

## Affiliation Instructions

1. Go to the National HOSA web site, [www.hosa.org](http://www.hosa.org)
2. On the left side of the screen click “Advisor Services”
3. Then click “Chapter Advisors”
4. Read the requirements, gather information, click “Click Here”
5. Enter your Charter # and Password then click “Logon”
6. You can read the Instructions by clicking “Instructions”
7. Once you finish reading the information you can click the “Home” icon on your computer which will take you back to the previous page.
8. Click “Chapter Affiliation” to continue with the affiliation process.
9. Read and click “Next”
10. Complete, check, or change the Chapter Information
11. Click “Next”
12. Complete, check, or change the Billing Information
13. Click “Next”
14. Complete, check, or change the Shipping Information
15. Click “Next”
16. Complete, check or change the Chapter Demographics
17. Click “Next”
18. If you would like to add a new member enter the member information and click “Add member”
19. Complete all the required information. Be sure to spell the student’s name correctly. Please use the correct letter case.
20. Just continue to add member information and click “Add Member” after each entry. You should see a list to the left of the members you have added. This list will stay until you complete the process.
21. When you have added your last member, click “Next”.
22. Schedule of Affiliation – Application Fees shows the charges for your chapter.
23. Click “Next”
24. Please read the Chapter Affiliation Agreement and then click “Done”
25. The “Home” menu appears and at this time you can view and print an Account Statement. Use this to request a check for membership
26. Exit the form and you will see the “Home” menu.
27. At any time from the “Home” menu you can View Membership Directory, View Account Statement, or Update Affiliation Data. This is also where you register for the state and national conferences – “Conference Registration”.
28. Once you have completed entering your information, click “Logoff”.
29. This will return you to the “Home” page for National HOSA.

<https://apps.hosa.org/hosaconf/chapter/affiliationInstructions.jsp>