

## Registering for the AOS & BC 2022 Meeting Using the “Invoice Me” Option

*\*Please note that open invoices must be paid no later than June 10 to ensure admittance to the meeting.*

1. [Click here](#) to access the Annual Meeting Registration page in the AOS Member Portal. It will prompt you to log in. Upon logging in, the system will immediately take you to the meeting registration form.

\*If you do not have an existing account on the Member Portal, you will need to create a free account using these steps:

- [Click here](#) to set up and activate your account.
  - Follow the on-screen prompts to complete your account activation.
  - Upon creating your account, navigate to the registration page by selecting “Register for Annual Meeting” under the **My Activity** menu at the top of the screen.
  - Proceed to Step 2 below
2. Proceed through the registration form, filling out all the necessary information.
  3. On the billing information page of the Shopping Cart, select the “Invoice Me” option in the dropdown menu for Payment Method.

The screenshot shows the AOS Member Portal registration form. At the top right, there are links for "JOIN", "PROFESSIONAL RESOURCES", and "DONAT". The AOS logo and "AMERICAN ORNITHOLOGICAL SOCIETY" are on the left. Navigation links for "My Activity", "Meetings", and "About" are on the right. The form includes fields for "City" (Chicago), "State" (Illinois), and "Email". Under "Payment Information", there are logos for VISA, MasterCard, and DISCOVER. The "Payment Method" dropdown menu is open, showing options: Discover (checked), MasterCard, Visa, and Invoice Me (circled in red). Below the dropdown is a "SUBMIT PAYMENT" button and a note: "Please click this button only once." A red asterisk indicates required information.

4. Complete the rest of the registration form to finalize your registration. You will receive a registration confirmation email and an order confirmation email and you will have an open balance on your Member Portal account.