

GETTING STARTED AS AN ASSOCIATE DOCTOR EMPLOYED AT A PRACTICE

If you are an associate doctor employed at a practice, follow the steps below to enroll in AOA MORE:

1. **IMPORTANT:** The practice owner must first enroll in AOA MORE! During the owner's enrollment, they will sign a Business Associate Agreement, select the practice EHR and then check your name to "authorize" participation in AOA MORE. Once the owner completes this step, you will receive an email inviting you to enroll and providing a "verification code" that will be used during your individual enrollment. *(Make sure that your current email is listed on your MY AOA account profile.)*
2. Visit aoa.org/MORE and select the blue ENROLL button.
3. Login with your AOA member credentials, using zeros at the start of your AOA number to total 8 digits. (If you have problems with the login, please select the red HELP DESK button and submit a help ticket.)
4. Sign the Terms of Use agreement and proceed through the form, validating the information that is presented on each page. Confirm your email address and contact information.
 - a. E-mail is the primary method of communication, so this step is very important!
5. If you are employed at multiple practices, select one and proceed. You must enroll at each practice individually.
6. When prompted, please enter the appropriate verification code and proceed. Submit your enrollment!
7. Repeat the steps if you are employed at multiple practices.
8. Upon completion, you will receive an email confirmation of each enrollment. Retain this email for documentation purposes.