

AAPC SIGN-UP
MADE EASY

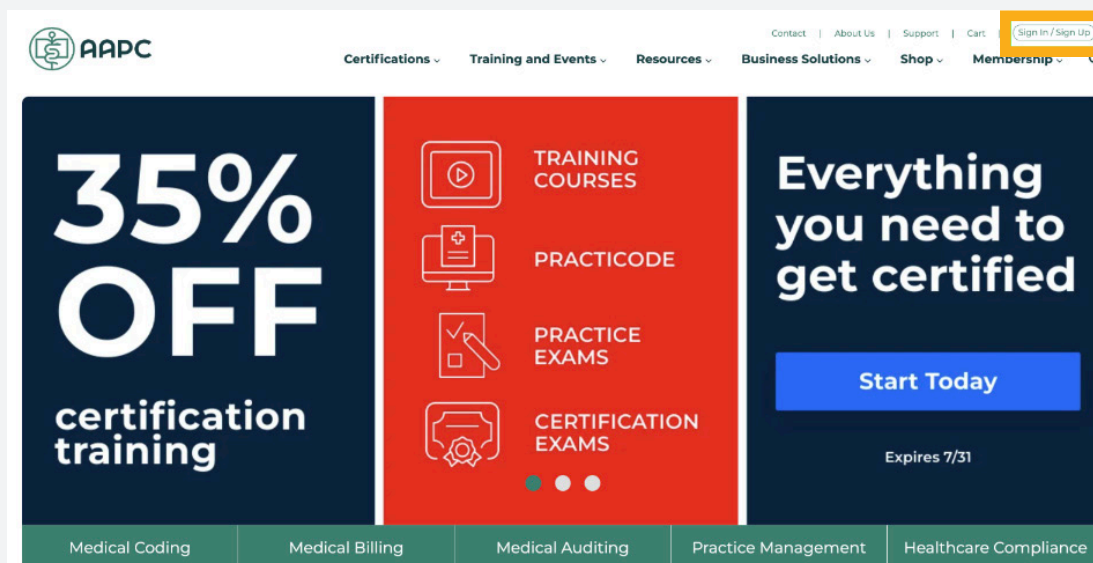
A Membership Sign Up Guide

AAPC
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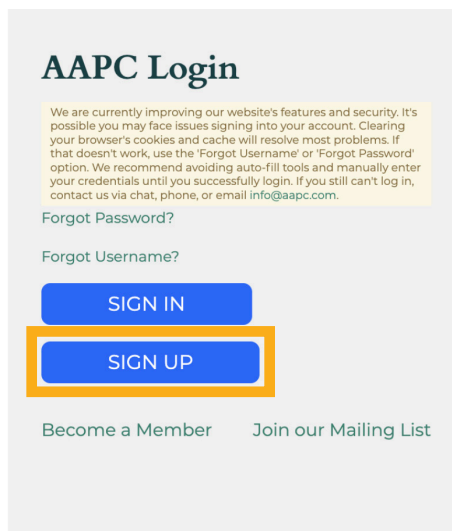


PART 1 – SIGNING UP FOR YOUR AAPC ACCOUNT

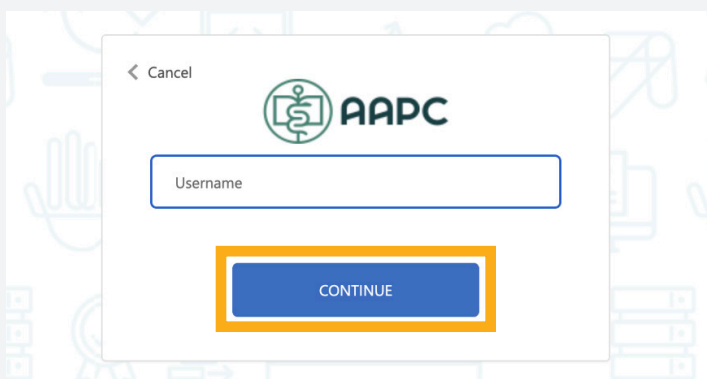
Step 1: Visit aapc.com and click **SIGN IN/SIGN UP** in the top right corner.



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

[Masked 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

[Masked Email Address]

Verification code

Verification code

Verify code **Send new code**

New Password

Confirm New Password

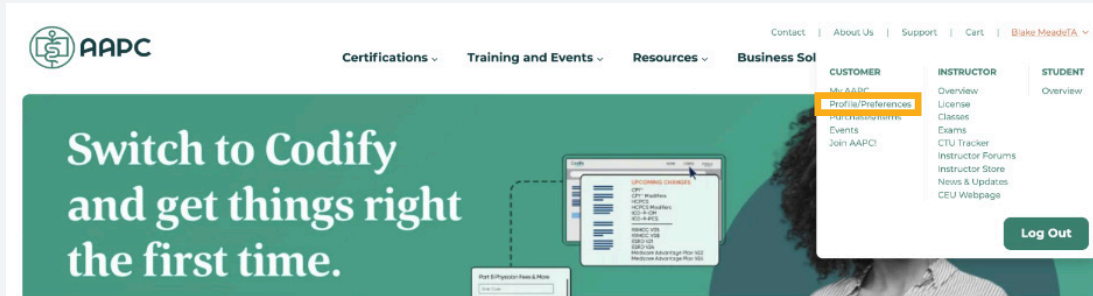
First Name

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.

Account Profile

Your Profile

Your Profile is 52% Complete
[Update Profile](#)

My Account

- Dashboard
- Profile/Preferences**
- Purchases
- Courses and Exams
- Membership
- Benefits
- Local Chapter

Looks like some important profile information is still missing!
Still have the same phone number? If you've changed it, let us know.
[Update](#) | [Skip](#)

Complete Your Profile
Complete your profile to receive the latest information on jobs, industry news, local and national events, and product offerings. Keep your information up-to-date by making additional changes at any time.

Contact Information
Get the latest industry news and exclusive AAPC member discounts.

[Update](#)

Personal Information
What you are interested in? We'll keep you informed.

[Update](#)

Employer
Are you currently employed or maybe looking for a job? We want to know.

[Update](#)

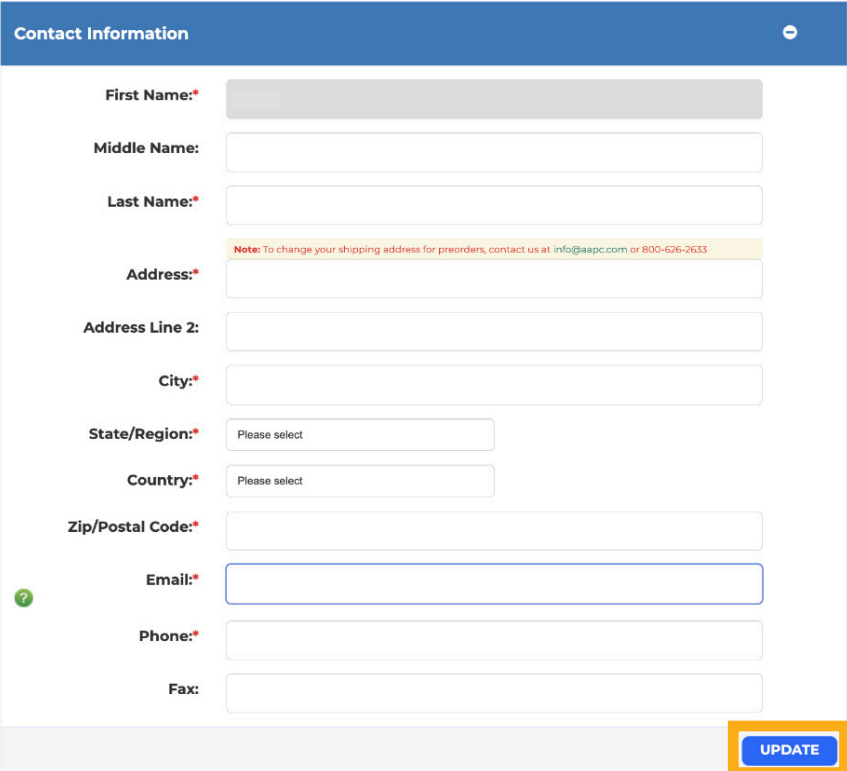
Specialty
Do you have a specialty or are you seeking one?

[Update](#)

Education / Certification
Keep track of your education and certifications here.

[Update](#)

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



The 'Contact Information' form is a vertical layout with a blue header bar. It contains several input fields for personal details. A red note is displayed above the address fields. A green question mark icon is next to the email field. An orange 'UPDATE' button is at the bottom right.

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:*

Country:*

Zip/Postal Code:*

Email:*

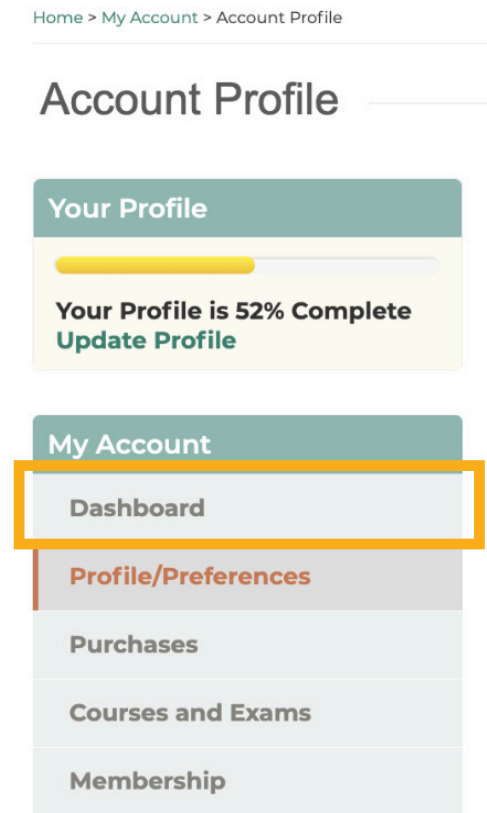
Phone:*

Fax:

UPDATE

PART 3 – FIND YOUR MEMBER ID

Step 1: Visit the dashboard in your account profile.



The 'Account Profile' page shows a breadcrumb trail, a title, and two main sections. The 'Your Profile' section has a progress bar and a message. The 'My Account' section is a list of links, with 'Dashboard' highlighted by an orange box.

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.

Overview

Edit



Member ID: 01743539

Address: 2233 S presidents Dr SLC, UT 84120

Phone:

Email:

Fax:

Email/Mail Subscriptions: AAPC News, Industry News, Product Updates, Event Updates, Healthcare Business Monthly, Special Offers, Job Alerts, Local Chapter Events, Partner Offers, ICD-10, Renewal Notices, Healthcare Business, Member Benefits

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.

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