



**COMMISSIONED OFFICERS ASSOCIATION**  
**OF THE U.S. PUBLIC HEALTH SERVICE**

# Renewing Your COA Membership

## Step-By-Step Guide

# Step 1:

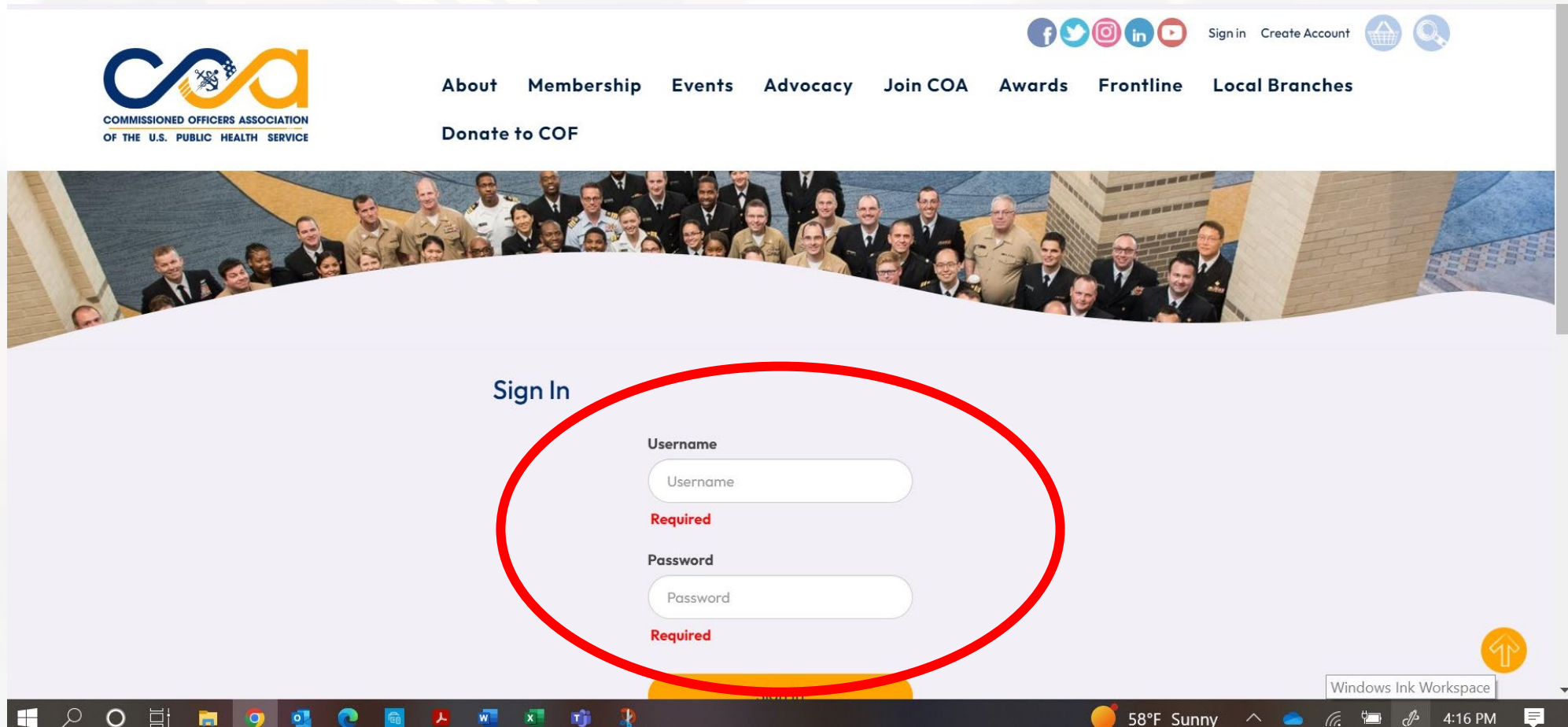
Go to [www.coausphs.org](http://www.coausphs.org). Click the sign-in button at the top right corner of the screen





# Step 2:

Sign-in using your username. Use password COA12345 unless you recently changed it.



The screenshot shows the website for the Commissioned Officers Association of the U.S. Public Health Service. The header includes the COA logo, navigation links (About, Membership, Events, Advocacy, Join COA, Awards, Frontline, Local Branches), and utility links (Sign in, Create Account, Shopping cart, Search). Below the header is a banner image of a group of people in uniform. The main content area features a 'Sign In' section with two input fields: 'Username' and 'Password'. Both fields are highlighted with a red oval. Below each field is a red 'Required' label. At the bottom of the page, there is a Windows taskbar showing various application icons, the system tray with weather information (58°F Sunny) and time (4:16 PM), and a 'Windows Ink Workspace' button.



# Step 3:

Click your name at the top right side of the screen.





# Step 4:

Click 'My Account.'





# Step 5:

Click 'Renew Now'.

The screenshot shows the user profile for Bill Jones. At the top right, there are social media icons for Facebook, Twitter, Instagram, LinkedIn, and YouTube, along with a user profile icon for Bill Jones, a shopping cart icon, and a search icon. The navigation menu includes: About, Membership, Events, Advocacy, Join COA, Awards, Frontline, Local Branches, and Donate to COF. Below the navigation is a large banner image of a group of people in uniform. The user profile section shows a placeholder for a profile picture, the name Bill Jones, and the email address billjones@example.com. Below this, it displays Member ID 31252 and Type Member -O3 and below. A dark blue menu bar contains: ABOUT ME, Invoices, Membership, Events, Local Branches, and Preferences. Under 'ABOUT ME', there are two sections: 'Personal details' with a category of Dentist, and 'Social profiles' with the text 'There are no social profiles defined.' A prominent yellow 'Renew Now' button is circled in red on the right side of the profile area. A small orange icon with an upward arrow is located at the bottom right of the profile section.



# Step 6:

Add to cart. Make your branch selection and update cart. Then scroll down for payment.

**COA Member O3 and Below**

Term dates 7/1/2022 to 6/30/2023

Membership Fees

Item	Unit Price	Quantity	Amount	Balance
<input checked="" type="checkbox"/> Member -O3 and Below	120.00	1	120.00	120.00

Chapter Membership Fees

Item	Unit Price	Quantity	Amount	Balance
(Select) Primary <a href="#">Remove</a>	0.00	0	0.00	0.00

[Add additional chapter](#)

Subtotal 120.00

[View Cart](#) [Update Cart](#)

# Step 7:

Enter your payment information and click submit. You will receive an email notification that your payment was processed.

### Cart charges

Invoice total	120.00
<b>TRANSACTION GRAND TOTAL</b>	<b>120.00</b>

### Payment details

**Payment amount**  
120.00


**Payment method**  
VISA

**\* Name on card**  
Bill Jones

**\* Card**  
Card number      MM/YY      CSC      Postal code

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

**Billing address**  
UNITED STATES





# QUESTIONS

If you have questions, please reach out to COA's membership coordinator, Donna Sparrow at [coamembership@coausphs.org](mailto:coamembership@coausphs.org)