

# Renewal Instructions

## Processing Your Corporate Membership Renewal Online

You may renew your corporate membership up to 60 days prior to due date.

**To avoid updating paperwork each year, renew online. Processing time is 2-4 weeks. If mailing payment with paperwork, please do so early enough to allow time for review prior to due date.**

**Please also account for the time it will take your A/P department to process payment to ensure renewal reaches AAPC prior to due date.**

- 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 **Begin Renewal** button

### **To remove members who should no longer be on the corporate account:**

- Find name of individual you would like to remove (can sort by first, last, or ID)
- Click **Remove** on the right-hand 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)

### **To add members who need to be included on the corporate account:**

- Click **Add Member** (bottom of the page)
- If the individual already has an AAPC account, click next to "Already a Member" and add using their **last name** and **ID number**
- If the individual is new to AAPC, complete additional information
- Click **Add Member**

You should now see the individual listed on your account as "Pending". Repeat as needed.

### **Once ALL changes have been made:**

- Click the **Finalize Renewal** button
- Review list
- Use dropdown to adjust the number of spaces you are renewing
- Click **Add Member** (bottom of the page)
- If the individual already has an AAPC account, click next to "Already a Member" and add using their **last name** and **ID number**
- Click **Back to Editing** button if additional changes need to be made
- Click **Finish and Checkout**
- Complete payment information or select **Save for later** to generate an invoice to mail with a check

**Once payment has been applied, all changes made online will be saved and updated immediately.**