



How to Add Member to Open Space:

- Log in to your personal account on www.aapc.com
- Hover over My AAPC
- Select Overview under Corporate section
- Select Manage Account

Go to the bottom of your membership list. This may require you to go to the last page. If spaces are available you should see an Add option on the right-hand side. Click Add 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
- Hover over My AAPC
- Select Overview under Corporate section
- Select Manage Account
- Click the Increase Limit button
- Select the number spaces you would like to increase
 - o When applicable, prorated price will calculate for you
- Agree to the terms and conditions
- Click the Add to Cart button
- Complete payment information or select "I'd like to mail in my payment" 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
- Hover over My AAPC
- Select Overview under Corporate section
- Select Manage Account
- Find name of individual you would like to remove (alphabetized by first name)
- 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)

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