

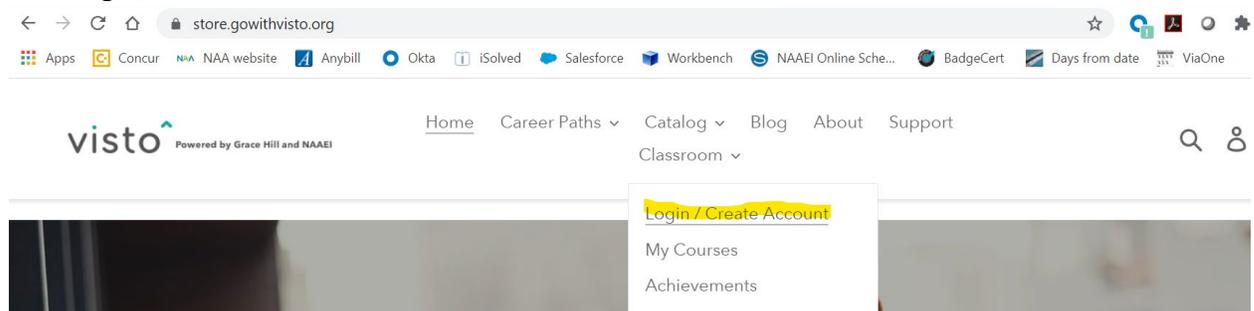
Creating a Visto Account and Purchasing a Course

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.

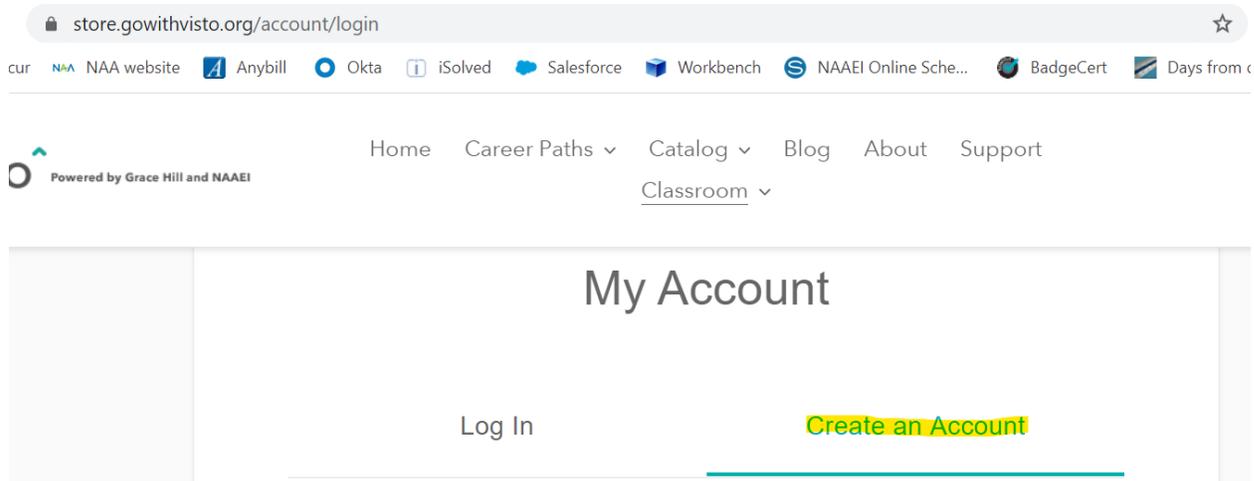
To create a Visto account, please follow steps 1-7 below.

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.

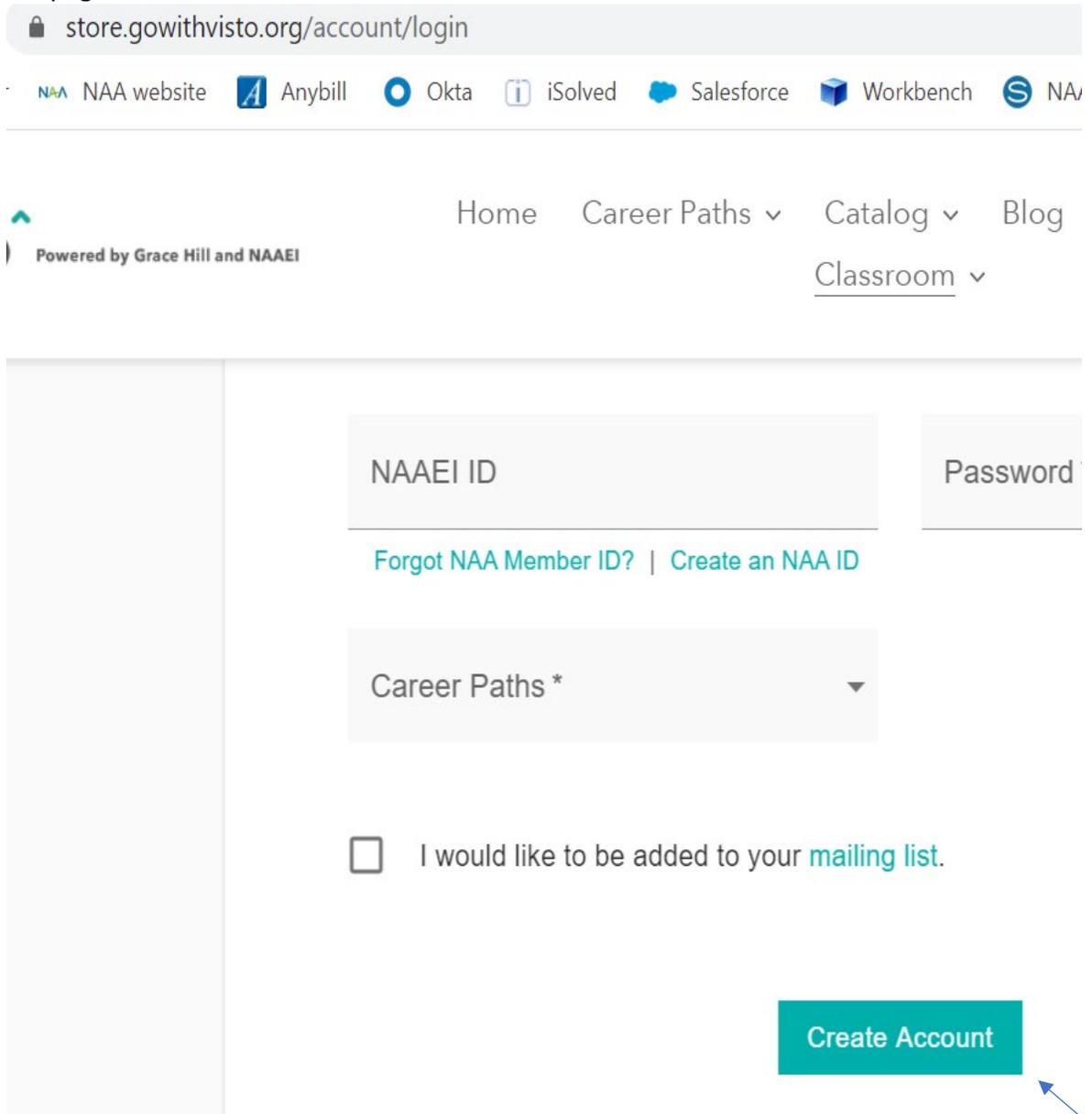


3. Complete all the required fields (marked with *). Enter your NAA ID into the field called “NAAEI ID”, highlighted in yellow below. Including your NAA ID here will allow you to take advantage of your company’s NAA discount on credential courses. If you need assistance linking your NAA ID with your 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.

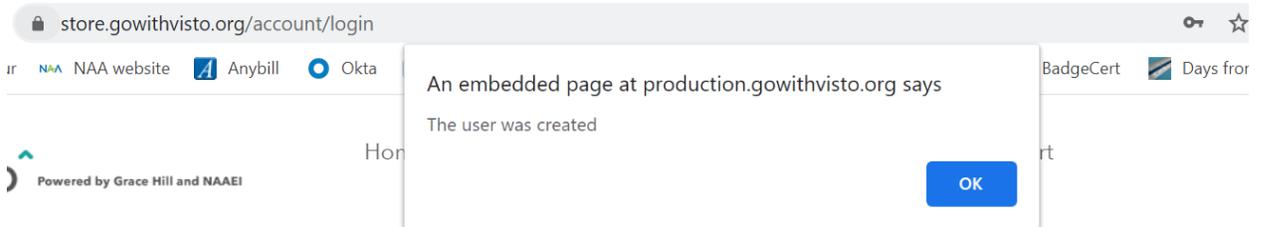
The screenshot shows a web browser window with the URL store.gowithvisto.org/account/login. The browser's address bar and tabs are visible at the top. Below the browser, the website's navigation menu includes links for Home, Career Paths, Catalog, Blog, About, Support, and Classroom. The main content area contains a login form with the following fields:

- First Name *
- Last Name *
- Position
- Company
- Email (username) *
- Phone
- NAAEI ID (highlighted in yellow)
- Password *
- Forgot NAA Member ID? | Create an NAA ID
- Career Paths *

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”.



- 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.

My Industry Profile

First Name* Last Name*

Position Company

Email (username)* Phone

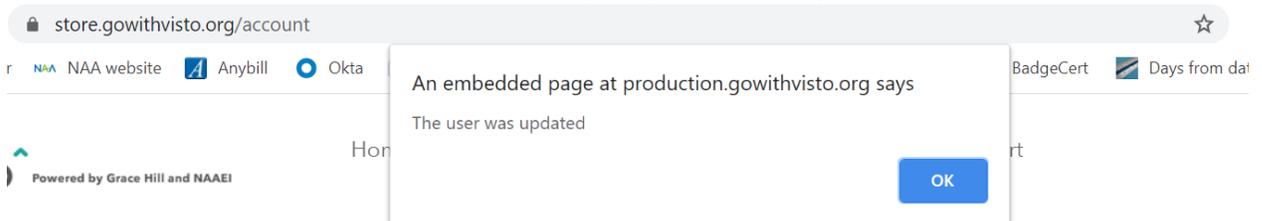
NAAEI ID Password

[Forgot NAA Member ID?](#) [Create an NAA ID](#) [Reset Password](#)

I would like to be added to our mailing list.

Cancel [Save](#)

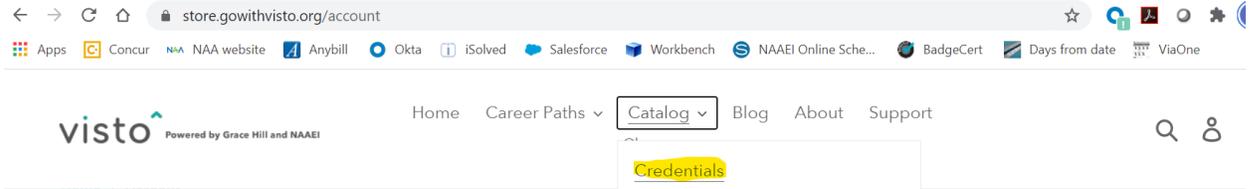
- Click the blue “OK” button that confirms your profile was updated.



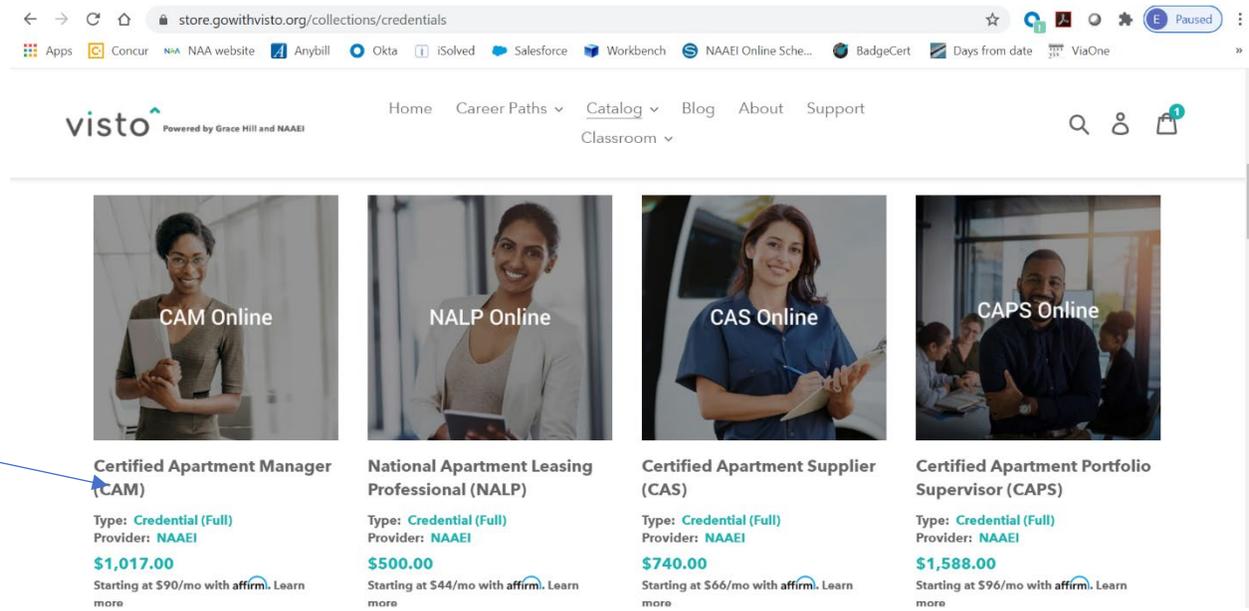
Purchasing a NAAEI credential course on Visto

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.”

store.gowithvisto.org/collections/credentials/products/cam-online

Apps Concur NAA NAA website Anybill Okta iSolved Salesforce Workbench NAAEI Online Sche... BadgeCert Days from date ViaOne

visto Powered by Grace Hill and NAAEI

Home Career Paths Catalog Blog About Support Classroom

- Meet all examination standards within 6 months of declaring candidacy

The CAM Online credential includes the following individual course modules, each of which may be purchased individually:

- Industry Essentials
- Financial Management
- Marketing
- Property Maintenance
- Legal Responsibilities
- Risk Management
- Human Resources
- Resident Experience

ADD TO CART

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

store.gowithvisto.org/cart

Apps Concur NAA NAA website Anybill Okta iSolved Salesforce Workbench NAAEI Online Sche... BadgeCert Days from date ViaOne

visto Powered by Grace Hill and NAAEI

Home Career Paths Catalog Blog About Support Classroom

Product	Price	Total
 Certified Apartment Manager (CAM) REMOVE	\$864.45	\$1,017.00 Starting at \$90/mo with affirm Learn more \$864.45 NAA Member Discount

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

The screenshot shows the Visto cart page at store.gowithvisto.org/cart. The page includes a navigation bar with the Visto logo (Powered by Grace Hill and NAAEI) and links for Home, Career Paths, Catalog, Blog, About, Support, and Classroom. A note states: "NOTE: Courses purchased through Visto cannot be purchased by one user and reassigned to a different user after purchase. Each course must be purchased under the intended User's profile." Below the note is a text area for "Add a note to your order". On the right, the cart summary shows a Subtotal of \$864.45, a saving of \$152.55, and a note that taxes and shipping are calculated at checkout. At the bottom, there are three buttons: "CONTINUE SHOPPING", "UPDATE", and "CHECK OUT". A blue arrow points to the "CHECK OUT" button. A "G Pay" button is also visible below the "CHECK OUT" button.

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

The screenshot shows the Visto checkout page at store.gowithvisto.org/7592738882/checkouts/4e823eb19192a8adcaee040ef1e186ba?_ga=:. The page includes a navigation bar with the Visto logo and links for Apps, Concur, NAA website, Anybill, Okta, iSolved, Salesforce, Workbench, and NAA. A "Log out" button is visible. Below the navigation bar, there is a checkbox for "Keep me up to date on news and exclusive offers". The "Billing address" section contains several input fields: "First name", "Last name", "Company", "Address", "Apartment, suite, etc. (optional)", "City", "Country/Region" (set to United States), "State" (set to Maryland), and "ZIP code". At the bottom left, there is a link for "< Return to cart". At the bottom right, there is a teal button labeled "Continue to payment".

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).

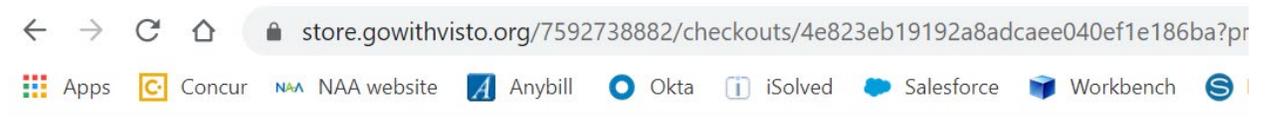
The screenshot displays a checkout interface. At the top, there is a profile picture of a person with a '1' notification badge, labeled 'CAM Online'. Below this, the text 'Certified Apartment Manager (CAM)' is shown with a price of '\$1,017.00'. Underneath that, 'NAA MEMBER DISCOUNT (-\$152.55)' is listed, resulting in a total price of '\$864.45'. A horizontal line separates this from a 'Discount code' input field. To the right of the input field is a grey 'Apply' button. Two blue arrows point to the input field and the 'Apply' button. Below the input field, another horizontal line is present. At the bottom of the interface, the text 'Total' is on the left, and 'USD \$864.45' is on the right.

Certified Apartment Manager (CAM)	\$1,017.00
NAA MEMBER DISCOUNT (-\$152.55)	\$864.45
<hr/>	
Discount code	Apply
<hr/>	
Total	USD \$864.45

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

The screenshot shows a web browser window with the URL `store.gowithvisto.org/7592738882/checkouts/4e823eb19192a8adcaee040ef1e186ba?_ga=:`. The browser's address bar and tabs are visible at the top. Below the browser, there is a "Log out" button. A checkbox labeled "Keep me up to date on news and exclusive offers" is present. The main section is titled "Billing address" and contains several input fields: "First name", "Last name", "Company", "Address", "Apartment, suite, etc. (optional)", "City", "Country/Region" (set to "United States"), "State" (set to "Maryland"), and "ZIP code". At the bottom left, there is a link "< Return to cart". At the bottom right, there is a teal button labeled "Continue to payment". A blue arrow points from the "Return to cart" link towards the "Continue to payment" button.

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



Payment

All transactions are secure and encrypted.

Credit card VISA  AMEX  and more...





 **Pay over time**

[Return to information](#)

Pay now

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

visto

[Cart](#) > [Information](#) > [Payment](#)

Contact	elizabeth.zolotukhina@wilsoncenter.org	Change
Billing	AEA, 1600 Penn Ave NW, Washington DC 20004, United States	Change

Payment



[Return to information](#)

Complete order