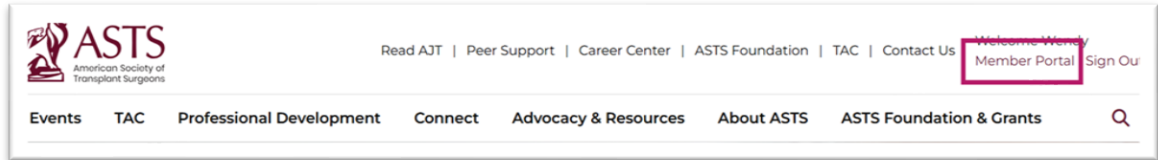


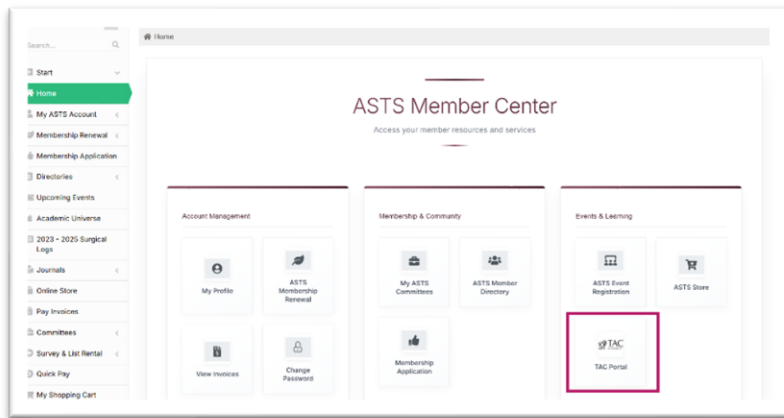
Instructions to pay Accreditation & Reaccreditation fees in TAC Portal

To pay your accreditation or reaccreditation fee, please follow these steps:

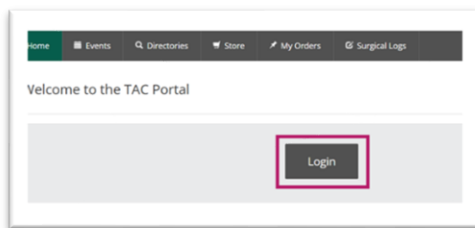
1. Login through the [ASTS member portal](#) with your email address.
2. Once logged on to the ASTS portal, you will click on “Member portal.”



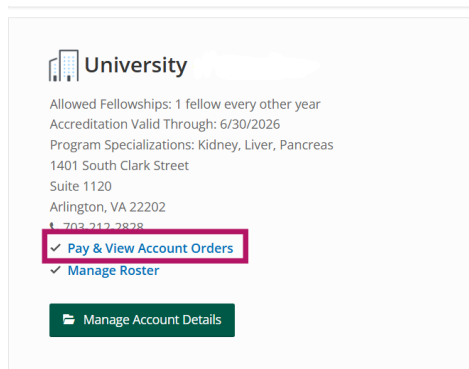
3. Once you are in the member portal, you will click on the TAC Portal tile.



4. After that, please click the “Login” button and it will automatically log you into the TAC Portal.



5. Once you are redirected to the homepage of the TAC Portal, please click on “Pay & View Account Orders.”



6. You will select the open Accreditation or Reccreditation Fee Order and then hit “Pay Orders.”

Orders

Please review your orders below. To pay for an open order, select the order(s) below and click 'Pay Orders'. To review Order History section.

Open Orders

<input type="checkbox"/>	Order	Order Date	Total	Source	Status	Balance
<input checked="" type="checkbox"/>	Order for 1637 - 2026 Reccreditation Fee (ORD-02401-B5N3G8)	11/17/2025	\$2,100.00		Open	\$2,100.00

Pay Orders

Order Total: :
Outstanding Balance: :

Order History

There are no orders to display here.

7. Your order summary will show your program’s accreditation or reccreditation fee.

To pay the invoice, click on the “Pay Now” button.

HomeEventsDirectoriesStoreMy OrdersSurgical Logs

Order Summary

Product	List Price	Your Price	Tax	Qty	Total
Program Reccreditation Fee	\$2,100.00	\$2,100.00	\$0.00	1	\$2,100.00

Subtotal: \$2,100.00
Discount: \$0.00
Tax: \$0.00
Shipping: \$0.00
Total: \$2,100.00

BackCancelPay Now

Enter your Coupon Code

Apply Coupon

8. You will then be prompted to enter your credit card or ACH details. Please note that our preferred method is ACH, which allows for automatic, secure billing directly from your bank account.

Hit continue once you have entered the payment and billing address.

Payment Type
☒ Credit Card ☐ ACH

Card Type
[Dropdown]

Card Number
[Field] [Red X]

Expiration Date (MM/YYYY)
[Field] [Field]

Security Code (CVV/CVV2)
[Field]

First Name
[Field] [Red X]

Last Name
[Field]

☐ Save this card to my profile

Payment Type
☐ Credit Card ☒ ACH

First Name on Bank Account
[Field] [Red X]

Last Name on Bank Account
[Field]

Bank Name
[Field]

Routing Number
[Field]

Account Number
[Field]

Account Type
[Dropdown]

☐ Save this Account to my profile
☐ Save this card to my profile

Same As
☐ None - Enter Address ☒ Mailing Address ☐ Billing Address

Street Address 1 [optional]
1401 S Clark St Ste 1120

Street Address 2 [optional]
[Field]

City [optional]
Arlington

State/Province [optional]
Virginia [Red X]

Zip/Postal Code [optional]
22202-4165

Country [optional]
United States [Dropdown]

9. Once you have entered your credit card or ACH details, hit the “Submit Payment” button.

Exp. 06/2036

1401 S Clark St Ste 1120

Arlington, VA 22202-4165

United States

10. Your payment will then be submitted, and you will get an Order Summary page. You can print your receipt there too.

Order Details

Order Summary

Order	Order Date	Total
Order for 1624 - TAC Training Dues Cycle (ORD-02364-M1X5K5)	07/21/2025	\$3,885.00

Payment Summary

Payment Number	Date	Method	Account/Check Number	Amount
PMT000086POBU	10/01/2025	Visa	*****1111	\$3,885.00

Previous Balance: \$3,885.00
Amount Paid: \$3,885.00

Print Receipt

11. The paid order will remain in the program's order history.

Order History

Order	Order Date	Total
Order for 1624 - TAC Training Dues Cycle (ORD-02364-M1X5K5)	07/21/2025	\$3,885.00

1 Page Size: 10 1 item in 1 page

12. Once you are done, you may log out.

HOW TO PAY A FELLOWSHIP INVOICE BY MAIL

Mail: Check payments can be mailed directly to the ASTS National Office at the address below. Please include a copy of the invoice and include the invoice number on your check. **Please note, payments must be a US check payable in US dollars.**

ASTS National Office
Attn: Joyce Williams
1401 S. Clark Street
Suite 1120
Arlington, VA 2220