

# Change Instructions

## How to Add a Member to Open Space

- Log in to your personal account on [www.aapc.com](http://www.aapc.com)
- Click on ***your name*** in the top-right corner
- Click on **Corporate**
- Select **Manage Account**

Go to the bottom of your membership list  
(this may require you to go to the last page – click the button)

If spaces are available, you should see an **ADD** option on the right-hand side. Click **ADD** and then follow the prompts. If the individual already has an AAPC account, please add using their name and ID number. If they are new to AAPC, please complete additional information for further review.

## How to Purchase Additional Spaces

- Log in to your personal account on [www.aapc.com](http://www.aapc.com)
- Click on ***your name*** in the top-right corner
- Click on **Corporate**
- Select **Manage Account**
- Click the **Increase Limit** button
- Select the number of spaces you would like to increase
  - When applicable, prorated price will calculate for you
- Agree to the Terms & Conditions
- Click the **Add to Cart** button
- Complete payment information or select **Save for Later** to generate an invoice and mail with a check

Once payment has been applied, follow the steps above to Add Member to Open Space.

## How to Remove Members

- Log in to your personal account on [www.aapc.com](http://www.aapc.com)
- Click on ***your name*** in the top-right corner
- Click on **Corporate**
- Select **Manage Account**
- Find name of individual you would like to remove (you may sort by first, last or ID)
- Click **Remove** on the righthand side (be sure to click in the same row as the member you wish to remove)
- Click **OK** or **Cancel** on pop-up box (OK to confirm removal, Cancel if you're unsure)

You should now see an open space available for new users if necessary.