1. Login to the EACTS User Area

2. Complete your details in My Profile:
   2.1. Personal – complete required fields
   2.2. Bio – let us know your expertise (cardiac, thoracic, allied health etc)
   2.3. Topics of Interest – select your specialty and topics of interest

3. Still in My Profile, click on Committee then Self Nomination
   3.1. Click on Organisational Committee dropdown and select the committee you wish to apply for (for example) Allied Health Professionals, click Next
3.2. Under **Position applied** and **Role**, select **Member**.

3.3. Under **Upload CV and cover letter**, click on **Browse** and select your **CV** and **Cover Letter**. You can upload multiple documents (PDF only). Click **Next**.

3.4. Under **Declaration of Interest**, select the most relevant option:

- 3.4.1. To use existing DOI, select **I confirm to use the existing DOI**, then **click Next**.
- 3.4.2. To update existing DOI, select **I would like to update my DOI**.
- 3.4.3. To submit a DOI for the first time, select **I would like to update my DOI**.
- 3.4.4. **Click Next** to proceed.
4. **Click Submit** to CHECK your application

5. **Click Confirm** to SUBMIT the application (this part seems the wrong way round – but it is correct!).

6. **To view your application**: You will see your submitted application listed in the **Self Nomination** section. If you cannot see your application, it has not been submitted!

**Congratulations! You have successfully applied to an EACTS Committee.**