

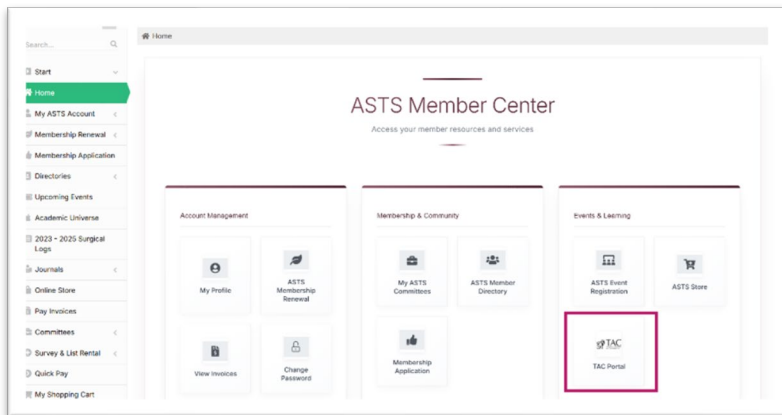
## Instructions to Pay Annual Program Fee in TAC Portal

To pay your annual program fee, please follow these steps:

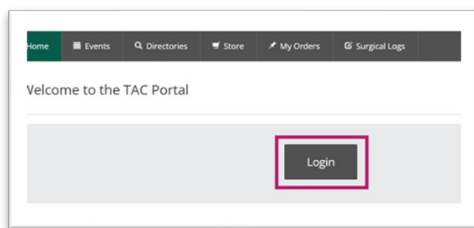
1. Login through the [ASTS member portal](#) with your email address.
2. Once logged on to the ASTS portal, you will click on “Member portal.”



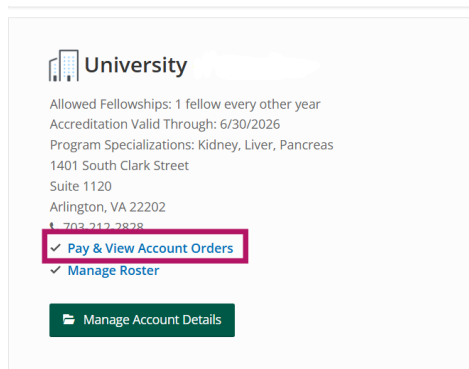
3. Once you are in the member portal, you will click on the TAC Portal tile.



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 Annual Dues 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 1624 - TAC Training Dues Cycle (ORD-03364)	07/21/2025	\$3,885.00		Open	\$3,885.00

[Clear](#)

Search

Select a

Pay Orders

Order Total: :

Outstanding Balance: :

### Order History

There are no orders to display here.

7. Your order summary will show how many fellows you are being billed for the academic year. The amount due depends on the total number of fellows that will be enrolled in the program for the current academic year that started this past summer.

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

[Home](#) [Events](#) [Directories](#) [Store](#) [My Orders](#) [Surgical Logs](#)

### Order Summary

Product	List Price	Your Price	Tax	Qty	Total
Annual Dues: 2 Fellows	\$3,885.00	\$3,885.00	\$0.00	1	\$3,885.00

Subtotal: \$3,885.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

Total: \$3,885.00

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

Card Number

Expiration Date (MM/YYYY)

Security Code (CVV/CVV2)

First Name

Last Name

☐ Save this card to my profile

Payment Type  
☐ Credit Card ☒ ACH

First Name on Bank Account

Last Name on Bank Account

Bank Name

Routing Number

Account Number

Account Type

☐ Save this Account to my profile

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

Street Address 1 [optional]

Street Address 2 [optional]

City [optional]

State/Province [optional]

Zip/Postal Code [optional]

Country [optional]

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.

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### 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