

# HOW TO ACCESS YOUR CHAPTER ACCOUNT

## AND AFFILIATE YOUR MEMBERS



### Brand new chapter?

Go to the AzHOSA website, and complete the "Start a New Chapter" form under the Advisor tab.

or

### New advisor taking over an existing chapter?

Email [sandra.oligny@azed.gov](mailto:sandra.oligny@azed.gov) to let us know which school/chapter you will be taking over.

**then**

### When you receive your chapter number...

...go to <https://www.apps.hosa.org>, OR, go to [www.hosa.org](http://www.hosa.org) and select the "Login" option along the top right of the screen. Use the "forgot password" option, and enter the chapter number as your UserID. You will receive an email to reset your password for the year.

**next**

### Once you're logged in...

...when you are ready to enter members, start with the "+" button under the membership bar. That will walk you through the 6 steps of affiliating your chapter and entering members for the year.



### Be careful!!

Once members are added and you submit the application, members can no longer be removed! Any spelling errors also have to be corrected by the AzHOSA office, so take extra care when entering your members for the year!