



How to Activate Your AOM Community Accelerator Program

Benefit and Apply Your Discount Code

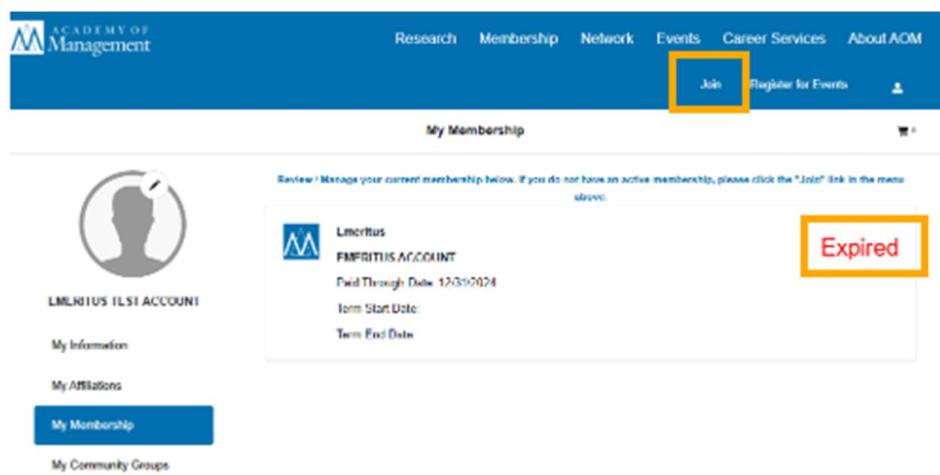
Start with AOM Member Portal at <https://myaccount.aom.org>

Step 1: Member Account Creation

After you create your account, log in and select the **Join** tab at the top of the navigation bar.

*Note: If you are already a member, the following message will be displayed: **You are already a member**, with a button saying “**Go to your Subscription**” where you can see your current membership details, DIG selections, and payment details including auto-renewal settings.*

- What to do if your membership Expired?
Please follow the same steps as creating a new account, starting with [CLICK] **Join** tab on the navigation bar.



Step 2: Membership Type Selection

- Select the membership type.
 - If you choose **Academic** membership, [CLICK] on the appropriate image, then skip to Step 3.
 - For student memberships, [CLICK] on the **Student** image.

*Note: For **Student** memberships, it is necessary to add more information, such as the expected date of graduation, and uploading proof of student status (See Steps 4-5).*

- [ENTER] the **Estimated Date of Graduation** and [UPLOAD] **Proof of Student Status** if available.

Note: Only Word/PDF files less than 1MB are allowed. Student proof should be provided within 30 days of payment if not at the moment of initial purchase, and should include one of the following: a) Letter of confirmation on official letterhead from your university/college/school official verifying student status b) Enrollment Certificate from university/college/school official verifying student status c) Registrar/Bursar receipt for current semester registration/charges d) Grade Report or Student Schedule from current semester

- After membership option was selected, [CLICK] on the **Continue** button.

Step 3: Divisions and Interest Groups (DIGs)

- [CLICK] on the **Add DIG** button next to each Division and Interest Group, the selected DIG will be added to the order.
Note: The first two selections are free. After that, each selection will be charged at a rate of \$11.00 per division and \$7.00 per interest group. The DIG selection summary will update automatically at the top, where changes can be made if necessary.

Your membership includes two (2) DIGs. It can be any combination of:

- Two Divisions
- Two Interest Groups
- One Division and one Interest Group

You may add any additional divisions and interest groups from the provided list at the corresponding price (\$11 for Divisions and \$7 for Interest Groups)

Your DIG selections are here:	
Careers	Included <input type="button" value="X"/>
Communication, Digital Technology, and Organization	Included <input type="button" value="X"/>
Conflict Management	\$11 <input type="button" value="X"/>
Organizational Neuroscience	\$7 <input type="button" value="X"/>
Total for DIG Selections	\$18.00

Show 30 entries

Membership Item	Price	Division/Interest Group	Description		
1 Careers	\$11.00	DIG Members	MBR-D15-CAR Domain Statement	Included <input type="button" value="X"/>	<input type="button" value="Remove"/>
2 Communication, Digital Technology, and Organization	\$11.00	DIG Members	MBR-D12-CTO Domain Statement	Included <input type="button" value="X"/>	<input type="button" value="Remove"/>
3 Conflict Management	\$11.00	DIG Members	MBR-D20-CM Domain Statement	\$11 <input type="button" value="X"/>	<input type="button" value="Remove"/>
4 Critical Management Studies	\$11.00	DIG Members	MBR-D24-CMS Domain Statement	<input type="button" value="Add DIG"/>	

- [CLICK] on the **Continue** button.

Step 4. Additional Information

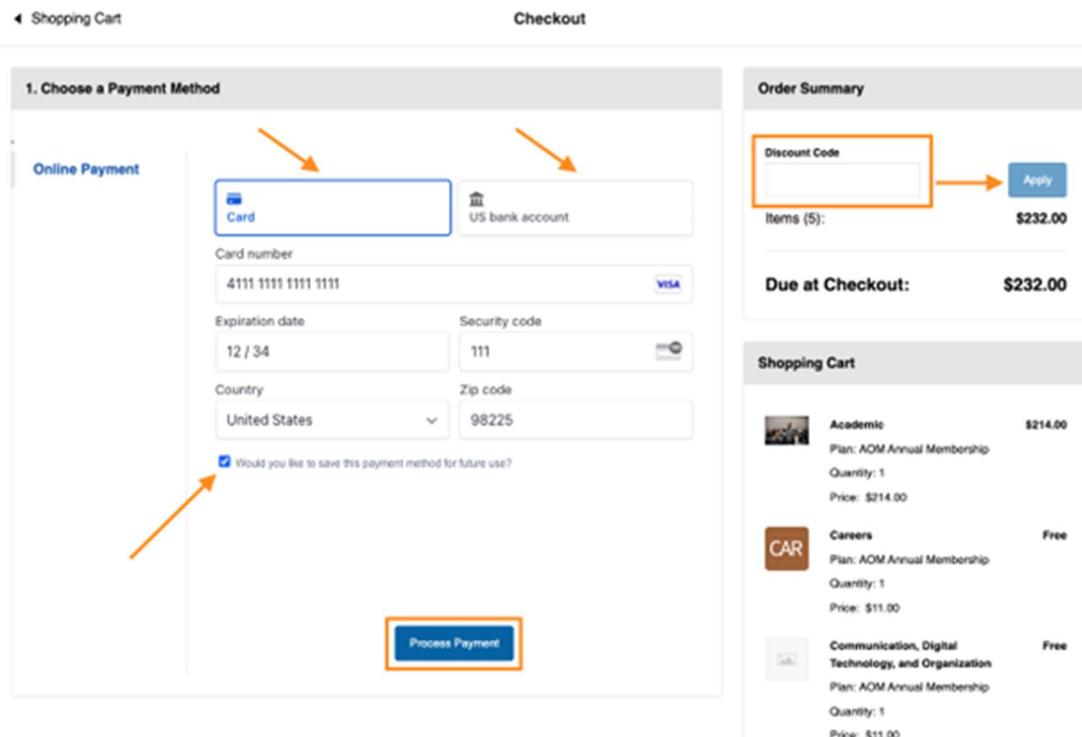
- [CLICK] the checkbox to confirm having read and agreed to the **Code of Ethics**. Optionally, [CLICK] the checkbox to **Opt-Out for Printed Renewal Notices** to receive only electronic notices.
- [CLICK] on the **Continue** button.

Final Step: Complete Payment Information

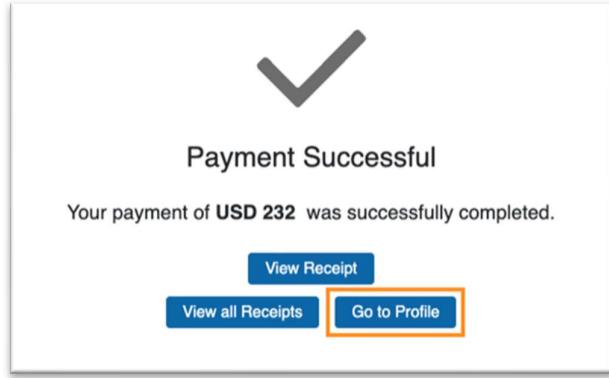
- [ENTER] **payment information**.
- Under Order Summary, [ENTER] the **Discount Code** provided.
- [CLICK] **Apply**. The amount Due at Checkout will reflect the revised payment.

*Note: Do not forget to enter your **discount code**! Provide your online payment by selecting "**Card**" or "**US bank account**". Optionally, you can save the payment method for future use.*

- [CLICK] on the **Process Payment** button.



The screenshot shows the payment process on the AOM website. On the left, the '1. Choose a Payment Method' step is displayed. It offers two options: 'Card' (selected) and 'US bank account'. Below these are fields for Card number (4111 1111 1111 1111), Expiration date (12 / 34), Security code (111), and Zip code (98225). A checkbox for saving the payment method for future use is checked. On the right, the 'Order Summary' shows a 'Discount Code' input field with an 'Apply' button, resulting in a total 'Due at Checkout' of \$232.00 for 5 items. The 'Shopping Cart' section lists three items: 'Academic' (Plan: AOM Annual Membership, Price: \$214.00), 'Careers' (Plan: AOM Annual Membership, Price: \$11.00), and 'Communication, Digital Technology, and Organization' (Plan: AOM Annual Membership, Price: \$11.00). Arrows point from the 'Card' button, the 'Discount Code' input field, and the 'Process Payment' button to their respective locations on the page.



Congratulations and Welcome to the Academy of Management!

- Once your payment is complete, [CLICK] the **Go to Profile** button, or [CLICK] on the **View Receipt** or **View all Receipts** buttons.

Note: View Receipt opens a window to view the receipt for this purchase, while View all Receipts navigates users back to the Profile page, specifically to the Invoices/Receipts Menu Item.