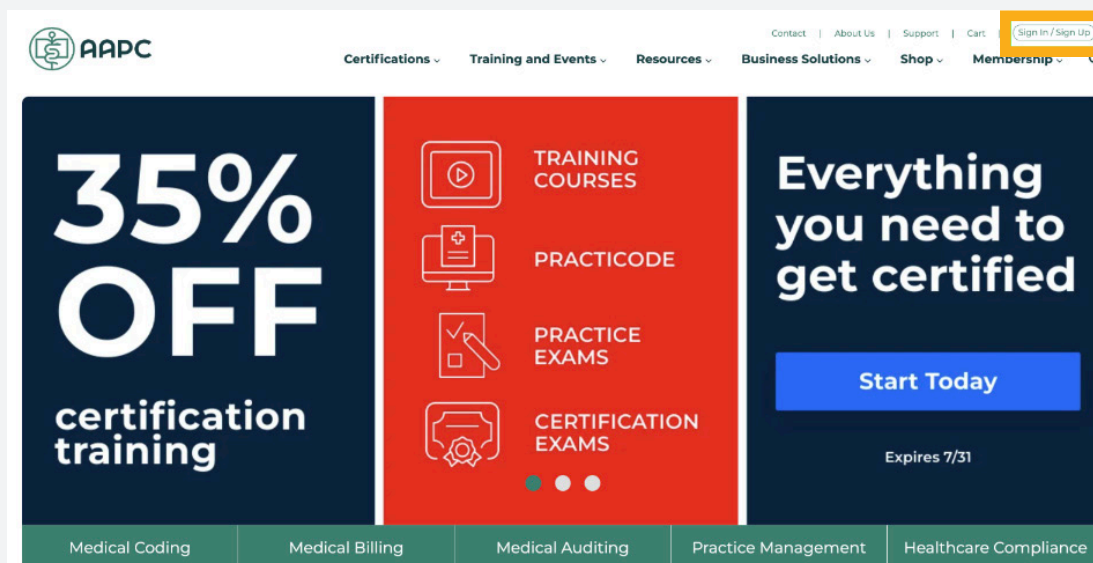AAPC SIGN-UP
MADE EASY

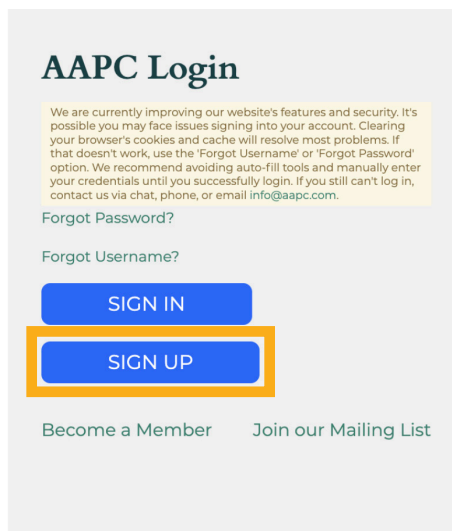# A Membership Sign Up Guide

AAPC
BUSINESS SOLUTIONS

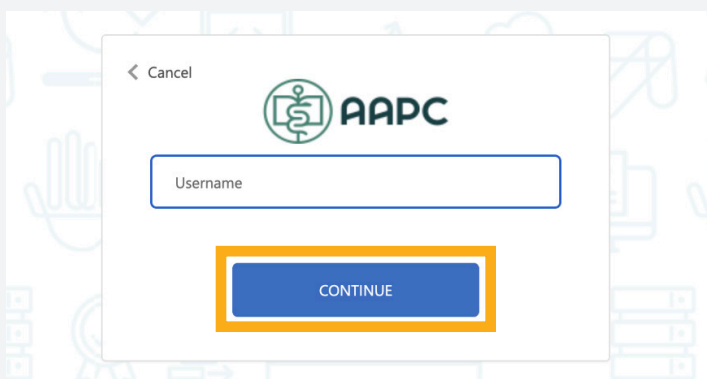# PART 1 – SIGNING UP FOR YOUR AAPC ACCOUNT

Step 1: Visit aapc.com and click **SIGN IN/SIGN UP** in the top right corner.

Step 2: Select the **SIGN UP** button.

Step 3: Type your email address as your username and select **CONTINUE**.

Step 4: Verify your email address and click **SEND VERIFICATION CODE.**

< Cancel

AAPC

Verification is necessary. Please click Send button.

Verified Email Address

▓▓▓▓▓▓▓▓▓▓

Send verification code

New Password

Confirm New Password

First Name

Last Name

Continue

Step 5: Copy the code emailed to you from "Microsoft on behalf of AAPC" and paste it in the Verification Code box and select **VERIFY CODE**.

Then, enter a new password and your first and last name and press **CONTINUE.**

< Cancel

AAPC

Verification code has been sent to your inbox. Please copy it to the input box below.

Verified Email Address

▓▓▓▓▓▓▓▓▓▓

Verification code

Verification code

Verify code   Send new code

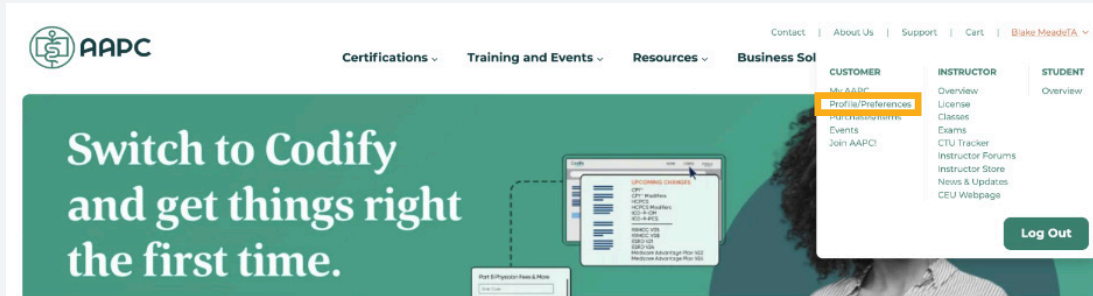New Password

Confirm New Password

First Name

Last Name

Continue

PART 2 – ADD YOUR ADDRESS TO YOUR ACCOUNT

Step 1: After signing in, select your username in the top right corner and click on **PROFILE**/**PREFERENCES** from the dropdown menu.

Step 2: Select **UPDATE** in the Contact Information box.

Step 3: Add your contact
information including your
address, city, state, country,
zip code, and email. Then
select **UDPATE**.

Contact Information

First Name:*

Middle Name:

Last Name:*

Note: To change your shipping address for preorders, contact us at info@aapc.com or 800-626-2633
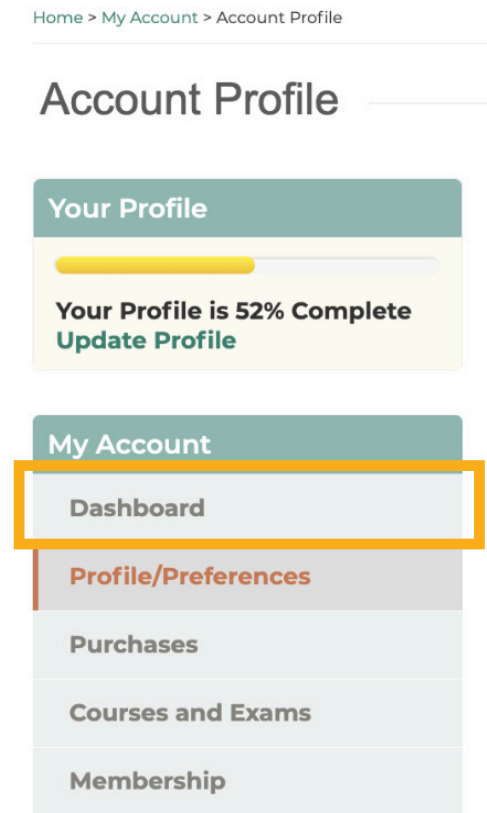
Address:*

Address Line 2:

City:*

State/Region:*   Please select

Country:*   Please select

Zip/Postal Code:*

Email:*

Phone:*

Fax:

UPDATE

PART 3 – FIND YOUR MEMBER ID

Step 1: Visit the dashboard in
your account profile.

Home > My Account > Account Profile

Account Profile

Your Profile

Your Profile is 52% Complete
Update Profile

My Account

Dashboard

Profile/Preferences

Purchases

Courses and Exams

Membership

Step 2: Locate your Member ID under your first and last name in the Overview section.

Step 3: You're done! If you have any problems or questions about this process, reach out to AAPC Customer Service at 1-800-626-2633.