MEMBER AFFILIATION INSTRUCTIONS

July 2026

STEP 1 – visit WWW.HOSA.ORG and click LOGIN

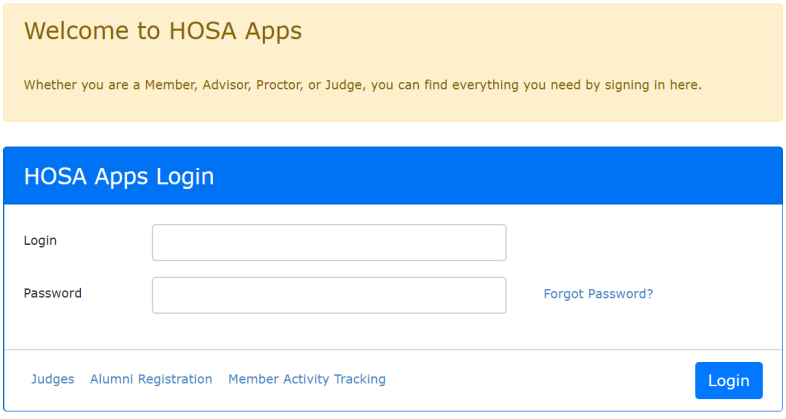


STEP 2: Log-in using the information you received from HOSA

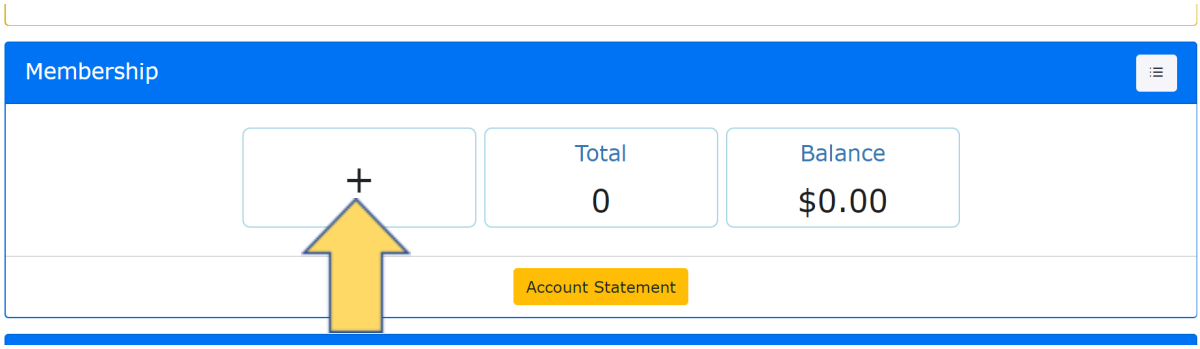
** If you do not have a log-in, please email the State Advisor **

Your login should be the chapter's charter number.

If you've forgotten your password or need to create one, click "Forgot Password?" and a reset link will be sent to the chapter advisor's email address. If there has been a change in advisor, please contact the State Advisor so information can be updated in the system.



STEP 3: Click the + under Membership to begin the Affiliation Process



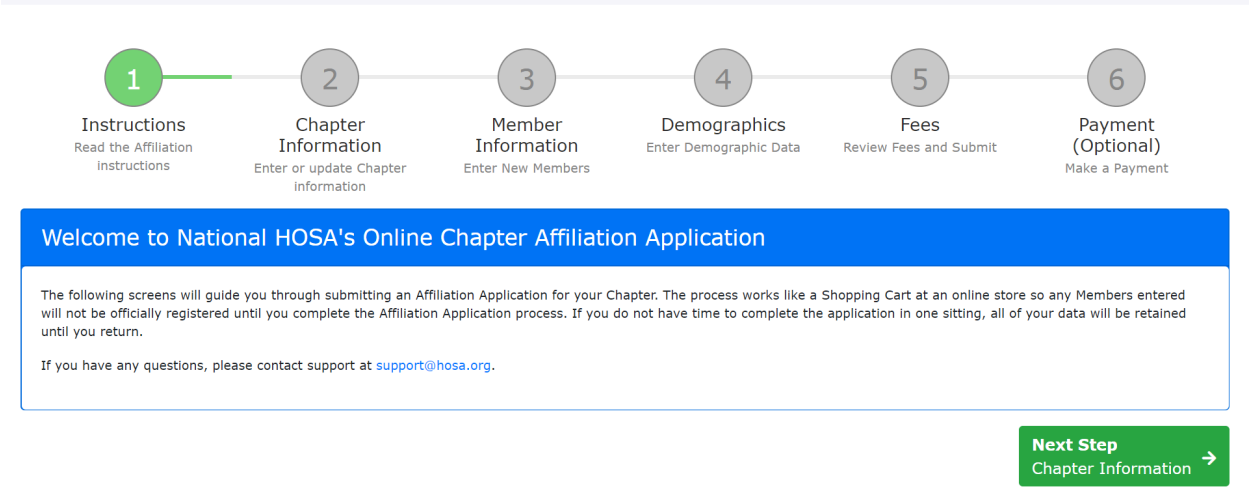
STEP 4: Follow the instructions and prompts on screen to finalize your Affiliation.

Please note that ANY member you enter will be required to pay $10 for state and $10 for national HOSA dues, payable to HOSA Inc. in Texas.

BEST PRACTICE: Have students pay their fees before you enter them into the system. If you are unsure about any member, please refrain from registering them until a later date.

BEST PRACTICE: Utilize a sign up sheet like **THIS** to obtain all required information from your students

Local Officers can assist in gathering member information, but the advisor should maintain the login information and is responsible for making sure information is correct. Once a member is affiliated, there are NO refunds, per HOSA Inc. policies. The State Advisor can correct spelling errors to member names but does not have administrative ability to remove mistakenly added members.



MEMBERSHIP DUES: All dues are paid to International HOSA (HOSA Inc.). If you plan to pay with a credit card for membership dues, there will be an additional fee. There are no fees for checks, and if you wish to pay by check, you may skip the payment screen and send an affiliation (membership) check to HOSA, Inc: 548 Silicon Drive, Suite 101, Southlake, TX 76092. Please note the school or charter number on the check memo so the payment is appropriately applied to your account.

CONFERENCE FEES are paid to Nebraska HOSA. Checks are mailed directly to: Nebraska HOSA, % Grafton & Associates, 5935 S 56th St, Suite A, Lincoln, NE 68516. For conference fees, the chapter advisor will receive an invoice from Nebraska HOSA's Quickbooks account to their email following the close of conference registration.