Renewing Your COA Membership

Step-By-Step Guide
Step 1:

Go to 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.
Step 3:

Click your name at the top right side of the screen.
Step 4:

Click ‘My Account.’
Step 5:
Click ‘Renew Now’.
Step 6:
Add to cart. Make your branch selection and update cart. Then scroll down for payment.
Step 7:
Enter your payment information and click submit. You will receive an email notification that your payment was processed.

<table>
<thead>
<tr>
<th>Cart charges</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice total</td>
<td>120.00</td>
</tr>
<tr>
<td>TRANSACTION GRAND TOTAL</td>
<td>120.00</td>
</tr>
</tbody>
</table>

**Payment details**

- **Payment amount**: 120.00
- **Payment method**: VISA
- **Name on card**: Bill Jonas
- **Card number**
- **Expiry date (MM/YY)**
- **CSC**
- **Postal code**

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Billing address

UNITED STATES
QUESTIONS

If you have questions, please reach out to COA’s membership coordinator, Donna Sparrow at coamembership@coausphs.org