



Processing Your Corporate Membership Renewal Online

You have the ability to 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
- Hover over My AAPC
- Select Overview under Corporate section
- 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 (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)

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

- Click Add Member (bottom of the page)
 - o If the individual already has an AAPC account, click next to "Already a Member" and add using their last name and ID number
 - o 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
- Click Back to Editing button if additional changes need to be made
- Click Finish and Checkout
- Complete payment information or select "I'd like to mail in my payment" to generate an invoice to mail with a check

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