

Membership Support FAQs

Top Questions

+ How do I log into my Academy account if I don't remember my username or password?

Forgot password—If you can't remember your password, [click here](#) to reset it

Forgot username—If you can't remember your username, [click here](#) to retrieve it

If you don't receive the email to reset your username or password or you're otherwise still having trouble logging in, please contact the Membership Department through our [online member support form](#) or by calling 202-223-8196.

+ How do I pay my membership dues?

Membership dues can be paid easily online with a debit/credit card, or by mailing a check.

To pay by debit/credit card, [log in to your member profile](#). Click on the blue "Pay Dues/View Invoice" link at the top of the member-only page.

You can also pay your dues without logging into your Academy profile if you have your invoice number. Follow [this link](#).

Check payments should be sent to the address below with the member invoice number included.

American Academy of Actuaries
PO Box 824093
Philadelphia, PA 19182-4093

+ How do I view or print my invoice?

Copies of member dues invoices are available in your [Academy member profile](#). To access a copy of your dues or print your dues invoice, click on the "Pay Dues/View Invoice" button after logging in.

+ How can I get a copy of my payment receipt?

Copies of member dues receipts are available in your [Academy member profile](#). To access and/or print a copy of your dues receipt, click on the "Print Receipts" button at the top of your member-only page.

Logging in to your Academy account

+ How do I log into my Academy account if I don't remember my username or password?

Forgot password - If you can't remember your password, click [here](#) to reset it:

Forgot username- If you can't remember your username, click [here](#) to retrieve it:

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+ I changed employers and no longer have access to the email address associated with my Academy account. How do I change my email address and get back into to my account?

To update your primary email address contact us using the [online member support form](#) or call 202-223-8196. We also recommend adding a personal email address to your account if it is not already on file to more easily access your account in the future.

Updating your profile

+ How do I update my information in my Academy profile and the member directory?

To update your contact information, employment information, communication preferences, designations, public directory preferences, etc.:

1. Log in to [your Academy profile](#).
2. Then click on the blue "Update Contact Information" button.
3. After you've made changes to your profile, please make sure you scroll to the bottom of the page and click "UPDATE PROFILE" to save your changes

If you need to update your name, please send your request to membership@actuary.org.

+ Where can I search for and view current Academy members?

Find Academy members and view their profiles in the [Member Directory](#).

Paying Member Dues

+ How do I pay my membership dues?

Membership dues may be paid easily online with a credit card, or by mailing a check.

To pay by credit card, [log in to your member profile](#). Click on the blue "Pay Dues/View Invoice" link at the top of the member-only page

Using this [link](#), you may also pay your dues without logging into your Academy profile if you have your invoice number available.

Check payments should be sent to the address below with the member invoice included.

American Academy of Actuaries
PO Box 824093
Philadelphia, PA 19182-4093

+ What is the deadline to pay my dues for the year?

Renewal invoices are sent in the fall and due January 1. There is a 20 percent late fee for payments received after May 1.

+ Do you offer reduced dues for members who are retired or currently not working?

Partial and full dues waivers are available to a select group of Academy members, including retirees and those on temporary leave from the workforce. Under current policy, members who are 70 and older by the January 1 of the current dues year are eligible for a full dues waiver.

Please review the [eligibility criteria](#) and submit the appropriate form if you qualify.

+ What happens if I don't pay my membership dues?

If the membership dues invoice remains unpaid after October of the calendar year, the member will be notified via certified mail and dropped from Academy membership. See Article VII, Section 1 of the [Bylaws of the American Academy of Actuaries](#) for more information.

Invoices/Receipts

+ How do I view or print my invoice?

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+ How can I get a copy of my payment receipt?

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Membership Verification

+ How can I get a letter to verify my membership?

To obtain a membership verification letter for yourself, please [log in](#) to your Academy account and click on the membership verification link in the "Your Academy Account" section.

+ How do I verify Academy membership for or someone else?

To verify Academy membership for someone else, please contact the Membership Department by completing our [online member support form](#) or by calling 202-223-8196.

Prospective Members

+ What are the benefits of Academy membership?

A summary of the membership benefits is listed under “Future Academy Members” on the [Academy’s membership page](#).

You may also read our [membership brochure](#).

+ What are the requirements for membership?

Details about membership requirements [are here](#).

Applying for Membership and Application Status

+ How do I apply for membership?

If you have never been an Academy to apply for Academy membership, [complete the new member application online](#).

If you have questions about the application process, please email membershipapplication@actuary.org or call 202-223-8196 for assistance.

+ I recently applied for Academy membership. How do I check the status of my application?

Email membershipapplication@actuary.org or call 202-223-8196 for questions regarding your application status.

+ When will I receive my new member certificate?

Certificates are mailed within four to six weeks from the date you joined the Academy.

Email membershipapplication@actuary.org for questions about your membership certificate.

+ I was an Academy member in the past but I’m not now. How do I apply for membership reinstatement?

Former Academy members who resigned or were removed/dropped from Academy membership for nonpayment of dues may have their membership reinstated if the individual’s reinstatement application is approved and the individual pays the total amount due. Under current policy, the amount due is equal to reinstatement dues plus the current year’s membership dues at the time of reinstatement.

Reinstatement dues are currently equal to membership dues owed when the individual left Academy membership. See Article VII, Section 1 of the [Bylaws of the American Academy of Actuaries](#) for more information.

Apply for [reinstatement here](#).

Questions regarding reinstatement? Email membershipapplication@actuary.org.

Continuing Education

+ Where can I find information about continuing education credits?

For questions regarding continuing education, please see the [U.S. Qualification Standards page](#), which includes [FAQs](#) specific to continuing education.

Contact [Virginia Hulme](#) with questions.

Volunteering

+ I'm interested in volunteering with the Academy. Where can I learn more?

If you're interested in volunteering with the Academy, please review the [Volunteer Opportunities](#) page for more information.

+ I'm a current Academy volunteer. Where can I find the annual volunteer acknowledgments?

All current Academy volunteers who serve on an Academy committee must submit the following annually:

1. Acknowledgment of the Academy's Conflict of Interest (COI) Policy and
2. Attestations of adherence to continuing education requirements.

All those who serve as interested parties on an Academy committee must annually acknowledge the current COI Policy.

Please [log in](#) to your Academy profile to submit the appropriate acknowledgments/attestations.

Volunteer Resources

Volunteer opportunities

Interested in helping the Academy with public policy or professionalism work? Let us know.

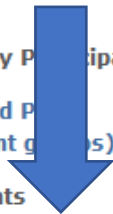
Watch our [2022 Volunteer Onboarding webinar](#) to learn more about volunteering with the Academy.

Volunteer/Interested Party Participation

- Volunteer/Interested Party Participation (current guidelines)

Volunteer Acknowledgments

- COI and CE Acknowledgment
- Interested Party COI Acknowledgment




Retiree Drug Subsidy Program (RDS)

+ How do I Opt In?

[Log in](#) to your Academy account and click on the Opt in/out link in the “Your Member Profile and Preferences” section.

Your Member Profile and Preferences

- 
- **Update your contact information**
 - **Opt in/out** of the Retiree Drug Subsidy (RDS) Program list. [Read more](#) about this program

+ I’m having issues logging onto the RDS system.

Contact the RDS program, operated by the Centers for Medicare & Medicaid Services, directly: <https://www.rds.cms.hhs.gov/?q=contact-us>.

Information is sent over to RDS daily. The Academy has no control on how often the RDS system is updated.

+ Additional questions about the RDS Program?

View the following link for additional information: <https://www.actuary.org/content/retiree-drug-subsidy-program>.

Miscellaneous

+ What is an actuary, and what steps do I need to take to become an actuary?

Please visit [Be An Actuary](#) (external link) for more information about the actuarial profession.

To learn about different practice areas, please visit [our YouTube channel](#).

+ How do I subscribe to or unsubscribe from *Contingencies* magazine?

If you are a current Academy member, contact the Membership Department through our [online member support form](#) or call 202-223-8196.

If you are not an Academy member, email [Christine O’Brien](#) or call 202-785-7852.

+ Resignations

As of now, resignation requests must be submitted in writing to membership@actuary.org or mailed to the Academy office. As stated in the [Academy’s Bylaws](#), if you later decide to [reinstate](#) your Academy membership, “reinstatement as a member shall be subject to such conditions as the Board may prescribe.”

American Academy of Actuaries
Attn: Membership Resignation
1850 M Street NW, Suite 300
Washington, DC 20036

+ Further questions?

For any further questions, please reach out to the appropriate department on our [Contact Us](#) page.

For membership and reinstatement application questions: membershipapplication@actuary.org.

For general membership questions, please use the Academy's [online member support form](#).