

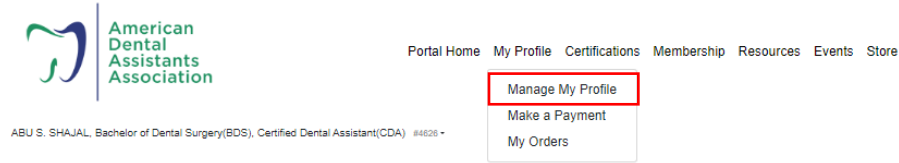
How to Sign Up Your School and Students for Membership in the ADAA Portal

Step 1. Log in or Set Up an Account

School Administrators must have an existing account with ADAA. Log in [here](#) or follow instructions to [Set Up an Account](#).

Step 2. Link your School as an Organization to your ADAA Profile

In the menu, visit My Profile then select 'Manage My Profile' from the drop down.



In your profile, update/complete the Work Information section to link your School as an Organization and save all changes.

Work Information

Start typing the name of your organization / school. If you find a match, you will be associated with their organizational record. If you do not find a match, you may add a new organization / school. Please use the official business name of your organization / school, so that your colleagues can associate themselves with the same organization.

Note: If you are joining or renewing as an Air Force member, you must choose the existing "United States Air Force" organization before proceeding

International Members please note, you must have an international work & home address to receive the international member rate.

Organization: Job Title:

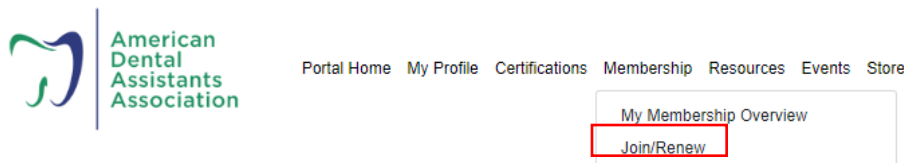
Step 3. Contact ADAA to be added as the "School Billing Contact"

Email info@adaausa.org or call 410-940-6584 to make the request.

While staff processes your request: Send your Students instructions to log in or [Set Up an Account](#) along with the official school name to link under their Work Information. Otherwise, you'll need their First Name, Last Name and Email Address handy to add manually when you complete the School application.

Step 4. Sign up or Renew Your Students

In your account, visit Membership and select 'Join/Renew' from the drop down.



Select "Sign Up Your Students (School Administrator Only)" from the list of applications, click Next.

Apply for Membership

What would you like to do?

Join Now! (Non-Student)	<input type="button" value="Select"/>
Student Membership Join	<input type="button" value="Select"/>
Sign Up Your Students (School Administrator Only)	<input checked="" type="button" value="Selected"/>
Purchase a Journal Subscription	<input type="button" value="Select"/>

[Next](#)

Navigating the School Administrator Application in the ADAA Portal

Step 1. Insert the number of students you are purchasing a membership for and save changes.

Apply for Membership

Basic Information

Name *	Address
<input type="text" value="Example"/>	<input type="text" value="Full street address, city and state"/>
Main Phone Number	Website
<input type="text"/>	<input type="text"/>

Student Memberships

How many memberships are you paying on behalf of? *

[Save Changes](#) [Cancel](#)

Step 2. Select the Organizational School Membership package with your total amount, then click Next.

Apply for Membership

1 SELECT PACKAGE 2 SELECT MEMBERS 3 ORDER DETAILS 4 REVIEW ORDER 5 COMPLETE

Select Your Membership Type & Package

Application Type:
Join

Membership Type:*

Select membership type

Organizational School Membership	900.00 USD
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[Next](#)

School Membership Application Form (Organizations)

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Step 3. Select the students to receive membership OR add a student not listed, then click next.

Apply for Membership

1 SELECT PACKAGE 2 SELECT MEMBERS 3 ORDER DETAILS 4 REVIEW ORDER 5 COMPLETE

Note: Please select only the amount of students you have identified on the previous page. If more are selected, you will be sent an invoice for the additional students added. Thank you!

Manage Member Contacts

Members Assigned: 3 / Unlimited

Brian Jones	bjones@kellencompany.com		Add to Membership
Michael ADAATesterOne	feliahella@adaa1@gmail.com	Vice President of Technology	Add to Membership
Nakesha Betsill	nbetsill@kellencompany.com		✓ Added to Membership
Pamela Reid	preid@kellencompany.com	Director, Client Technology	✓ Added to Membership
Raven Hardin	rhardin@kellencompany.com		✓ Added to Membership
Samir Shailwani	samshail786@gmail.com	BA	Add to Membership

[Add Someone Not Listed](#)

[Back](#) [Next](#)

Step 4. Add a credit/debit card OR select “Send me an invoice/pay at a later time”, then click next to review and complete your order.

Apply for Membership

1 SELECT PACKAGE 2 SELECT MEMBERS 3 ORDER DETAILS 4 REVIEW ORDER 5 COMPLETE


Enter the amount of donation you would like to make to the Professional Dental Assistants Education Foundation (optional):

The Professional Dental Assistants Education Foundation (PDAEF) is a 501(c)(3) foundation affiliated with the American Dental Assistants Association (ADAA). The Foundation received its IRS determination letter approving its 501(c)(3) status on May 31, 2016. Contributions or donations made to PDAEF, a 501(c)(3) organization, are tax deductible to the extent that the law allows. [CLICK HERE for More Information!](#)


Yes I'd like to make a donation along with this order

Amount Due Now: 900.00 USD Apply Coupon Code

Your Credit & Debit Cards Expires on

+ [Add a credit or debit card](#) 

Other Payment Options

Send me an invoice/pay at a later time 

Check #/Payment Reference #:

⚠ No payment method selected. Please select a payment option to continue.

Back Cancel Next

Important Note: You can only submit the School Administrator application for your institution once per year.

To add additional Students, please direct the student to complete a Student Application as an individual member in the ADAA portal and select “Bill to My Organization” at check out.

You may access current future invoices as administrator for your school by visiting My Profile and selecting ‘Make A Payment’.



Portal Home My Profile Certifications Membership Resources Events Store

- Manage My Profile
- Make a Payment**
- My Orders