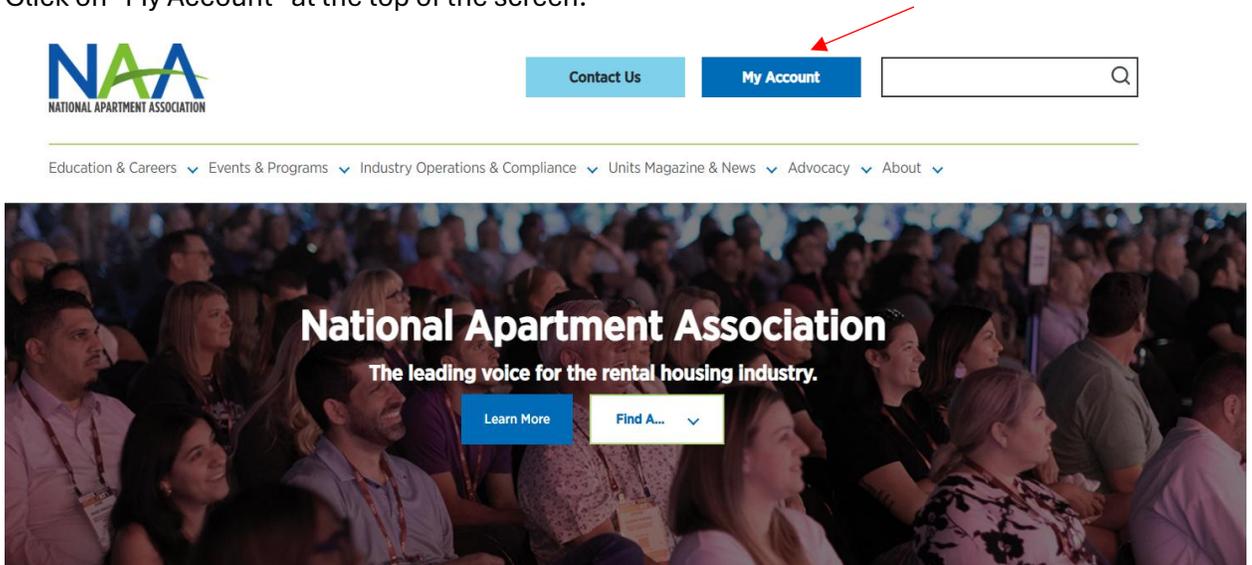


# NAAEI Account Creation and PACE Access

Follow the steps below to create your NAA account and access PACE.

1. Start here: <https://my.naahq.org>

2. Click on “My Account” at the top of the screen.



3. Click on “Create an Account”

## Welcome

Please log in or create an account to continue.

A screenshot of the NAA login page. At the top, there is a "NAA Login System Update" box with the following text: "The National Apartment Association has upgraded our systems' login security. If you are unable to log in with your current password, please do the following:" followed by two bullet points: "If you know the email address on your account, please click the **Forgot My Password** link below to reset your password." and "If you don't know your email address or do not know if you have an account, please use the **Find My Account** link below." Below this is the "Log In" section, which includes an "Email" input field with an envelope icon, a "Password" input field with a magnifying glass icon, and a blue "Log In" button. At the bottom of the login section are three links: "Forgot My Password", "Find My Account", and "Create an Account" (highlighted with a red arrow).

4. Under “My Contact Information,” enter your first and last name as they appear on your government ID. Complete all required fields and check the box next to “Check here for credential PACE access.”

**My Contact Information**

First Name \*

Last Name \*

Mailing Zip/Postal Code \*

Check here for credential PACE access

5. Under “My Login Information,” enter your email address, retype your email address, create a password and retype the password into the respective fields. Once all required fields are completed, click “Create Account.”

**My Login Information**

Email \*

Retype Email \*

Password \*

Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.

**Password Strength: Very Strong**

6. Record your 7-digit National ID (also referred to as your NAA ID).

## Personal Snapshot

View your latest notifications and snapshots of your profile.

<a href="#">Edit My Profile</a>	<b>Personal</b>
<a href="#">Email Preferences</a>	Summary of your personal contact information.
<a href="#">Click &amp; Lease</a>	National ID 2661112
<a href="#">NAA Home</a>	Full Name Olivia Test
<a href="#">NAA Upcoming Events</a>	Title
<a href="#">My Orders</a>	Area of Responsibility
<a href="#">New Affiliate Portal</a>	Decision Making Authority
<a href="#">My Education Institute</a>	Business Phone
<a href="#">My Profile</a>	Mobile
<a href="#">My Registrations</a>	Email [redacted]@gmail.com
<a href="#">Privacy Policy Request</a>	Shipping Street
<a href="#">Congressional Meeting Management</a>	Shipping City
	Shipping State/Province
	Shipping Zip/Postal Code
	Shipping Country
	Member <input type="checkbox"/>
	Donor Level No Score
	Donations YTD

**OPTIONAL: If you would like to link yourself to your company/employer in the NAA database, follow steps 7 – 12 below.**

- Once you are logged in, scroll down the page and click the **“Add Affiliation”** button under **“Companies.”** If you do not see this, click on **“Personal Snapshot”** at the top of the page and then scroll down to the **“Add Affiliation”** button.

### Companies

Summary of your current company affiliations.

[Add Affiliation](#)

- First, try to search for your company by filling in the name, zip code and any other details and clicking **“Search.”**

## Search For Companies

Search to see if your company already has a profile.

Account Name \*

Test

Billing Zip/Postal Code

01234

Business Phone

Account Fax

Website

Search

Create New Company

9. Once you find the correct company, click “Add Affiliation.” You have now linked yourself to your company. If you do not see your company listed, skip to step 10.

## Search Results

National Apartment Association

22203-4213

<http://www.naahq.org>

Add Affiliation

10. If you do not see your company listed in the search results, click on “Create New Company.”

**Search For Companies**

Search to see if your company already has a profile.

Account Name \* PACETEST

Billing Zip/Postal Code 12345

Business Phone

Account Fax

Website

Search

We're sorry that we cannot find an existing match for your search query. Click the "Create New Company" to add your affiliated company.

Create New Company

11. On the next page, fill out all information for the company and click "Submit." You have now linked yourself to your company.

**Company Information**

Account Name \*

Phone

Account Fax

Website

Check here for credential PACE access

**Billing Address**

Billing Street

Billing City

Billing State/Province

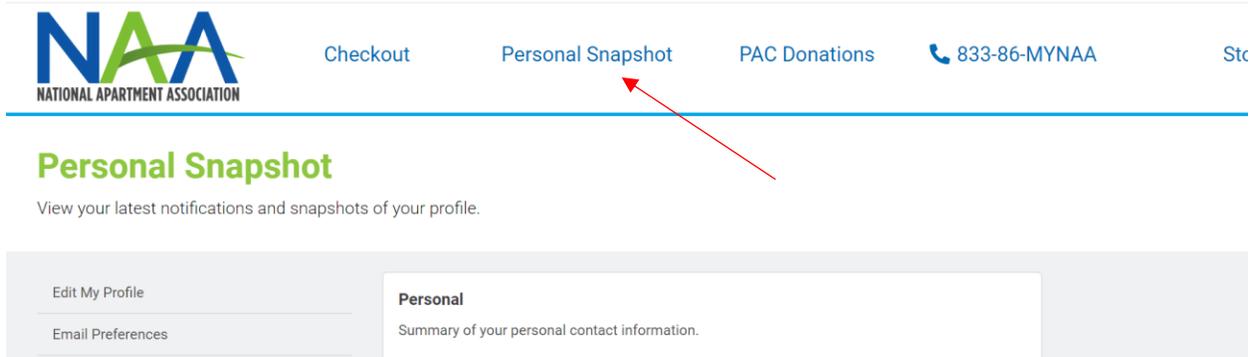
Billing Zip/Postal Code

Billing Country

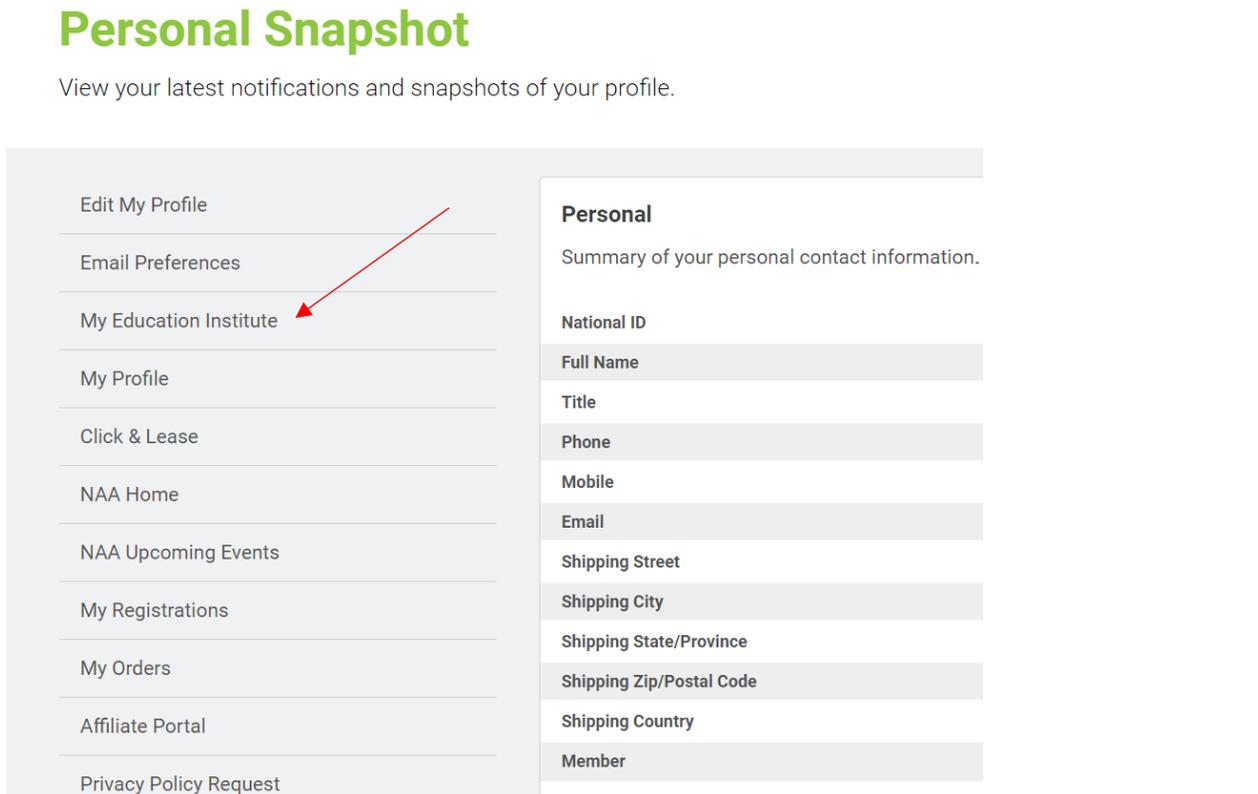
Submit

# PACE Access

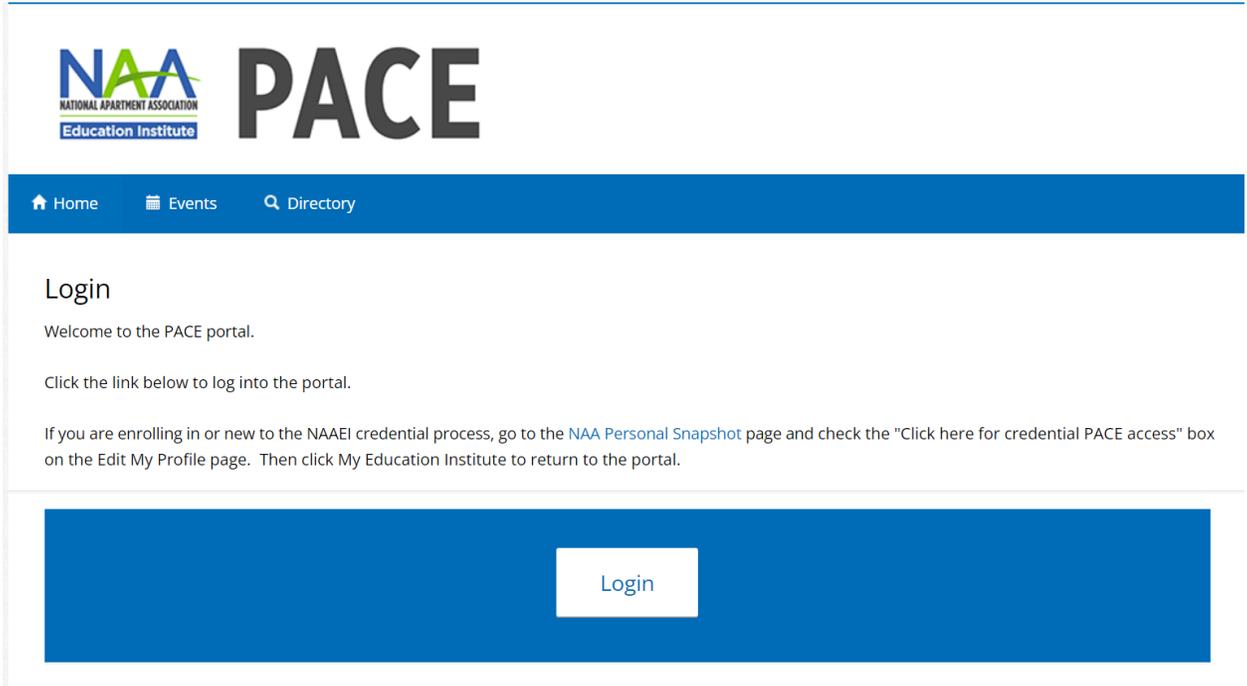
1. Once you are logged in to your NAA Account, make sure you are on the Personal Snapshot page.



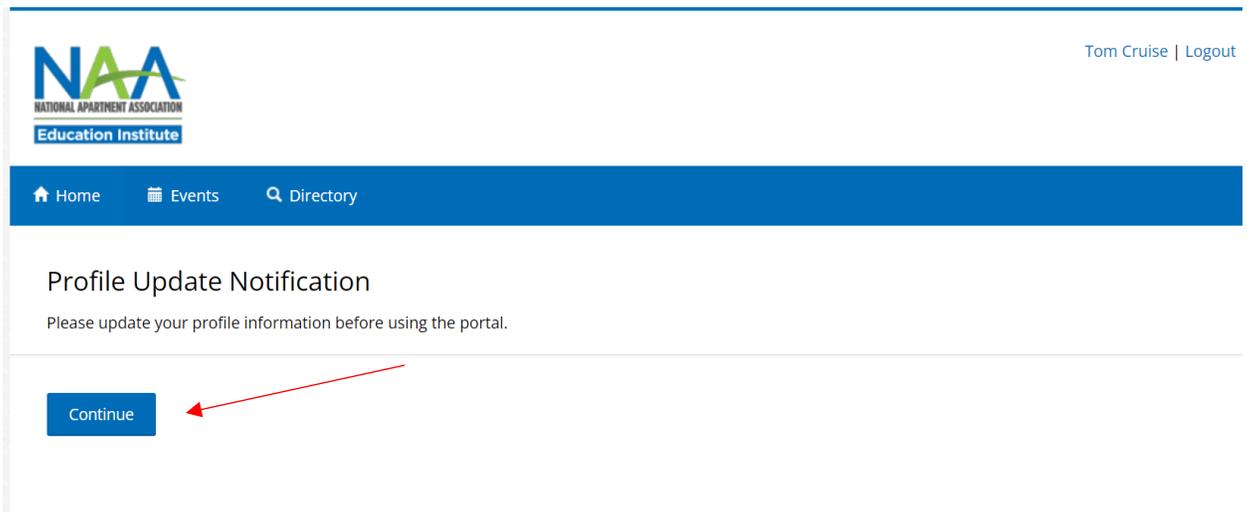
2. Click on “My Education Institute” in the menu on the left-hand side of the page. This will take you to the PACE portal.



3. You may be taken to the PACE login screen. If you are, click “Login.”



4. You will then see your PACE welcome screen. First-time logins will be required to validate their profile information. The system will prompt you to update your profile before displaying the portal home screen. Click “Continue” to begin.  
**Note: If you are not able to access your PACE account, return to the Personal Snapshot page and click “Edit My Profile” in the left-hand menu. Confirm that you have checked the “Check here for credential PACE access” box. You cannot access the portal unless this box is checked.**



5. Verify that your profile information is correct and click Update. If updates are needed, return to the “Edit My Profile” page in your Personal Snapshot. If updates aren’t needed, click “Update.”

### Profile Update

Please update your information as needed below. Email, shipping and billing address can be updated at [My NAA Profile](#).

**My Profile**

- Contact Information
- Shipping Address
- Billing Address
- Credential Directory Settings
- NAAEI Faculty Directory Settings

**E-mail Address**

**Home** [optional]

United States

**Business** [optional]

United States

**Cell** [optional]

United States

- Click on "Home" to view your portal home page. There, you can apply for a credential, submit a credential renewal application, or submit continuing education credits (CECs.)

The screenshot shows the PACE portal home page. At the top left is the NAA logo and the word "PACE" in large letters. At the top right is the user name "Tom Smith" and a "Logout" link. Below the header is a navigation bar with "Home", "Events", and "Directory" links. The "Home" link is highlighted with a red arrow. Below the navigation bar is the "Profile Update" section, which contains the same instructions as the previous screenshot. Below the instructions is a green box with the message "Success! Update has been saved." The "My Profile" sidebar on the left shows "Contact Information" and "Shipping Address" as active items.