# Creating a Visto Account and Purchasing a Course

To take advantage of Visto discounts/promotions, and to receive the discount associated with your company's NAA membership (if applicable), you **must** create a Visto account. If you don't include your NAA ID in your Visto profile, you will **not** be able to receive the NAA discount on credential courses, and other Visto products. Your Visto account and your NAA ID (NAA account) are entirely separate, and in no way connected.
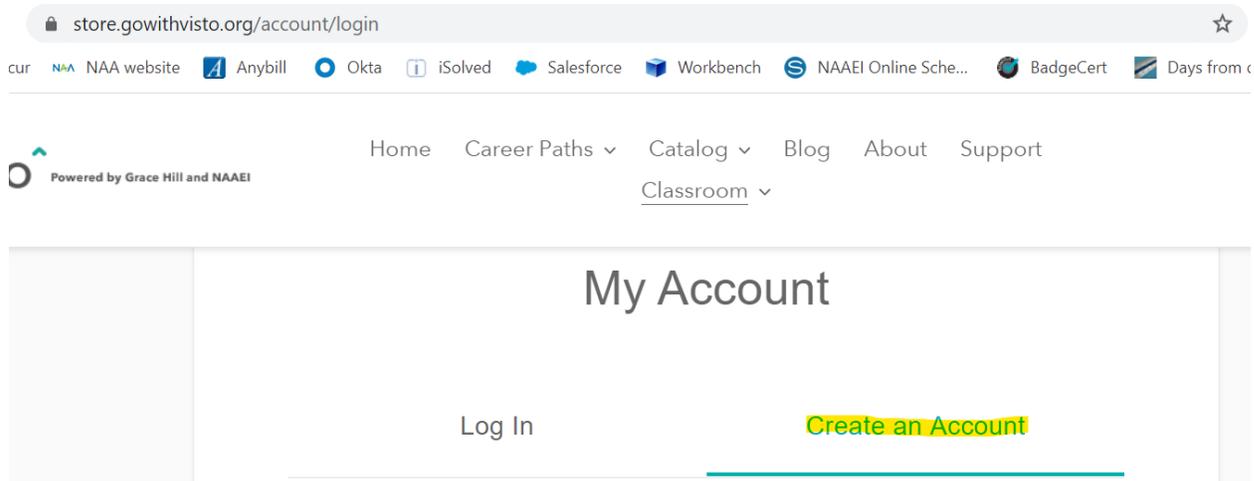
To create a Visto account, please follow steps 1-7 below.

Creating a Visto account

1. Go to www.gowithvisto.org Click on "Classroom." From the drop-down box, click on "Login/Create Account."
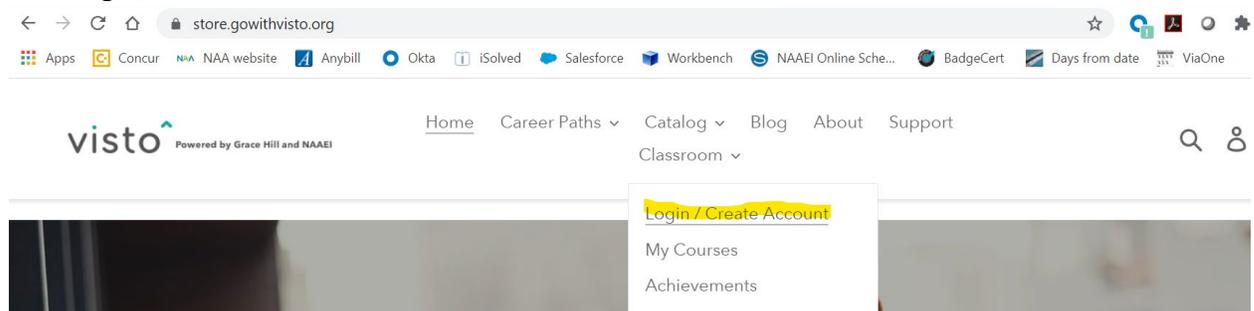
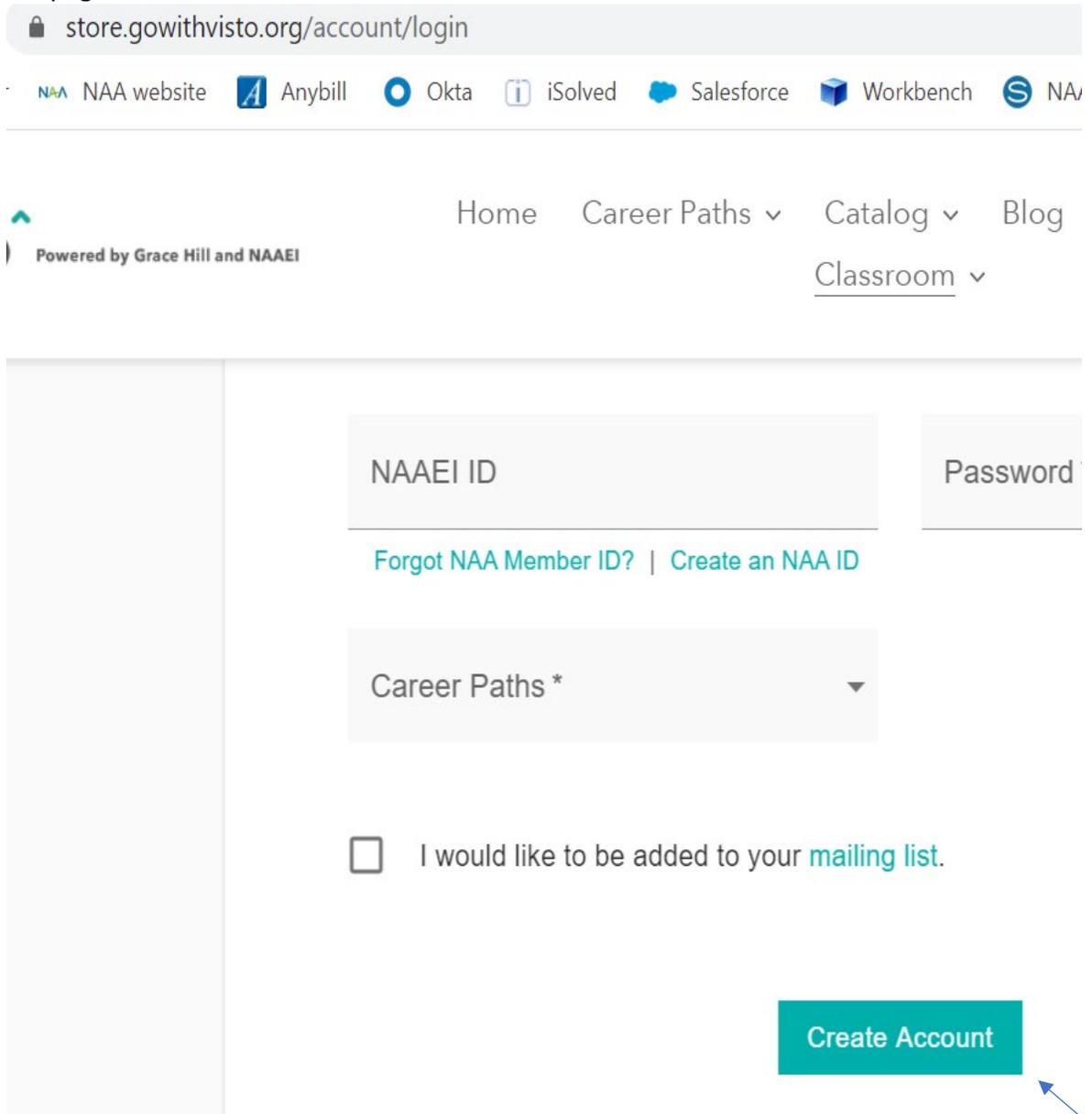2. On the "My Account" page, click on the "Create an Account" tab.

3. Complete all the required fields (marked with *). Enter your NAA ID into the field called "NAAEI ID", highlighted in yellow below. Including your NAA ID here will allow you to take advantage of your company's NAA discount on credential courses. If you need assistance linking your NAA ID with your company, please call Client Solutions at 1833-86-MYNAA. Anyone who answers the phone will be able to assist. If you don't have a NAA ID, you can create one at www.naahq.org If you don't include your NAA ID in your Visto profile, you will **not** be able to receive the NAA discount on credential courses, and other Visto products. Please note: your NAA ID and your Visto account are entirely separate, and in no way connected.

4. When finished, click on the green "Create an Account" button at the bottom of the page.

5. You will see a message confirming the creation of your account. Click "ok".
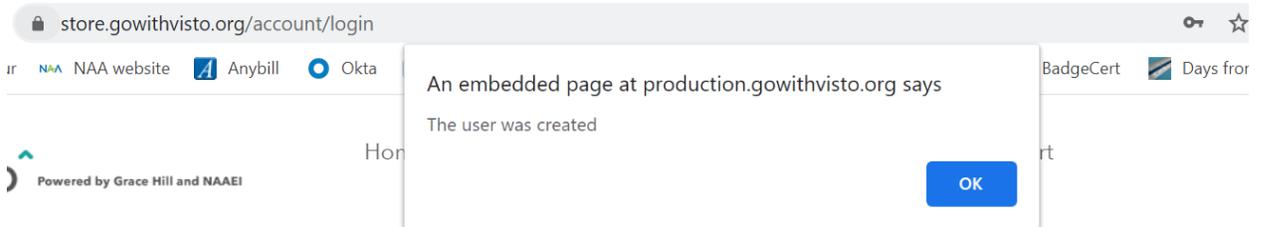
6. Complete all information on the My Industry Profile page and be sure to include your NAA ID number. The ID number confirms you are a NAA member and your course will be made available at a discount. If you need assistance linking your NAA ID with your company, please call Client Solutions at 1833-86-MYNAA. Anyone who answers the phone will be able to assist. When profile is complete, click the "Save" button. If you don't have a NAA ID, you can create one at www.naahq.org If you don't include your NAA ID in your Visto profile, you will **not** be able to receive the NAA discount on credential courses, and other Visto products. Please note: your NAA ID and your Visto account are entirely separate, and in no way connected.

7. Click the blue "OK" button that confirms your profile was updated.
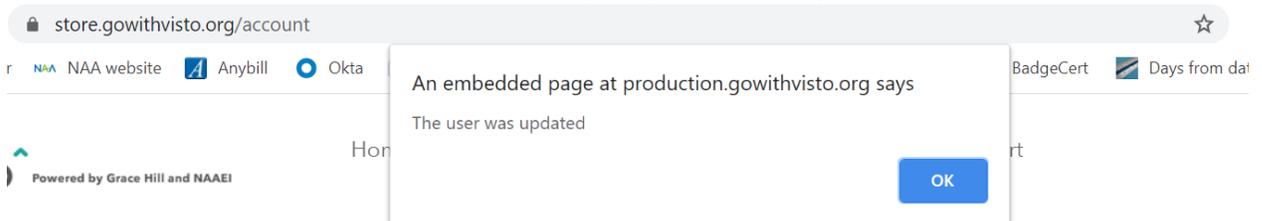
Purchasing a NAAEI credential course on Visto

Having created your Visto account, you're ready to locate and purchase your credential course. To do so, please follow steps 8- 17 below.

8. Click on "Catalog", and from the dropdown menu click on "Credentials." The latter is highlighted in yellow below.
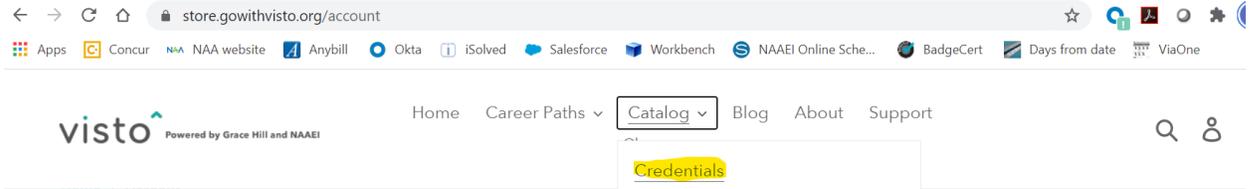
9. Locate the credential course you'd like to purchase on the page that appears, and click on it. In this example, we will show how to purchase the CAM Online credential. You may purchase more than one credential course. However, you **cannot** purchase more than one of the same credential course. (For instance, you **cannot** purchase 2 CAM Online courses.)
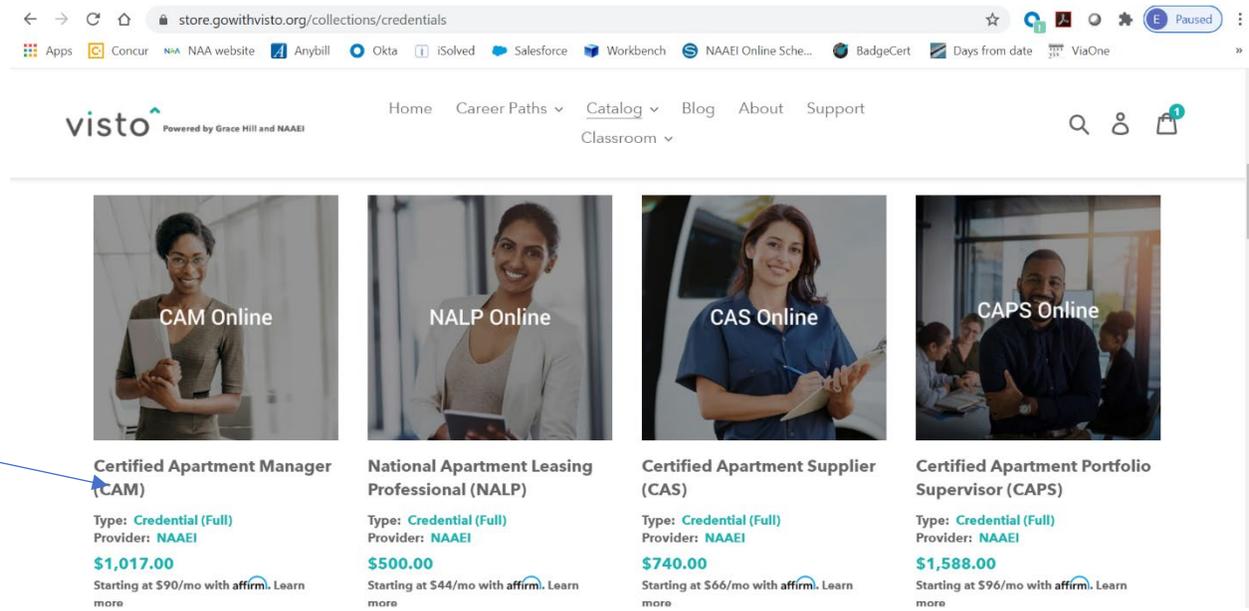
10. Scroll to the bottom of the page, and click on "Add to Cart."

11. You will see the discounted price for CAM Online after you've added the course to your cart.

12. Scroll to the bottom of the page displaying your cart and click the green "Check Out" button.

13. Complete your billing information on the left side of the screen.

14. Enter any additional discount codes you may have into the text box on the right side of the screen and click "Apply" (shown below).
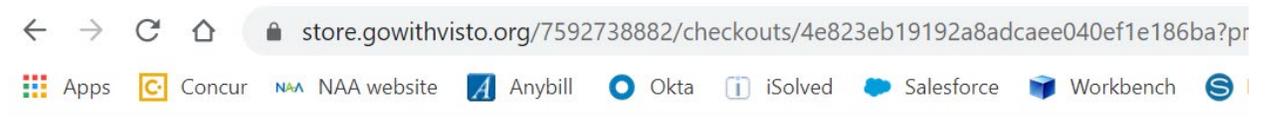

Certified Apartment Manager (CAM)		~~$1,017.00~~
🏷 NAA MEMBER DISCOUNT (-$152.55)		**$864.45**

Discount code | Apply

Total | USD | **$864.45**

15. Scroll to the bottom of the page, and click on "Continue to Payment".

16. Enter your payment information by completing all required fields and click "Pay Now."

17. You will see a payment screen. Click on "Complete Order."