How to Activate Your AOM Community Accelerator Program Benefit and Apply Your Discount Code
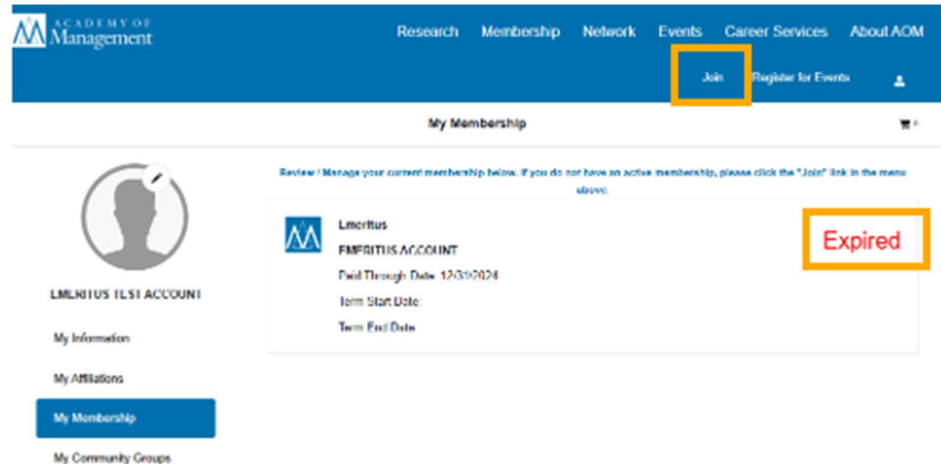
Start with AOM Member Portal at https://myaccount.aom.org

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

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

Step 3: Divisions and Interest Groups (DIGs)

o [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.

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

Step 4. Additional Information

- o [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.

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

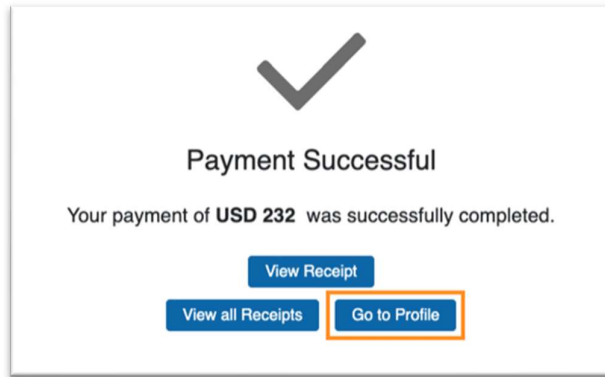## Final Step: Complete Payment Information

- o [ENTER] **payment information**.

- o Under Order Summary, [ENTER] the **Discount Code** provided.

- o [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.*

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

Congratulations and Welcome to the Academy of Management!

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