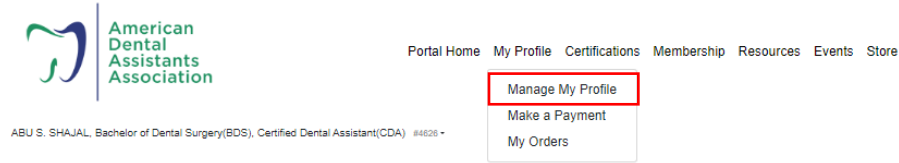# How to Sign Up Your School and Students for Membership in the ADAA Portal

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.


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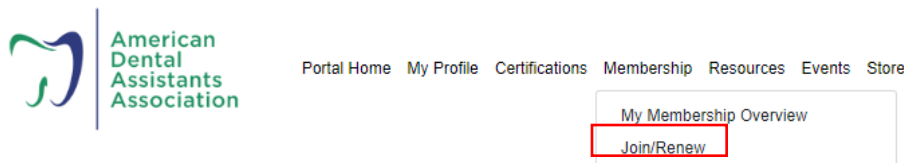
Select "Sign Up Your Students (School Administrator Only)" from the list of applications, click Next.

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.

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

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

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'.