

Hi everyone,

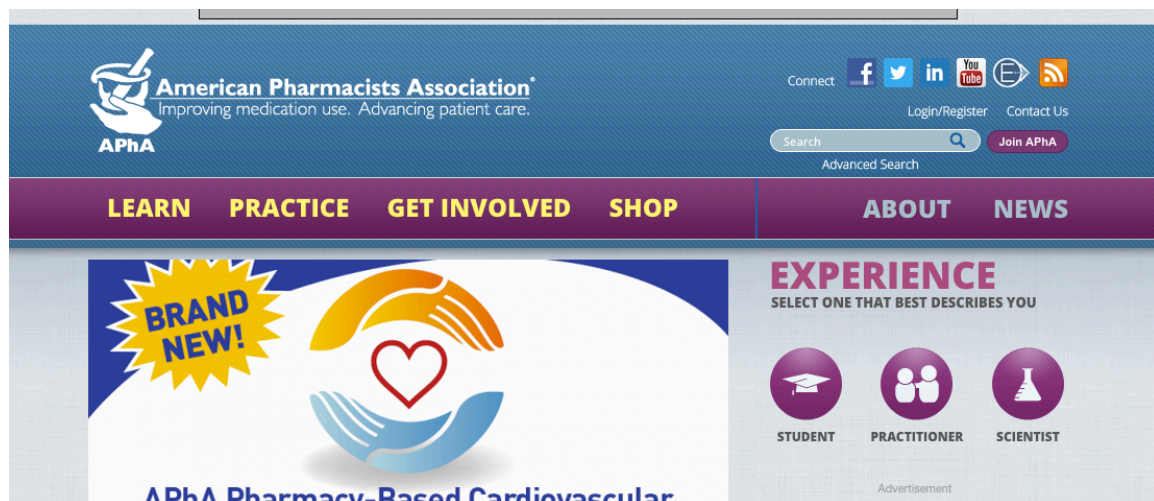
The membership process for APSA can be a little confusing, but feel free to contact me with any questions. I wanted to reiterate that membership in APSA means you will be joining **five** organizations. The following will be a step-by-step of everything you need to do to become a member of APSA and the parent organizations: APhA/IPSF, CPhA, ASHP, and CSHP. The entire process should take less than 15 minutes. This document is long, but very easy to go through if you follow the steps correctly.

### **Step #1:** APSA Membership Application

- Complete the APSA Membership Application form found here:  
<https://goo.gl/forms/13T06TcmHnvvZttx2>  
Copy and paste this to your browser; direct hyperlink may not work.
- Please be very **careful** filling out this information and PLEASE follow examples provided. If you need to make a correction after submitting the form, email me with your **USC email** describing the change.
- For ASHP, you must choose a **student section**, so just choose any section that interests you. You can always change it later on your account.
  - Sections are used to provide you more information on that branch of pharmacy

### **Step #2:** APhA Membership Application

- The website is <http://www.pharmacist.com/>

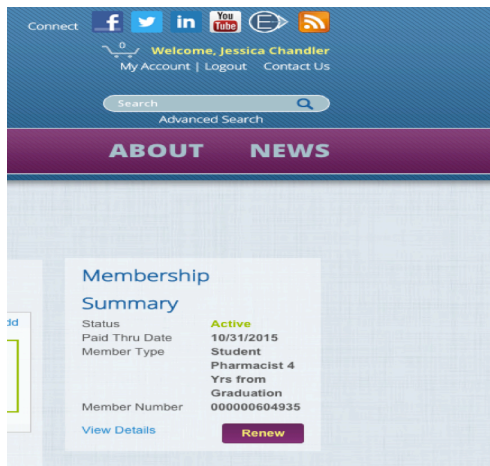


Click on Login/Register

Login: if you already have an account

Register: if you do not have an account

- If this is your first time logging in, create an account using your **USC email**. Some of you may actually already have accounts set up from last year, in that case you can select “forgot username” and enter your USC email. Once logged in, and after filling in the demographic information, click “my account” in the top right section.
- On the right side under membership summary, it will either say ‘join’ or ‘renew.’



- If it says **join**, go through the application process and the total will be \$45 for 1-year membership.
- If it says **renew**, go ahead and pay the \$45 fee to renew for 1-year membership.
- There are optional (and free) academies you can elect to join with APhA membership as well.

**Note:**

If you have any questions about accessing the APhA account, please contact APhA member services (1-800-237-2742) and follow up with us if you encounter any issues. I can help you to the best

of my ability, but I may have to ask you to call.

Note: Joining only APhA does not mean you are a member of APSA. You **must** complete all appropriate steps to become a complete member.

**Step #3: Payment Information**

- Forward your APhA payment receipt (if applicable) to my email (wushirle@usc.edu)
  - Please keep the receipt for your own records
- Please choose the correct option below as this will determine how much to write the check out for:
  - **Dual membership for APhA/CPhA/IPSF and ASHP/CSHP**
    - **\$185 total:** \$45 online (APhA) and \$140 Check
  - **ASHP/CSHP National Organizations Only**
    - \$110 Check
  - **APhA/CPhA/IPSF Only**
    - \$110 total: \$45 online (APhA) and \$65 Check
- Write the check out to “APSA”
  - In the memo, you can write APSA fees 2016-2017
  - **Make sure your name is on the check!**
- You can turn in your check to any executive board member.
- If you are unable to turn in a check, you may contact our Director of

- Finance, Isabel Chu for Venmo payment @Isabel-chu.
- No Cash payments will be accepted.

**Deadline**

- The deadline to join is **October 10, 2016**
  - The sooner you sign up, the smoother the process as we have to follow the membership deadlines for the parent organizations.
- If you are interested in attending CSHP Seminar in Anaheim 10/27-10/30, the deadline to join is **September 19, 2016!**
  - Membership needs to be processed to register for student pricings by October 13<sup>th</sup>.
- For more information about APSA, our website is <http://uscapsa.org/>

If you have any questions or concerns, please don't hesitate to email me.

Best,  
Shirley Wu  
USC APSA Director of Membership  
wushirle@usc.edu