

# Steps for Paying the Team Listing Fee Online

1. Are you listed as a team coordinator or team leader on the roster update form (last page) sent to you?
  - a. YES
    - i. Proceed to step 2
  - b. NO
    - i. You do not have permissions setup in the system to pay the listing fee online. Refer to the roster update form and ask someone who is listed as the team leader or team coordinator to perform this task and follow these directions OR fill out the credit card information on the Word document and send in payment that way.
2. Go to <http://mx.acpa-cpf.org/MYACPA/MyTeams.aspx> and login with your ACPA credentials
  - a. If you are not sure or you forgot your login, go to <http://mx.acpa-cpf.org/SignInHelp.aspx>
3. Do you see a screen similar to the one below?
  - a. Yes
    - i. Click the "More" hyperlink next to your team.
    - ii. If your role is not indicated as a "team leader" or "team coordinator," you do not have permissions setup to pay the listing fee online.
  - b. No
    - i. If not go to: <http://mx.acpa-cpf.org/MYACPA/MyTeams.aspx>

The screenshot shows the website header for the American Cleft Palate - Craniofacial Association. The user is logged in as Ms. Hillary Jones. The main navigation menu includes MY ACPA, WHO ARE WE, TEAM CARE, EDUCATION, and RESEARCH. The page title is 'MY ACPA > My Teams'. On the left is a sidebar with various user options. The main content area is titled 'My Teams (Current and Past)' and features a table with the following data:

ADD MYSELF TO A TEAM				
	My Teams	My Role	My Status	
<a href="#">More</a>	Update My Status	Team ACPA	Team Leader	Current (Active)

Below the table, there are two instructions: 'If you are part of a team that is listed above, click "More" next to the team above and click on the name of the team below to view additional information about that team.' and 'If you are a member of a listed team that does not appear above, click "Add myself to a team" above. The team must be listed in order for you to add yourself to a team.'

4. After clicking the "more" hyperlink, you should see the screen below. Click the team name hyperlink:

**American Cleft Palate - Craniofacial Association** ...committed to team care

Non-Member  
Logged in as: [Ms Hillary Jones](#)  
[LOGOUT](#)

MY ACPA WHO ARE WE TEAM CARE EDUCATION RESEARCH

Search... >>

MY ACPA > My Teams

**My Teams (Current and Past)**

[ADD MYSELF TO A TEAM](#)

	My Teams	My Role	My Status
<a href="#">More</a> <a href="#">Update My Status</a>	Team ACPA	Team Leader	Current (Active)

If you are part of a team that is listed above, click "More" next to the team above and click on the name of the team below to view additional information about that team.

If you are a member of a listed team that does not appear above, click "Add myself to a team" above. The team must be listed in order for you to add yourself to a team.

**Additional Team Member Detail**

Team	<a href="#">Team ACPA</a>	Team Category	CPT, CFT
Team Member	Jones, Hillary	Team Phone	919.933.9044
Team Role	Team Leader	Team City	Chapel Hill
Team Member Status	Current (Active)	Team State	NC
Started Participation	01/21/2015	Team Country	
Ended Participation		Listed Team	No
		Age Range	

5. You will be taken to your team's listing page. Click the Renew hyperlink to proceed.

**American Cleft Palate - Craniofacial Association** ...committed to team care

Non-Member  
Logged in as: Ms Hillary Jones  
LOGOUT

MY ACPA WHO ARE WE TEAM CARE EDUCATION RESEARCH Search... >>

**Team ACPA**

Address  
1504 E Franklin St  
Ste 102  
Chapel Hill NC 27514

Category: CPT, CFT  
Age Range:  
Phone: 919.933.9044  
Fax: 919.933.9604  
Email: [cat@acpa-cpf.org](mailto:cat@acpa-cpf.org)  
Website: <http://www.acpa-cpf.org>

Map locations may be approximate

Team	Team Listed?	Team Began Operations	Fee Expiration
Team ACPA	No		<a href="#">Renew</a>

6. On the next page, click "Confirm Team Renew" hyperlink.

**American Cleft Palate - Craniofacial Association** ...committed to team care

Non-Member  
Logged in as: Ms Hillary Jones  
LOGOUT

MY ACPA WHO ARE WE TEAM CARE EDUCATION RESEARCH Search... >>


MY ACPA > Confirm Team Membership


Please click on the "Confirm Team Renew" link to confirm.

Renewing for	Person Paying Team Renewal	Confirm Team Renew
<a href="#">Confirm Team Renew</a> Team ACPA	Jones, Hillary	No

7. A box will pop up (see below). Select "Yes" next to Start Team Renew and click "Save."

**Team Renewal Information**

Team being Renewed  

Team Member Paying for Renewal  

Please confirm that you would like to renew the Team membership.

Start Team Renew \*  Yes  No

8. On the next screen, click the "Next Step" button:

 American Cleft Palate - Craniofacial Association *...committed to team care*

Non-Member  
Logged in as: Ms Hillary Jones

MY ACPA WHO ARE WE TEAM CARE EDUCATION RESEARCH Search...

MY ACPA > Confirm Team Membership

Manage Profile  
Membership  
Member Directory  
Team Directory  
My Teams  
Committee Directory  
Meetings  
My Registrations  
Donate  
Newsletter  
My Shopping Cart  
Journal

Please click on the "Confirm Team Renew" link to confirm.

	Renewing for	Person Paying Team Renewal	Confirm Team Renew
<a href="#">Confirm Team Renew</a>	Team ACPA	Jones, Hillary	Yes

**Thank you for your confirmation.**  
Please click on the button below to move to the next step.

9. You will be redirected to the shopping cart. Make sure the billing address is filled out based on your credit card's address and click "Complete My Order" button

American Cleft Palate - Craniofacial Association  
...committed to team care

Logged in as: Ms Hilary Jones  
LOGOUT

MY ACPA WHO ARE WE TEAM CARE EDUCATION RESEARCH

Shopping Cart

Would you like to make a donation to the Cleft Palate Foundation?  
[Click here](#) for more information or to make a donation.

### Shopping Cart

Complete My Order

BILLING		SHIPPING		ORDER SUMMARY	
Bill To Ms Hilary Jones	<input type="button" value="CHANGE"/>			Purchase Subtotal	\$150.00
Billing Address Ms Hilary Jones 1504 E Franklin St Chapel Hill, NC 27514 US				1 Item selected	
				Shipping and Handling	\$0.00
				Sales Tax	\$0.00
				Tax Exempt number	
				Order Total	\$150.00

### Cart Items

Modify	Promotion Code	Item Description	Quantity	Unit Price	Discount	Tax	Total
<input type="button" value="REMOVE"/>	<input type="text" value="Promo code"/>	2016 Team Listing Fee	<input type="text" value="1"/>	\$150.00	\$0.00	\$0.00	\$150.00
<input type="button" value="VIEW"/>							

10. Enter payment information, click "Enter Payment" button, and you are all done. Thank you!

Place My Order

\* Payment Information

Credit Card:

Card type: American Express Payment

Card Number:

Expiration Date: 1-Jan 2015

Name on card:

Verification #:

Street: 1504 E Franklin St

City: Chapel Hill

State: NC

Postal Code: 27514

Check here if you have a Gift Card

Gift Card Code:

The amount to be charged to your credit card is: \$150.00

SECURED BY PayPal