HOW TO AFFILIATE?

2022-2023
AFFILIATION

• How to affiliate
• What are the steps
  • Where to go
• Fill out information
• Print your invoice
You can access HOSA apps login two ways

• Official website: https://apps.hosa.org
• Another way is going to HOSA.org then click “login” it will take you directly to HOSA Apps.
Welcome to HOSA Apps

If you are Proctoring a Test or Taking a Test, please continue to HOSA's Online Testing System.

All other users may sign in below to access HOSA's Membership and Conference Management Services.

HOSA Apps Login

Login
Password
Forgot Password?

Judges  Alumee Registration  Member Activity Tracking  Online Testing

Login
This is what you will see when you first log in.
To add students, click on the “+”
6 STEPS

1. Instructions
2. Chapter Information
3. Member Information
4. Demographics
5. Fees
6. Payment
Every step of the affiliation process is important.
Update your chapter with the most accurate and recent information. Specially advisors full name and email spelled correctly.
Double check the billing address and shipping address, in case they are not the same.
Fill out the members information (do not capitalize member’s name) here a form you can use to fill out or pass out to your students, [Affiliation Member Information Form](#).
Fill out the Chapter Demographics Information
You would need to agree to the “Chapter Affiliation Agreement” in order to advance to the last step.

**Chapter Affiliation Agreement**

By clicking the “Submit” button below, you are agreeing to all terms of the Chapter Affiliation Agreement as described here. If you wish to leave this application unfinished and return to it later, you may do so by clicking the triangle button on the top-left of your screen or by closing the browser. There will be a red “Finish Application” button on the home screen so you can return to this point at any time.

Before you submit your Application:

- a. Double check the names on your list under the “Member Information” step. Make sure they are correct and accurate.
- b. Members cannot be removed once they have been submitted. By submitting this application, you understand that there are no deletions and no refunds allowed once the application has been submitted. We recommend as a best practice to collect the affiliation fees prior to entering in member's names if you are uncertain if they will join. See HOSA Bylaws.
- c. Please ensure that every member has a good email address. If possible HOSA prefers a personal email over a school email that will not be turned off when the student graduates.

Chapters in good standing as defined in the HOSA Policies and Procedures Manual:

- a. Students must be affiliated with both school and national organizations in order to benefit from any rights or privileges of a HOSA member.
- b. Payment is due within 30 days of submitting.
- c. Chapters may not substitute members on their file.

If you agree to these terms and are ready to submit your Chapter Affiliation Application, please click "Print". You do have an option to pay with a credit card on the following screen. Please note there is a $1.70 convenience fee that is charged with credit card payments.

The Account Statement will be available instantly on your home page when you submit this application. The statement will be emailed to the advisor on file. Invoices will be generated every two weeks and mailed to the billing address listed in your application. Thank you for your participation in HOSA-Future Health Professionals!

☐ I agree to be bound by HOSA-Future Health Professional’s Chapter Affiliation Agreement upon clicking Submit Application below.
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  c. Please ensure that every member has a good email address. If possible, HOSA prefers a personal email over a school email that will not be turned off when the student graduates.
- Chapters in good standing as defined in the HOSA Policies and Procedures Manual: a. Students must be affiliated with both state and national organizations in order to be eligible to receive any rights or privileges of a HOSA member. b. Payment is due within 30 days of submitting. c. Chapters may not substitute members on their list. If you agree to these terms and are ready to submit your Chapter Affiliation Application, please click “Finish”. You do have an option to pay with a credit card on the following screen. Please note there is a $2.70 convenience fee that is charged with credit card payments.
- The Account Statement will be available instantly on your home page when you finish this application. The statement will be emailed to the advisor on file. Invoices will be generated every two weeks and mailed to the billing address listed in your application. Thank you for your participation in HOSA-Future Health Professionals!
Affiliation fees can be paid with a credit card. Or pay by check mail to the following address.

HOSA - Future Health Professionals
548 Silicon Drive, Suite 101
Southlake, TX 76092
(800)321-4672 Fax:(972)874-0063
Email: info@hosa.org
Get your affiliation invoice
Report

[Image of HOSA logo and contact information]

Date: 12/10/2020  1/12/2021
Terms: Invoice Num:
Net 30: 00458058

Bill To:

2020-2021 Affiliation

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/11/2020</td>
<td>Credit Card Transaction Fee</td>
<td>$2.70</td>
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<tr>
<td>12/11/2020</td>
<td>APPROVED VISA Transaction #</td>
<td>($852.70)</td>
</tr>
</tbody>
</table>

Previous Balance: $850.09
Amount Due: $0.00

Please disregard this invoice if payment has already been made. If you have mailed a payment to National HOSA recently that is not shown on this invoice, it should be processed within one to two weeks. Thank you for Affiliating with HOSA-Future Health Professionals.
To register for a conference, select the correct “Card”
HOW TO GET YOUR CONFERENCE INVOICES

• Bottom left of the conference page
Invoices will indicate where to send funds.
Make sure your bookkeeper has two different vendors set up in their system.
QUESTIONS?

• Feel free to contact us at our email texashosa.texashosa.org or call us at 1-877-728-0150.

thank you!