

## Two New Enhancements to your OTA Member Account

1. **Automatic Copy of Emails Sent to Assistant** (one assistant only)
2. **Automatic Dues Renewal**

To set up one or both of these new account changes; you must complete the directives below:

### 1. **Automatic Assistant Email Copy**

- **Log into your member menu. Click on “Email Communication Preferences” ↓**

Address, Contact and Practice Information	Upcoming Events Registration
Update Username/Password	Members Only Documents
<b>E-Mail Communication Preferences</b>	Donate: Research and Education Fund
Pay Open Invoices	Donate: COTA
Invoice / Receipt History	Donate: Past President Dinner
Membership Directory	Committee Rosters
My Saved Accounts	Bio
Full Fellowship Directory	Fellowship Directory at a Glance
OTA Resident Grant Submission	OTA Full Grant Preproposal Submission
OTA Pacira Directed Topic Full Grant Subr	Log Off

- **Click on “Edit My Preferences” ↓**

If you have opted out of all communications, you will not receive any of the communications listed below.  
 If opt out is set to "Y" you will not receive anything for that type of communication.  
 If opt out is set to "N" you will only receive communications if mail or email is set to "Y".

Category	Subcategory	Opt Out	Preferred Email	Copy Email
Career Opportunities	Job Postings			
Events	Webinar Marketing			
Fracture Lines Newsletter	Fracture Lines Newsletter			
General OTA Updates	General Updates			
Research	Research Information			
	Survey Information			
Volunteer Opportunities	Volunteer Opportunities			

**Edit My Preferences**

- **Insert Assistant’s Email in the field highlighted below. ↓**

If you would like to be excluded from a type of communication, please indicate your preference by checking the opt out box(es).

If you would like to receive a type of communication, please uncheck the opt out box. Then check either email or mail or both to receive those types of communication.

Copy all emails to this email address:

Category	Subcategory	Opt Out	Preferred Email	Copy Email
Career Opportunities	Job Postings	<input type="checkbox"/>	Specify a Preferred Email? ▼	
Events	Webinar Marketing	<input type="checkbox"/>	Specify a Preferred Email? ▼	
Fracture Lines Newsletter	Fracture Lines Newsletter	<input type="checkbox"/>	Specify a Preferred Email? ▼	
General OTA Updates	General Updates	<input type="checkbox"/>	Specify a Preferred Email? ▼	
Research	Research Information	<input type="checkbox"/>	Specify a Preferred Email? ▼	
	Survey Information	<input type="checkbox"/>	Specify a Preferred Email? ▼	
Volunteer Opportunities	Volunteer Opportunities	<input type="checkbox"/>	Specify a Preferred Email? ▼	

**Save My Preferences**

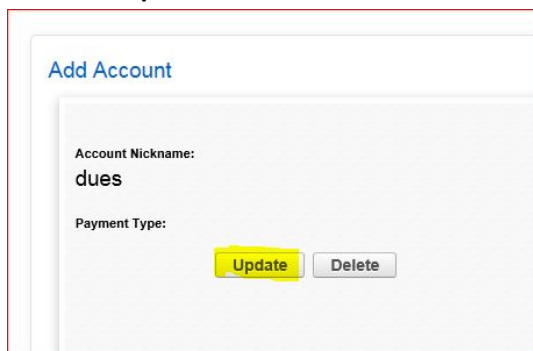
## 2. Automatic Dues Renewal

A. If you already have a saved credit card in your OTA account, follow this path:

- **Log into your member menu. Click on “My Saved Account” ↓**

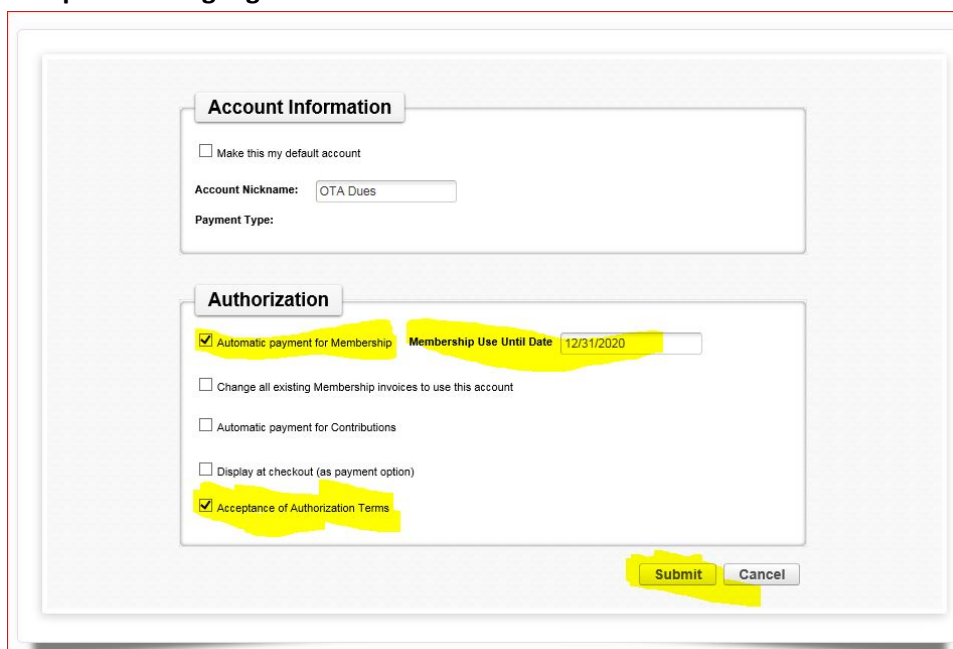
Address, Contact and Practice Information	Upcoming Events Registration
Update Username/Password	Members Only Documents
<b>E-Mail Communication Preferences</b>	Donate: Research and Education Fund
Pay Open Invoices	Donate: COTA
Invoice / Receipt History	Donate: Past President Dinner
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- **Click on “Update” ↓**



The screenshot shows a web form titled "Add Account". It contains two fields: "Account Nickname:" with the value "dues" and "Payment Type:". Below these fields are two buttons: "Update" (highlighted in yellow) and "Delete".

- **Complete the highlighted fields below and click “Submit” ↓**



The screenshot shows a form with two sections: "Account Information" and "Authorization".

**Account Information:**

- Make this my default account
- Account Nickname:
- Payment Type:

**Authorization:**

- Automatic payment for Membership **Membership Use Until Date**
- Change all existing Membership invoices to use this account
- Automatic payment for Contributions
- Display at checkout (as payment option)
- Acceptance of Authorization Terms

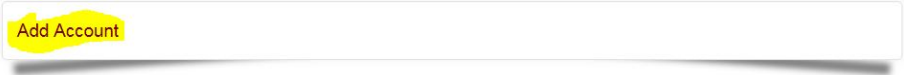
At the bottom right, there are two buttons: "Submit" (highlighted in yellow) and "Cancel".

B. If you first need to save a credit card number, in your OTA account, follow this path:

- **Log into your member menu. Click on “My Saved Account” ↓**

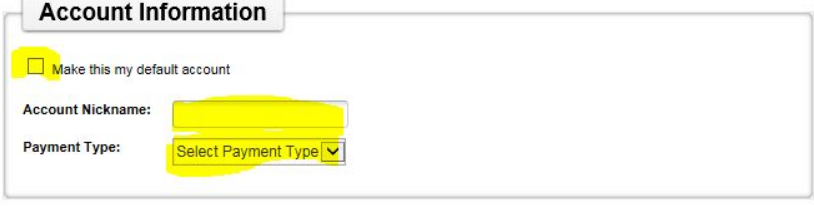
Address, Contact and Practice Information	Upcoming Events Registration
Update Username/Password	Members Only Documents
E-Mail Communication Preferences	Donate: Research and Education Fund
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- **Log into your member menu. Click on “Add Account” ↓**



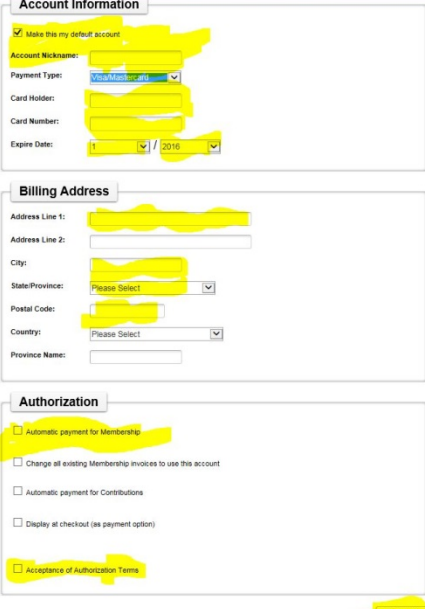
A screenshot of a web interface showing a button labeled "Add Account" highlighted in yellow. The button is located within a white rectangular area that has a subtle shadow effect.

- **Choose a nickname such as “Dues” and choose a credit card. Click on “Submit” ↓**



A screenshot of a web form titled "Account Information". The form contains a checkbox labeled "Make this my default account" which is unchecked. Below this, there is a text input field for "Account Nickname:" with the text "Dues" entered and highlighted in yellow. Next to it is a dropdown menu for "Payment Type:" with "Select Payment Type" selected and highlighted in yellow. At the bottom right of the form is a yellow "Submit" button.

- **Complete the credit card information. Click on “Submit” ↓**



A screenshot of a web form titled "Account Information" with three sections: "Account Information", "Billing Address", and "Authorization". The "Account Information" section has a checked checkbox "Make this my default account", a text input for "Account Nickname:" with "Dues" entered, a dropdown for "Payment Type:" with "Web/Membership" selected, and text inputs for "Card Holder:", "Card Number:", and "Expire Date:" (11/2016). The "Billing Address" section has text inputs for "Address Line 1:", "Address Line 2:", "City:", "Postal Code:", and "Province Name:", and dropdowns for "State/Province:" and "Country:". The "Authorization" section has checkboxes for "Automatic payment for Membership", "Change of existing Membership invoices to use this account", "Automatic payment for Contributions", and "Display at checkout (as payment option)", all of which are unchecked. At the bottom right is a yellow "Submit" button.

