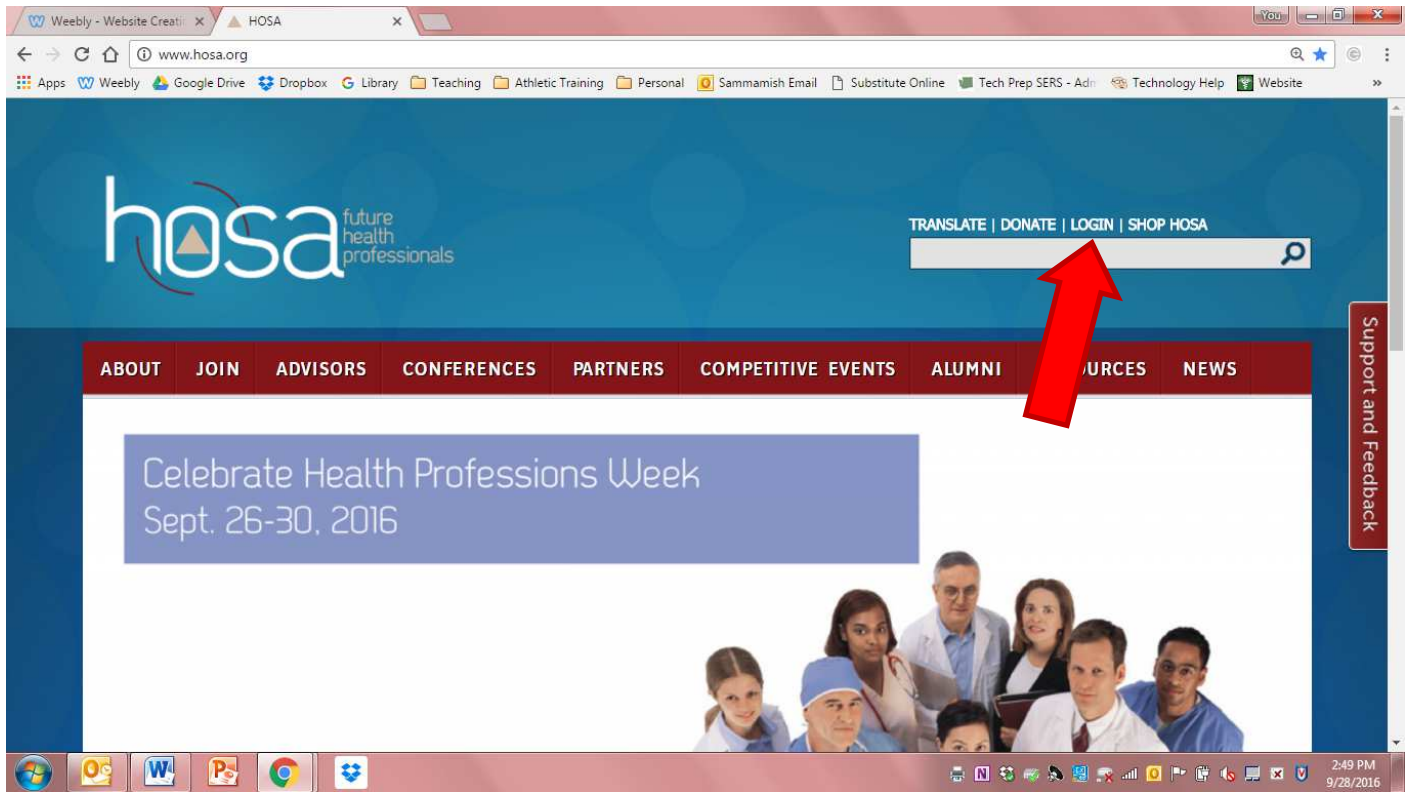
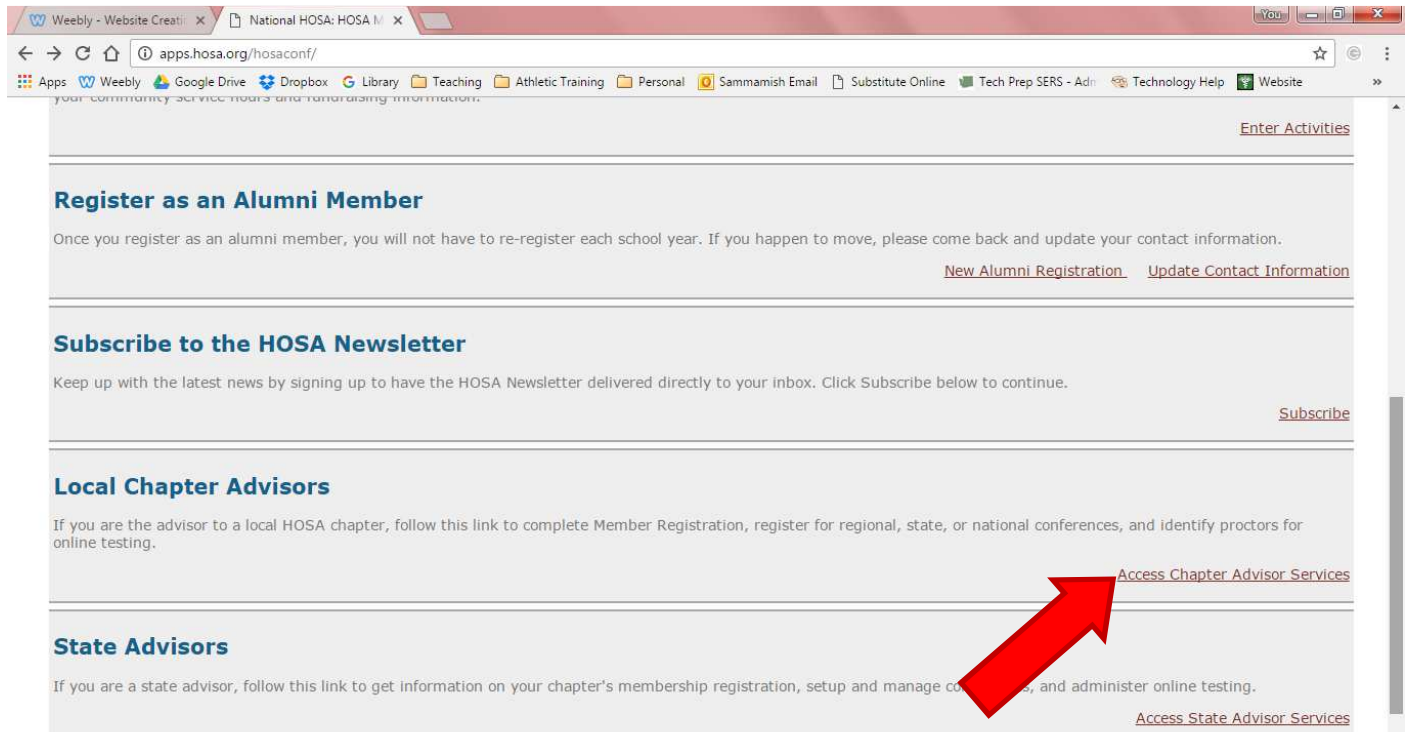


# Accessing Local Chapter Advisor Services for Invoice Printing

Go to [hosa.org](http://hosa.org) and click on the “LOGIN” link in the upper right hand corner of the screen.

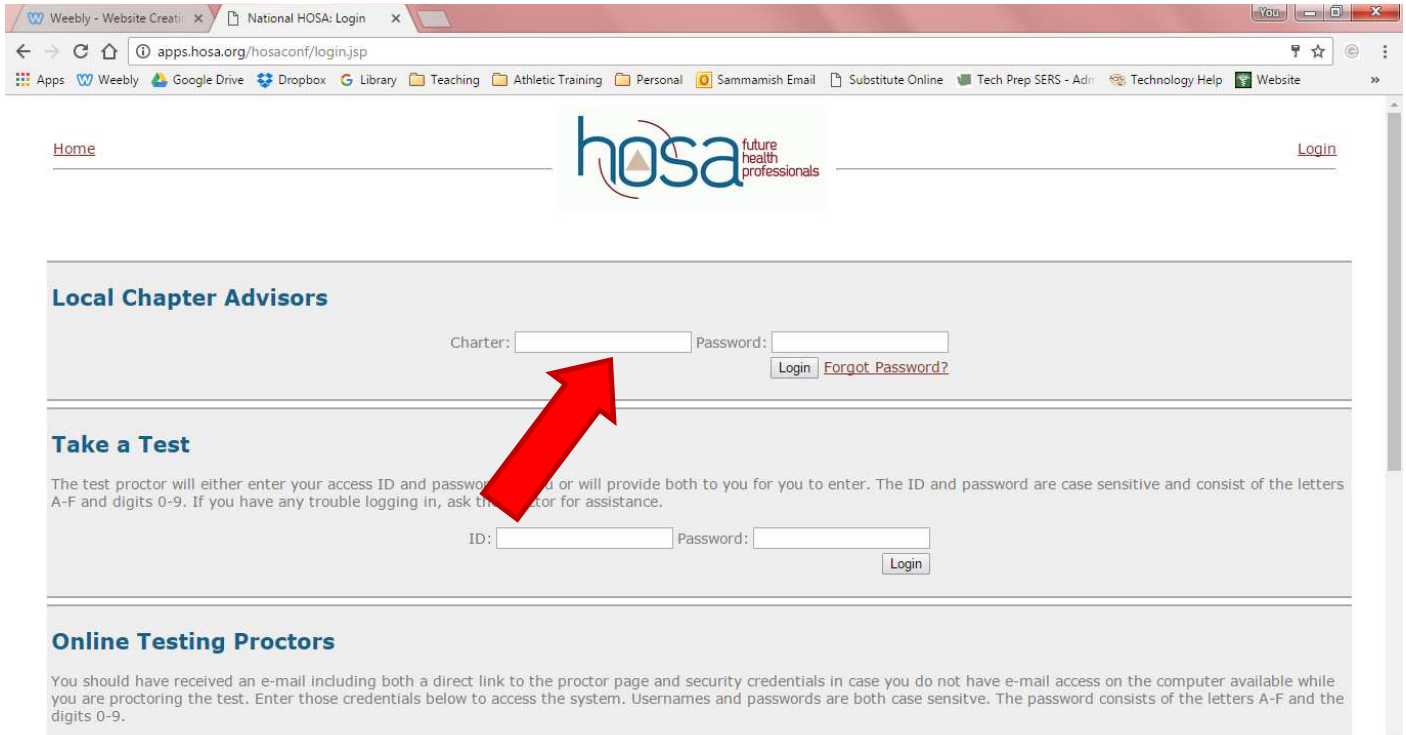


Scroll down to the “*Local Chapter Advisors*” section of the screen and click on the link, “*Access Chapter Advisor Services*” to the right

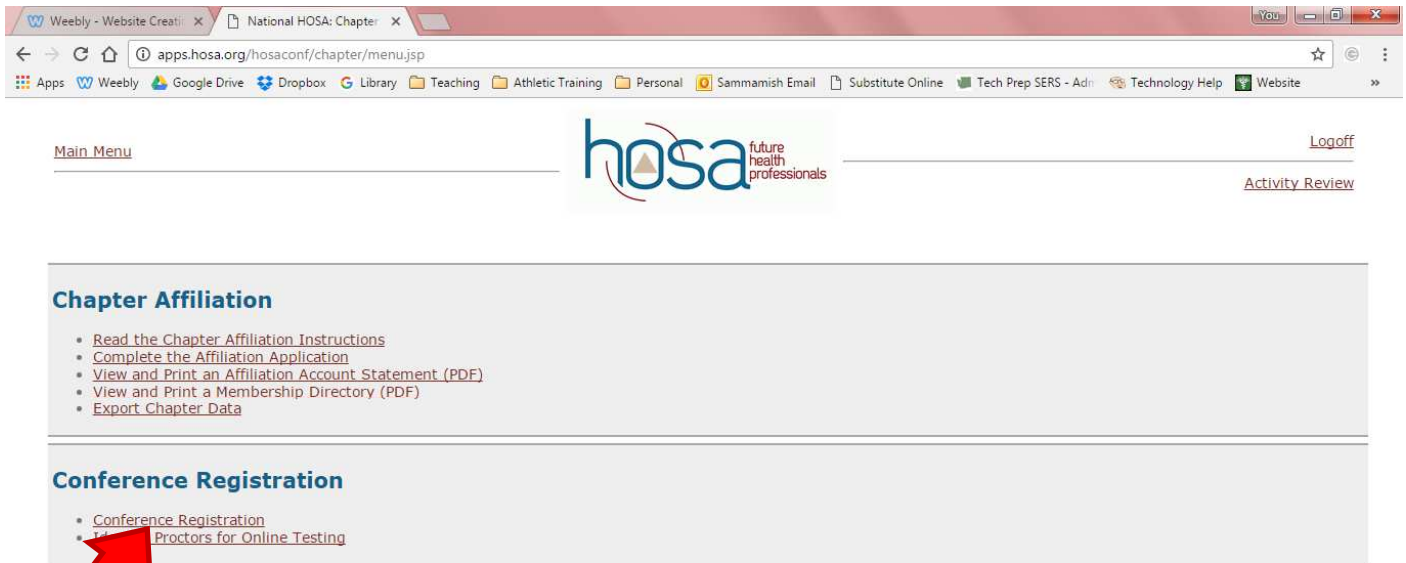


In the “*Local Chapter Advisors*” section, enter your charter number and password to login.

*NOTE: Charter numbers and passwords are administered by national HOSA once a new chapter has completed the [affiliation process](#).*



Once logged in, advisors have access to their chapter affiliation information and conference registration. Click on the “*Conference Registration*” link.



Enter your login and password.

Welcome to HOSA's new Conference Management System. To learn more about the new system, visit the [Local HOSA Advisor CMS4 Tutorial](#).

### HOSA Conference System Login

**Login**

**Password**

[Affiliation](#) [Judges](#) [Forgot Password?](#)

Select the conference for which you want to print an invoice.

Affiliation Help Logout

Pending ▼

### Chapter

**ILC 2018**

Registration Dates  
03/20/2018 - 05/21/2018

Conference Dates  
06/27/2018 - 06/30/2018

59	11	20
Events	Activities	Attendees

Click "Reports" in the lower right hand corner. Select the invoice you wish to print.

The screenshot shows the HOSACMS interface for Skyline High School (55018), Washington HOSA. It includes a 'Registration Summary' table and a list of 'Registrations'.

Attendees	Options/Activities	Events	Amount Due	Amount Paid	Balance
20	0	18	\$2,200.00	\$0.00	(\$2,200.00)

ID	Name	Type	Registration Details and Fees	Total Fee
905608	Cheeti, Susheel	SS	Secondary Registration Parliamentary Procedure: Team #11204	\$110.00 \$0.00 \$110.00
905609	Gubiligari, Ankit	SS	Secondary Registration Parliamentary Procedure: Team #11204	\$110.00 \$0.00 \$110.00
	Current Invoice	SS	Secondary Registration Parliamentary Procedure: Team #11204	\$110.00 \$0.00 \$110.00
	Invoice #99414269			
	Registration Summary	SS	Secondary Registration Physical Therapy	\$110.00 \$0.00 \$110.00

Navigation buttons: View, Reports, Register Members, Register Family/Guest/Other. A red arrow points to the 'Reports' button.

A report will be generated. Simply click the icon in the upper right hand corner of the report to print.

The screenshot shows the 'Report' window for Washington HOSA. It includes the HOSA logo, contact information, and a table of registration items.

Washington HOSA  
PO Box 2733  
Redmond, WA 98073

Date	Due
05/20/2018	06/19/2018

Terms	Invoice #
Net 30	99414269

Conference
ILC 2018

Student	Registration Items	Fee
905608	Secondary	\$110.00
905609	Secondary	\$110.00
905610	Secondary	\$110.00
905611	Secondary	\$110.00
	Secondary	\$110.00
	Secondary	\$110.00
	Secondary	\$110.00
	Secondary	\$110.00
	Secondary	\$110.00
	Secondary	\$110.00

Navigation buttons: View, Reports. A red arrow points to the print icon in the top right corner of the report.