



9650 Rockville Pike  
Bethesda, Maryland 20814-3991

[acdp@the-aps.org](mailto:acdp@the-aps.org)

Tel. 301-634-7785; Fax: 301-634-7241

[www.acdponline.org](http://www.acdponline.org)

## ACDP DUES INVOICE

### Annual Dues: \$250.00

**Credit Card Payments:** Go online to <http://acdponline.org/Home/Membership/How-to-Join>

OR [www.the-aps.org](http://www.the-aps.org) and click on "Login" in black bar at left (going to APS site usually works better)

1. Click on the link and log in with your **email address** and **ACDP member number or password** (if you don't know it, click on "forgot password" and request the system to send it to you)
2. Click on "My Profile" under your name to go to your Account page
3. Please make any changes to your contact information in your record
4. On the right-hand side under "My Order Balance", click on the green "Pay Now" button for \$250
5. Click on the box to the left of the + sign by the dues order to bring up the payment information screen
6. Put in your credit card information
7. The system will allow you to print a receipt (with an APS header)

**Note:** if you need an ACDP receipt, contact the ACDP Office

**New Chairs or Departments:** Please contact Melinda Lowy first with new chair's contact information so the order can be switched to your name

**Check payments:** Make checks payable to ACDP

(For Tax Purposes, if required: Federal Tax Identification Number (F.E.I.N.) is 52-2100837)

Please include the information below and **return this sheet with your check**. If your address has changed, please provide the correct information below and indicate it is new.

Name: \_\_\_\_\_

Dept: \_\_\_\_\_

University: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Postal Code: \_\_\_\_\_

Country (if not U.S.): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Department web site: \_\_\_\_\_

Return to: **Melinda Lowy, Executive Assistant, ACDP**

9650 Rockville Pike

Bethesda, MD 20814-3991

[acdp@the-aps.org](mailto:acdp@the-aps.org)

301-634-7785 (phone)

301-634-7241 (fax)