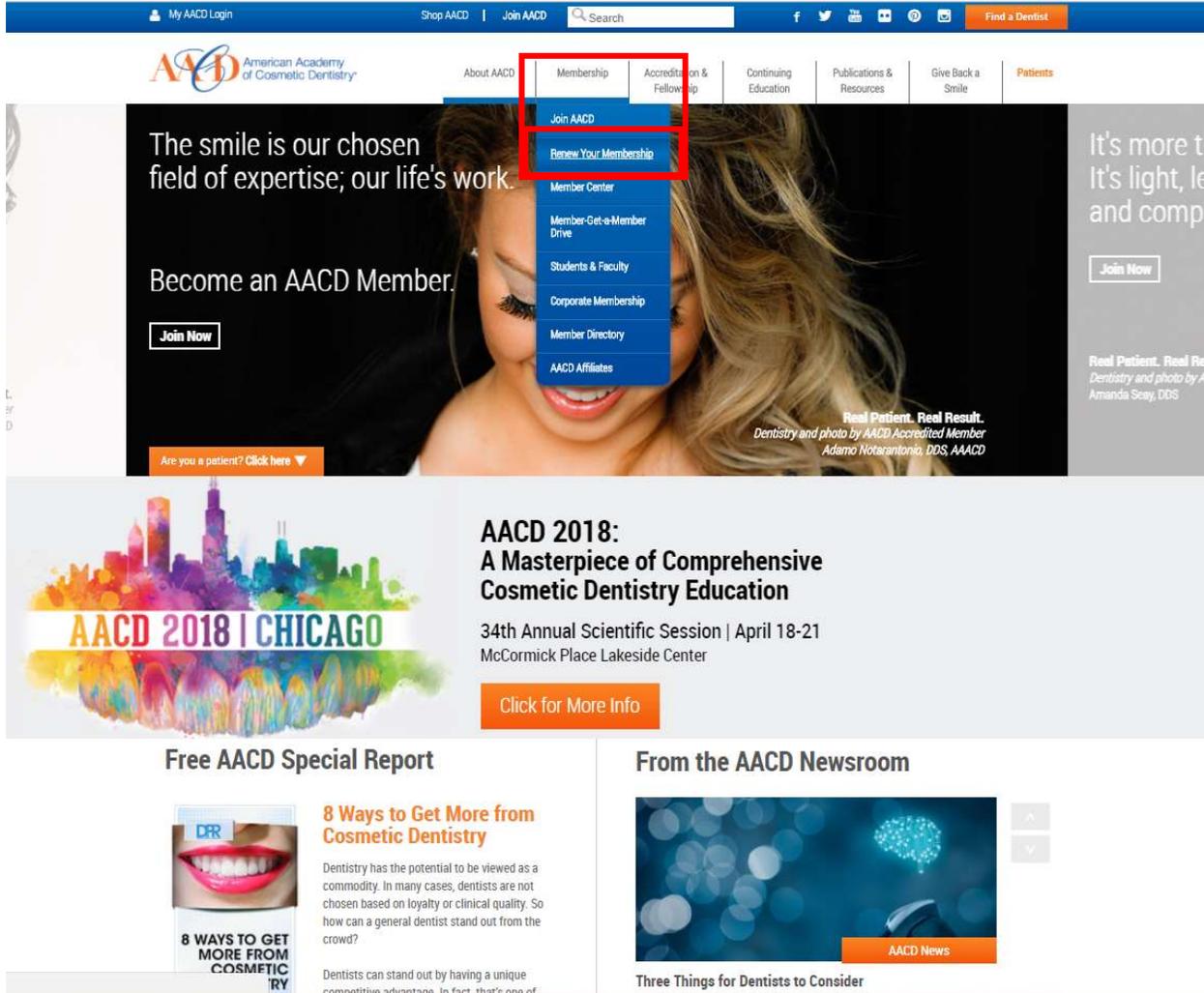


How to Enroll in the AACD Automatic Dues Renewal Program

- 1) Visit www.aacd.com and select “Renew Your Membership”



The screenshot shows the AACD website interface. At the top, there is a navigation bar with links for 'My AACD Login', 'Shop AACD', 'Join AACD', and a search bar. Below this is a main menu with categories: 'About AACD', 'Membership', 'Accreditation & Fellowship', 'Continuing Education', 'Publications & Resources', 'Give Back a Smile', and 'Patients'. The 'Membership' menu is open, showing options: 'Join AACD', 'Renew Your Membership' (highlighted with a red box), 'Member Center', 'Member-Get-a-Member Drive', 'Students & Faculty', 'Corporate Membership', 'Member Directory', and 'AACD Affiliates'. The main content area features a large banner with a woman's face and the text 'The smile is our chosen field of expertise; our life's work.' and 'Become an AACD Member.' with a 'Join Now' button. Below the banner is a promotional section for 'AACD 2018: A Masterpiece of Comprehensive Cosmetic Dentistry Education' with a 'Click for More Info' button. Further down, there are two columns: 'Free AACD Special Report' featuring '8 Ways to Get More from Cosmetic Dentistry' and 'From the AACD Newsroom' featuring 'Three Things for Dentists to Consider'.

- 2) This will take you to a page that will ask you to input your username and password*, then click "Login"

**if you cannot remember your username or password, please contact the Executive Office at 800.543.9220 or e-mail membership@aacd.com*

The screenshot displays the AACD website's login interface. At the top, there is a navigation bar with "My AACD Login", "Shop AACD", "Join AACD", a search bar, and social media icons. Below this is the AACD logo and a menu with links for "About AACD", "Membership", "Accreditation & Fellowship", "Continuing Education", "Publications & Resources", "Give Back a Smile", and "Patients".

The main content area features a message: "To enter this area of www.aacd.com you must be an AACD member. Enter your member id and password to move forward or click here to join today." Below this is a "LOGIN" form with fields for "User Name" and "Password", a "Remember Me" checkbox, and "LOGIN" and "CANCEL" buttons. The "LOGIN" button is highlighted with a red box. A "Password Assistance" link is located below the form.

The footer contains a "Connect With Us" section with social media icons, contact information for the American Academy of Cosmetic Dentistry (402 W. Wilson Street, Madison, WI 53703), and a "Site Navigation" section with links to various site areas. A "Quick Links" section is also present, along with a search bar and footer text including "Dental Websites by Dental Revenue" and "Disclaimer | Terms of Use | Privacy Policy | Accessibility".

- 3) You will then be defaulted to an information page that will provide you with some basic information about your membership. You can also review your dues history from this page.

Sign Out | Hi, Heather | Cart

AACD American Academy of Cosmetic Dentistry

My Membership

Membership Dues | **My Dues History**

Full Name	Heather Beard	AACD ID	53618
Member Since	11/1/2017	Member Type	Lab Tech
Paid Through	1/31/2018	Status	Active
Affiliated			

[Renew Membership Dues](#)

4) To renew your membership, click “Renew Membership Dues”

Sign Out | Hi, Heather | Cart



My Membership

Membership Dues | My Dues History

Full Name	Heather Beard	AACD ID	53618
Member Since	11/1/2017	Member Type	Lab Tech
Paid Through	1/31/2018	Status	Active
Affiliated			

[Renew Membership Dues](#)

- 5) You will then proceed to answer a few foundational questions* to move forward with your renewal, then click “Next”

*once you have enrolled in the program, your information will pre-populate

Sign Out Hi, Heather Cart

AAO American Academy of Cosmetic Dentistry

Please enter the following

What is your Business name?

Enter Here

What is your role in dental practice?

*Enter Here

What type of practice do you work in?

*Enter Here

Next

6) You will then select your renewal term



Please choose a membership term below

1 year - \$495

2 year - \$855 (save \$135)

3 year - \$1,235 (save \$250)

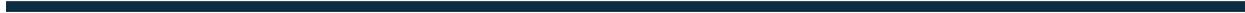
7) You will then need to click "Add to Cart"



My current billing

<u>Description</u>	<u>Balance</u>
Renewal Fees	495.00

Add to Cart



- 8) This will bring you to the cart summary, where you can choose to contribute to the AACD Charitable Foundation, then click "Add to Cart" if you are not making a contribution, skip to step #9



Cart Summary

AACD Charitable Foundation

Voluntary Contributions

Item	Unit Price	Quantity	Amount
<input checked="" type="checkbox"/> Contribution to AACD Charitable Foundation	N/A	1	100.00
			Subtotal 100.00

[Add to Cart](#)

Optional Items

There are no records.

- 9) Your cart summary will now reflect your contribution (if added) and your membership dues payment amount

Sign Out Hi, Heather Cart

AACD American Academy of Cosmetic Dentistry

Cart Summary

Optional Items

Item	Quantity	Price	Total	
AACD Charitable Foundation	1	100.00	100.00	Remove

[Update](#)

Membership Items

Invoice Number	Description	Balance	
N/A	Renewal Fees - Heather Beard	495.00	Pay Later

Auto Renewal and Installment Plan

Enrollment Instructions [Enroll Now](#)

Click "Enroll Now"

Cart Charges

Item Total	100.00
Shipping	0.00
Handling	0.00
Item Grand Total	100.00
Invoice Total	495.00

10) Before you begin to enter payment information, click “Enroll Now” under “Auto Renewal and Installment Plan”

Auto Renewal and Installment Plan

Enrollment Instructions

Click “Enroll Now”

Enroll Now

Cart Charges

Item Total	100.00
Shipping	0.00
Handling	0.00
Item Grand Total	100.00
Invoice Total	495.00
TRANSACTION GRAND TOTAL	595.00

Cards Accepted:



American Express(...1040)

Delete

Add New

* Name on Card

* Card Type

* Card Number

* Expiration Date

CSC/CVV2 [What is it?](#)

Card Billing Address

* Select Stored Address

* Address

* City

* Country

State/Province

* Zip

11) Here you will determine your frequency for payments to be made (Annually or Monthly)



Available Frequencies

* Select an Option:

--Select--
--Select--
Annually
Monthly

Items available for

Item	Payment Amount	Base Amount
Basic Membership Dues - 1 year	\$495.00	\$495.00
Total	\$0.00	\$0.00

[Terms and Conditions](#)

Enroll in AACD's Auto-Renewal for Easy Dues Payments

As a busy dental professional, you have so many things to remember, *but your AACD membership renewal doesn't have to be one of them.* Enroll in the AACD Auto-Renewal Program, and we'll set it and forget it. Your annual membership dues will be automatically charged to your credit card provided in the checkout page. If you have questions, contact Carolyn at the AACD Executive Office at 800-543-9220 or accounting@aacd.com.

Thank you for electing to participate in AACD's convenient automatic renewal and drafting option. Prior to each renewal period, you will be electronically notified that drafting will continue and if there are any changes to membership fees. If your credit or debit card is about to expire, we will contact you by phone or e-mail to get the updated expiration date. If your account declines for any reason, we will attempt to charge your account one additional time prior to contacting you for a different payment method. If you choose to cancel or terminate your membership you must e-mail AACD at accounting@aacd.com 90 days before your membership expiration date. Thank you for your continued membership.

Save

12) You will then need to check the box next to your membership dues amount under “Items available for Renewal”



Available Frequencies

* Select an Option:

Items available for Renewal

Include	Item	Payment Amount	Base Amount
<input checked="" type="checkbox"/>	Basic Membership Dues - 1 year	\$495.00	\$495.00
	Total	\$495.00	\$495.00

[Terms and Conditions](#)

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Save

13) Lastly, be sure to read the Terms and Conditions and click the checkbox to the left, then click the "Save" button at the bottom of the screen

Sign Out Hi, Heather Cart

AACD American Academy of Cosmetic Dentistry

Available Frequencies

* Select an Option:

Items available for Renewal

Include	Item	Payment Amount	Base Amount
<input checked="" type="checkbox"/>	Basic Membership Dues - 1 year	\$495.00	\$495.00
	Total	\$495.00	\$495.00

Terms and Conditions

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Save

14) You will now be brought back to the payment screen where you can input your payment and billing information and click “Submit”

Auto Renewal and Installment Plan

You have selected these items to be paid automatically in the installment frequency you selected.

[Edit](#)

Basic Membership Dues - 1 year

Above is your schedule of dates and payments to be drafted. **The first installment payment will be charged today in addition to all other charges not selected for the installment plan.** Your payment information will be stored securely. You may edit these details by clicking the edit button above.

Cart Charges

Item Total	100.00
Shipping	0.00
Handling	0.00
Item Grand Total	100.00
Invoice Total	495.00
TRANSACTION GRAND TOTAL	595.00

Cards Accepted:    

American Express (...1040) [Delete](#)

Add New

* Name on Card:

* Card Type:

* Card Number:

* Expiration Date:

CSC/CVV2 [What is it?](#)

Card Billing Address

* Select Stored Address:

* Address:

* City:

* Country:

State/Province:

* Zip:

[Submit](#)

Once you click “Submit” you will reach a payment confirmation page that will allow you to send the confirmation of your payment to a different e-mail on file if you so choose. To return to www.acd.com, simply click on the AACD Logo in the top left-hand corner!