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JOINING AAT

Members of AAT have access to the Members-Only portal. You must have a paid, current membership to access the portal. Joining AAT is done here: www.aathermology.org/amember/signup.

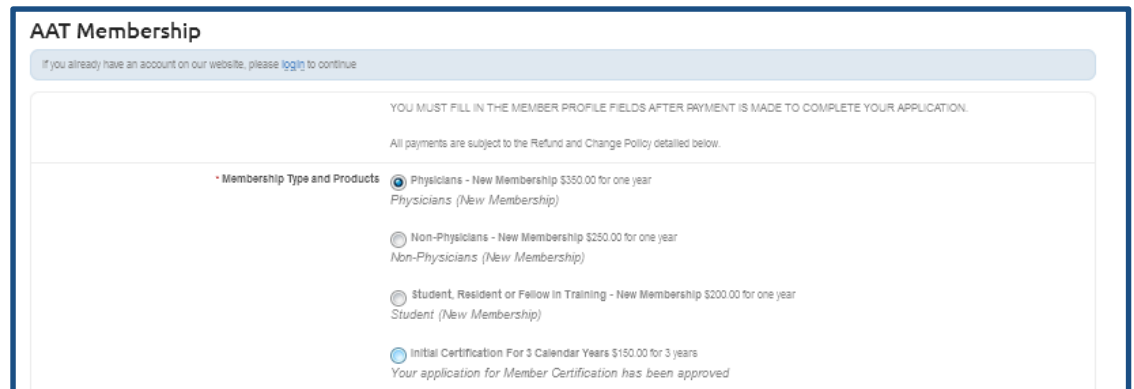
There are 2 steps to joining AAT:

- Step 1 – Registering on the website
- Step 2 – Paying for your membership

STEP 1

REGISTERING

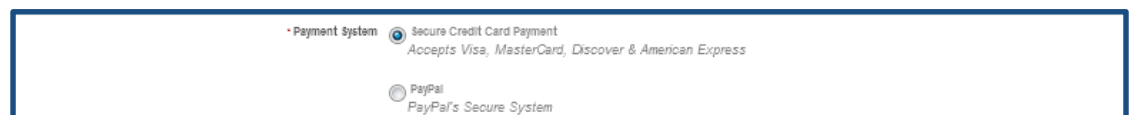
First, you need to register on AAT’s website. On the [signup page](#), select the appropriate membership type for you:



The screenshot shows the 'AAT Membership' registration page. At the top, it says 'If you already have an account on our website, please [login](#) to continue.' Below this, a note states: 'YOU MUST FILL IN THE MEMBER PROFILE FIELDS AFTER PAYMENT IS MADE TO COMPLETE YOUR APPLICATION.' Another note says: 'All payments are subject to the Refund and Change Policy detailed below.' The main section is titled 'Membership Type and Products' and lists four options with radio buttons:

- Physicians - New Membership \$350.00 for one year
Physicians (New Membership)
- Non-Physicians - New Membership \$250.00 for one year
Non-Physicians (New Membership)
- Student, Resident or Fellow in Training - New Membership \$200.00 for one year
Student (New Membership)
- Initial Certification For 3 Calendar Years \$150.00 for 3 years
Your application for Member Certification has been approved

Select your payment method; either via credit card or PayPal:



The screenshot shows the 'Payment System' selection options with radio buttons:

- Secure Credit Card Payment
Accepts Visa, MasterCard, Discover & American Express
- PayPal
PayPal's Secure System



Some Pointers

The system will send you emails. So, use an email address you have access to while registering.

Don't see an email? Remember to check your spam folder!

You will be able to set your own username & password. Note them down in case you forget later.

Fill out the required information.

* First Name	<input type="text"/>
* Last Name	<input type="text"/>
<i>Address Information</i>	
* Street	<input type="text"/>
* City	<input type="text"/>
* Country	[Select country] ▼
* State	<input type="text"/>
* ZIP Code	<input type="text"/>
Phone Number	<input type="text"/>
* Your E-Mail Address <small>a confirmation email will be sent to you at this address</small>	<input type="text"/>
* Choose a Username <small>It must be 6 or more characters in length may only contain letters, numbers, and underscores</small>	<input type="text"/>
* Choose a Password <small>must be 6 or more characters</small>	<input type="text"/>
* Confirm Your Password	<input type="text"/>

When you are done, click the Next button.

You have now completed the initial Registration process!

An email confirming your registration will be sent to the email address you listed in the registration. It will come from AAThermology with the subject line "AAThermology Registration". In it, we confirm the username and password you entered. Keep this email on file.

You don't have access to the Members-Only portal yet, though. For this, you need to pay for your membership. Carry on to STEP 2!



STEP 2

PAYING FOR YOUR MEMBERSHIP

When you click on the Next button (above), you will be taken to the Payment page. If you selected to pay with PayPal, you will see PayPal's payment page. If you selected to pay with your credit card, fill out the credit card information.

Some Pointers

The Credit Card Code is the 3 or 4 digit security code:



The Credit Card Billing Address must match the address on file with the credit card company.

If you have entered anything wrong you will receive an error message. Correct any mistakes and click the "Click to Pay" button again.

Don't see the emails? Remember to check your spam folder!

* Cardholder Name
cardholder first and last name, exactly as on the card

* Credit Card Type

* Credit Card Number
for example: 1111-2222-3333-4444

* Card Expire
Select card expiration date - month and year

* Credit Card Code
"Card Code" is a three- or four-digit security code that is printed on the back of credit cards in the card's signature panel (or on the front for American Express cards)

Below that, the address you entered when registering is automatically filled out in the Credit Card Billing Address area. If you have a different billing address for your credit card, delete what's there and enter the billing address instead.

Credit Card Billing Address

* Street Address

* City

* ZIP

* Country

* State

* Phone

Finally, when you have ascertained everything is correct, click the "Click to Pay" button.

Click to Pay - Be patient; may take a minute or so...

Once Payment is processed an e-mail receipt will be sent and you will be re-directed to your Profile page.

Once your payment is successfully processed, the website will send you two emails; one confirming your membership, and another with a receipt for your payment.

FILLING OUT YOUR PROFILE



A valuable benefit of your membership is your Profile. The information you enter here is added to the Member Directory in the Members-Only Portal.

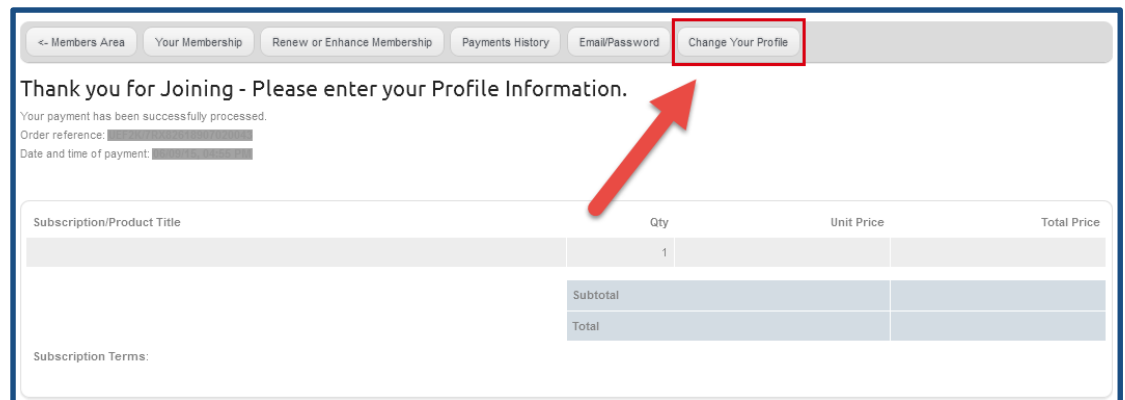
It also allows AAT to include you in the public [“Find a Member”](#) tool on AAT’s website so potential clients may search for your business.

STEP 1

FINDING YOUR PROFILE PAGE

When you complete your payment, you are taken to your Membership page. Your payment is confirmed with a reference number and date.

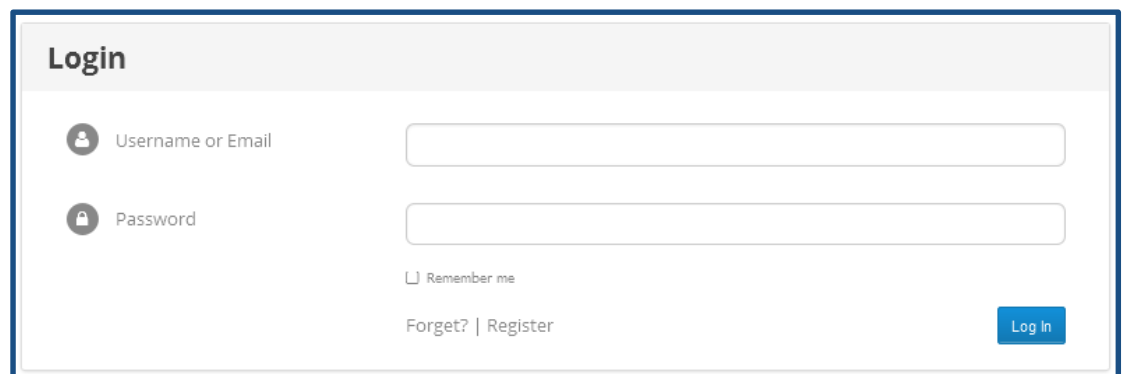
Click on the button “Change Your Profile” as indicated with the red arrow below.



Some pointers

If you forgot your username & password, look for the email that was sent when you registered; subject line reads “AAThermology Registration”.

For security reasons, you will be prompted to enter your Username and Password that you set up when you registered on AAT’s website. Instead of your Username, you can use the email address you listed in the registration.

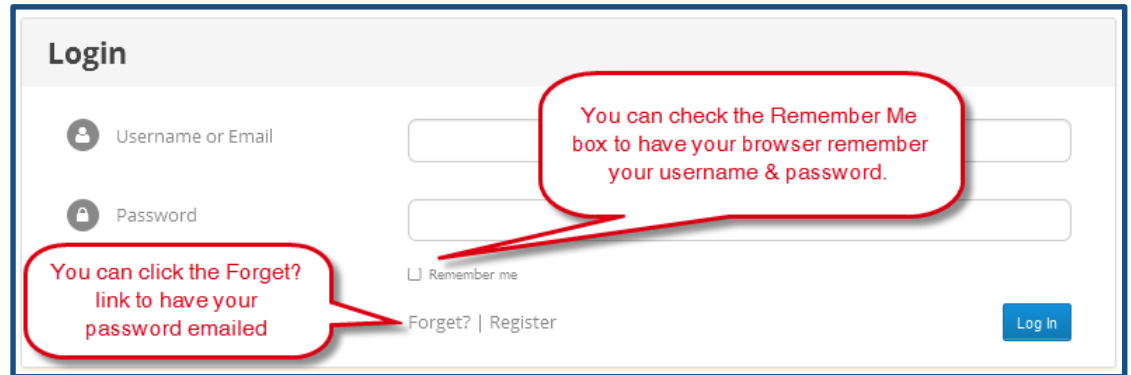


Then click the blue Log In button.



Some pointers

Some other things you can do in the Login screen:

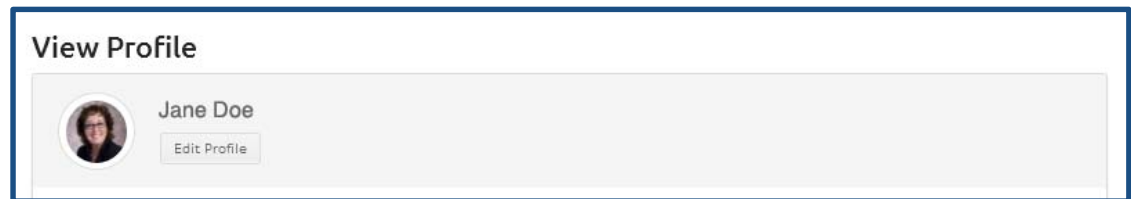


STEP 2

FILLING OUT YOUR PROFILE

When you click the blue Log In button, you will be taken to your Profile. By your name, you'll see a button that says; "Edit Profile". Click on this.

Some pointers



If you have set up an avatar, your picture will automatically display in your profile. Avatars are set up in a 3rd party website and are used across the web. To set up your own free avatar, go [here](#). Since this is a 3rd party service, AAT can't provide support or instructions, but the avatar site has full details. You don't need an avatar to set up your AAT profile.

When you click on the Edit Profile button, a form will open for you to fill out. Remember, this is an important benefit so fill out as much as possible!

Several fields are required and must be filled out. These fields are listed below where "Primary" is the contact information you want displayed in the public "Find a Member" tool, and also in the Member Directory in the Members-Only portal:

- Salutation
- First Name
- Last Name
- Primary Phone Number
- Primary Address Line 1
- Primary City
- Primary State
- Primary Zip
- Primary Contact Type (home or business address)

When you are done, click the blue Update Profile button at the bottom of the Profile form. You have now completed your Profile!



ACCESSING THE MEMBERS-ONLY PORTAL

You must have a current, paid membership to access the Members-Only portal.

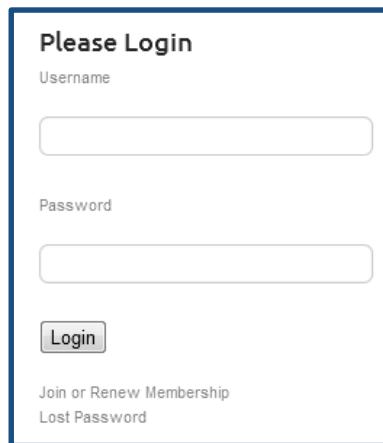
LOG IN

LOGGING INTO THE MEMBERS-ONLY PORTAL

To get to the Members-Only area, go to www.aathermology.org and click on the Members Area at the top, right corner.



The next page will display a Login box in the left sidebar.



A screenshot of a login form titled 'Please Login'. It contains two input fields: 'Username' and 'Password'. Below the password field is a 'Login' button. At the bottom of the form, there are two links: 'Join or Renew Membership' and 'Lost Password'.

Some pointers

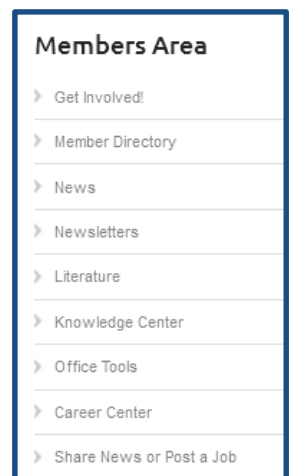
Instead of your username, you can use the email address you listed when registering.

If you can't see the content under each link in the Members Area sidebar menu, then your initial membership payment failed to process, or your membership has expired. Please click [here](#) to remedy.

Enter your Username that you set when registering on AAT. Enter your password and click the Login button.

You have now logged into the Members-Only portal.

You will now be able to see the content under the various links in the Members Area menu in the left sidebar →

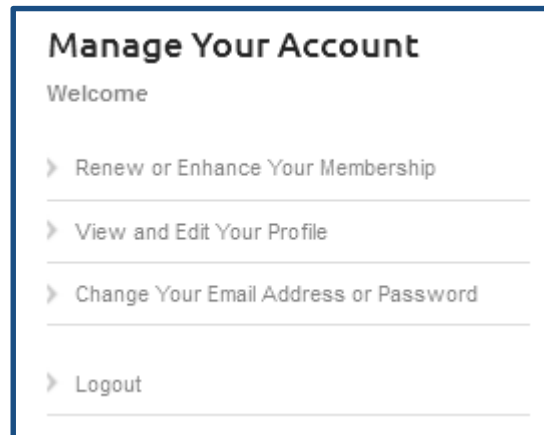




ACCOUNT

MANAGING YOUR ACCOUNT

Once you have successfully logged into the Members-Only portal, you will see a set of links for managing your account.



An explanation of options open to you:

Renew or Enhance Your Membership

If your membership has expired or your initial membership payment failed to process, you will not be able to see the content on the links under the Members Area menu. Click on the “Renew or Enhance Your Membership” link and follow the prompts to pay for your renewal. The process here is much like the [process](#) when you originally became a member.

You may also add to your membership here with various options open to your membership type such as certifications.

View and Edit Your Profile

Here you can make changes to your [profile](#). Remember to click the Save button otherwise any changes you make will not take.

Change Your Email Address or Password

Remember to click the Save button otherwise any changes you make will not take.

Logout

Logs you out of the Members-Only portal.

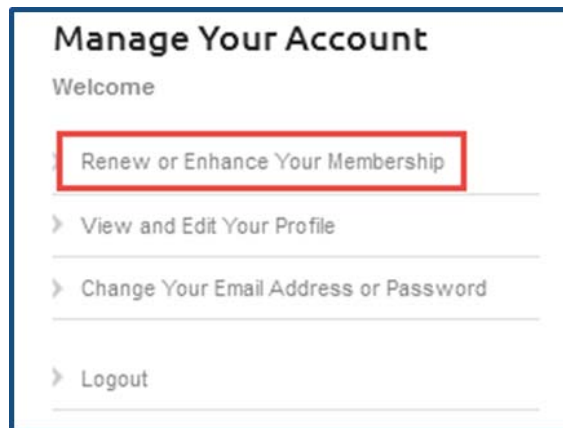


RENEW

RENEW YOUR MEMBERSHIP

If your membership has expired, you will be able to log in but you will not be able to see the Members-Only content available in the links under the Members Area left sidebar.

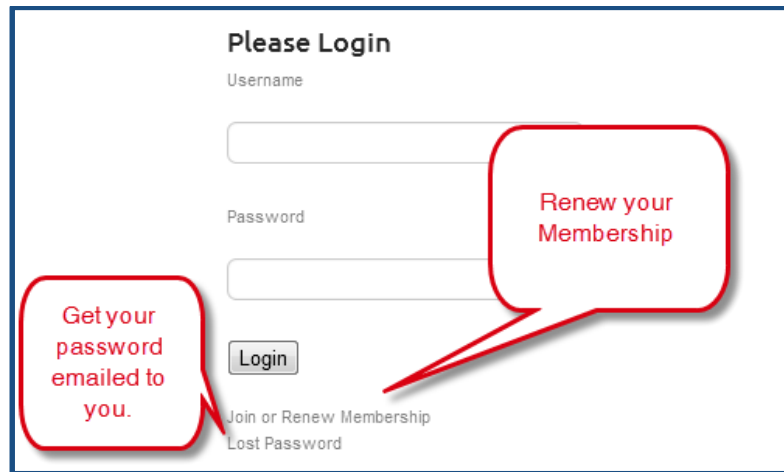
To renew your membership, [log in](#) to the Members-Only portal, and in the left sidebar, click the link “Renew or Enhance Your Membership”.



You will then be taken to a screen with the renewal options available to you. Much like your [initial registration](#), follow the screen instructions.



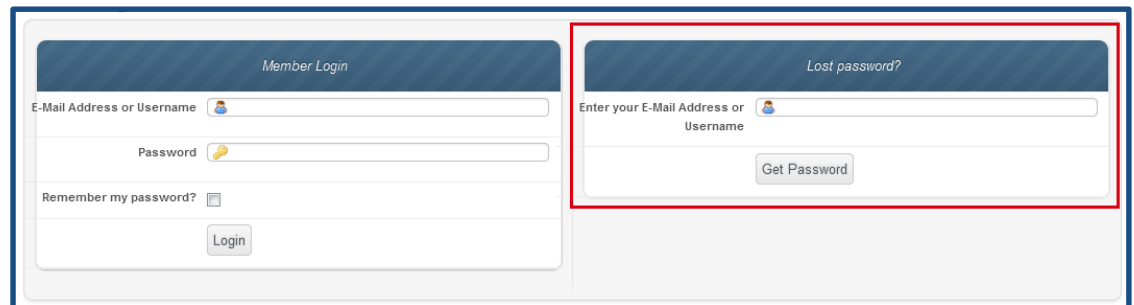
PROBLEMS



Lost password

CAN'T REMEMBER YOUR PASSWORD?

If you need your password emailed to you, click on the Lost Password link, and in the next screen, enter the email address you used when registering and click the Get Password box. Your password will be emailed to you within minutes. Remember to check your spam folder.



Can't see members-only content

INCOMPLETE OR EXPIRED MEMBERSHIP

If your membership has expired or your initial membership payment failed to process, you will be able to log in but you will not be able to see the Members-Only content available in the links under the Members Area left sidebar. You will need to [renew your membership](#).

Email address

NEW EMAIL ADDRESS?

If you don't remember your email address or if the email address you used previously is no longer valid, you will need to [contact AAT](#) to have them change the email address in the members' database. If you remember your username, however, you can use it to log in and then change your email address in your member account