

# MEMBER AFFILIATION INSTRUCTIONS

July 2025

**STEP 1 – visit [WWW.HOSA.ORG](http://WWW.HOSA.ORG) and click LOGIN**



**STEP 2: Log-in using the information you received from HOSA Inc. or Jami Denny**

\*\* If you do not have a log-in, please email [jamelyn.denny@nebraska.gov](mailto:jamelyn.denny@nebraska.gov) \*\*

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 Jami Denny so she can update the information in the system.

Welcome to HOSA Apps

Whether you are a Member, Advisor, Proctor, or Judge, you can find everything you need by signing in here.

**HOSA Apps Login**

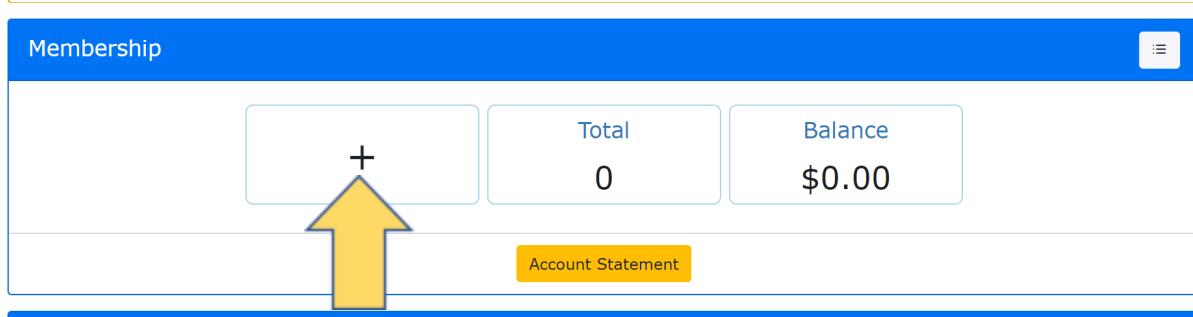
Login

Forgot Password?

Password

[Judges](#) [Alumni Registration](#) [Member Activity Tracking](#)

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



Membership

Total  
0

Balance  
\$0.00

Account Statement

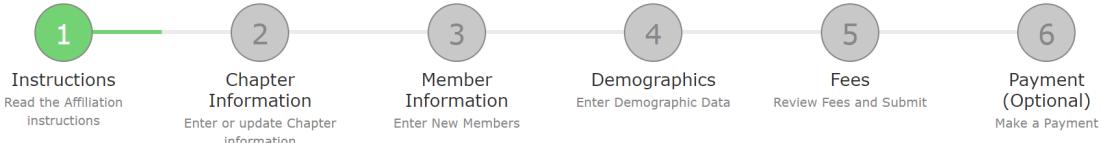
### STEP 4: Follow the instructions and prompts on screen to finalize your Affiliation.

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.



#### Welcome to National HOSA's Online Chapter Affiliation Application

The following screens will guide you through submitting an Affiliation Application for your Chapter. The process works like a Shopping Cart at an online store so any Members entered will not be officially registered until you complete the Affiliation Application process. If you do not have time to complete the application in one sitting, all of your data will be retained until you return.

If you have any questions, please contact support at [support@hosa.org](mailto:support@hosa.org).

Next Step  
Chapter Information →

**MEMBERSHIP DUES:** All dues are paid to National 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.