How to renew your AOGME Membership

Members may renew online, by check or by phone.

Pay online

AACOM transitioned to a new database on May 23, 2019. Because of this, all current and new users must sign up to create an account when they log in for the first time after that date. If you had an AACOM account prior to May 23rd, sign up using your previous login email to ensure the information from your old account syncs to your new one. You may change the email address in your profile after you create your account. Questions? Contact helpdesk@aacom.org.

1. Go to the AACOM Login Page.
   - If you are a new user or have not accessed your account since May 23, click Sign-up Now on the login screen and follow steps 1a & 1b.
   - If you have already completed this process, sign in and skip to Step 2.
   - For password assistance, click Forgot your password?
1a. Verify Your Email

- Enter an email address and click **SEND VERIFICATION CODE**. Current users should use the same email address they used to log in with before May 23rd.

- You will receive an email from msonlineservicesteam@microsoftonline.com with a 6-digit verification code. If you do not receive this email, please check your email’s spam or junk folder.

- Enter the verification code into the box indicated and click **VERIFY CODE**. You may also click **SEND NEW CODE** if you do not get an email.

1b. Create Account

- Complete the rest of the form by entering your password, first name, and last name, and clicking **CREATE**.

- If the CREATE button doesn’t take you to a new window, make sure you’ve verified your email address and filled out all fields. Additionally, your Password should be at least 8 characters long and include a combination of numbers, upper-case and lower-case characters, and one special character such as ? or !.
2. Once signed up and logged in, you will be taken to your “My Invoices” page.

   Click here if you are not redirected to this page.

3. If your membership can be renewed online, your invoice will show under “Open Invoices.”
   - Click the shopping cart icon next to the invoice to add it to your shopping cart. You may also add other open invoices to your shopping cart at this time.
   - Once done, click **CONTINUE TO CHECKOUT**
4. To checkout, verify (or enter) your Billing Information and enter your Payment Information. Click *PROCESS PAYMENT*, and you will be taken to the Confirmation screen that you can print for your records. You will also receive an email confirmation with a copy of your invoice.

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**Pay by check**

If you prefer to pay by check, mail your check to:

*aacomp c/o AOGME*

7700 Old Georgetown Rd, Suite 250
Bethesda, MD 20814
Attn: Alegneta Long

Once AACOM receives your check, you will be notified that your membership has been activated.

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**Pay by phone**

You may also pay by phone via credit card by contacting us at: 301-657-7881

*For any questions or if you experience any technical issues, please reach out to us at aogme@aacom.org or 301-657-7881. We would love to hear from you!*