## Contents

Overview of Applying for a New NAID ................................................................. 1  
Steps .................................................................................................................. 1  
Reaching the Help Desk ................................................................................... 1  
Quick Start ....................................................................................................... 2  
Register for NAID Portal Prescreening with HUD .......................................... 2  
Create a user name and password for the NAID Application Portal ............... 7  
Start an “Add New Payee (Add New NAID Application)” .................................. 8  
  Entering the Online Application Information ............................................... 10  
  Upload Required Documentation .................................................................. 10  
  HUD Review of Your Application ................................................................ 12  
  Resubmitting Rejected Applications .............................................................. 12  
Checking Application Status ......................................................................... 13  
E-Signature/NAID Creation ............................................................................ 14  
  E-Signature Signing Ceremony ................................................................... 15  
Registering as the Principal Broker on HUD Homestore .............................. 18  
Additional Information .................................................................................... 19  
  Cancel Application ....................................................................................... 19  
  Manage User Access .................................................................................... 20  
    Set up new users ......................................................................................... 21  
    Managing existing users ........................................................................... 21  
Remove the Real Estate License from a NAID .............................................. 22  
Check NAID Recertification and License Expiration Dates ........................... 24  
Add New NAID to Existing Payee (EIN) .......................................................... 26  
  Register for NAID Portal Prescreening with HUD ........................................ 26  
  Create a User Name and Password for the Portal ........................................ 30  
  Start an “Add New NAID to Existing Payee (EIN)” Application ................. 31  
  Uploading the Required Documents and Submitting the Application .......... 34
Overview of Applying for a New NAID

When to use this application:

- You wish to bid on HUD properties
- You do not have a NAID

Be aware that a second NAID in the same state must have a different Principal Broker; in other words, the same broker’s license can’t be used on two NAIDs in the same state.

After HUD performs a preliminary review of your application and the Principal Broker has signed the E-Signature document, a pending NAID is created and the Principal Broker can register and bid on HUD Homestore. After the E-Signature process has been fully processed, the NAID is fully activated and can be used to ratify HUD contracts.

Note 1: If you have already registered and have a user name and password for the NAID Application Portal, you can skip steps 1 and 2 and go directly to the Login screen.

Note 2: If you have a NAID and want to add a new NAID to an Existing Payee (EIN), turn to page 26.

Steps

1. Register for NAID Portal access.
2. Create a user name and password for the NAID Application Portal using the link included in the approval email from HUD.
3. Log into the Portal.
4. Start an application for a new NAID.
5. Follow the directions in red at the top of the NAID Application screen.
6. Submit the application.
7. Check your email for status updates and/or view the Status History tab on the NAID Portal Application screen.
8. Check your email for the E-Signature document.

Reaching the Help Desk

The Help Desk is available to assist you from 8 am to 8 pm Eastern Time, Monday through Friday, except for federal holidays. The FHA Resource Center can be reached at 800-225-5342.
Quick Start

Register for NAID Portal Prescreening with HUD

1. Go to HUDHomestore.com

   ![HUDHomestore.com](image)

   **PRINCIPAL BROKERS only:** Click [here](#) to access the NAID Application Portal for Recertifications and Real Estate License updates.

2. Click the “here” link on the home page.

   ![NAID Application Portal](image)

   **Do you wish to:**

   - Recertify NAID, update Broker Real Estate License or modify address
   - Apply for a new NAID
   - Replace Principal Broker on NAID
   - Remove your Real Estate License from NAID
   - Find NAID and Check Application Status
   - Check NAID Recertification and License Expiration Dates

   ![Login Now](image)

3. Click the “Apply for a new NAID” text on the NAID Application Portal screen.

   **Note:** If you have already registered on the NAID Application Portal and have a user name and password for the NAID Application Portal, click the LOGIN NOW button at the bottom right of the screen below. Log in, then turn to page 8.
4. Select SELLING BROKER as the Vendor Type.
Note 1: If you are adding a NAID that is linked to your Social Security number, you must register as an individual, not a business. Individual = SSN, Business = EIN.

Note 2: If you are not the broker, you must select “I am the Preparer filling this out on behalf of the Principal Broker.” Also, to unmask the EIN number (or SSN if your NAID is linked to an SSN), you can click the “eye” to the right of the EIN field.

You are required to supply the following information:

- Whether you are registering as an individual or business
  - Individual requires a social security number (SSN).
  - Business requires an employer identification number (EIN).

- Whether you are the Principal Broker or whether you are preparing the application on behalf of the Principal Broker.
If you are the Preparer, you are required to enter your information as well as provide the Principal Broker Information.

- Broker’s first name and last name
- Business address
  - Provide the business address where the 1099 would be mailed to.
    Note: If this is not the physical location of the business, then supply this information during the application process. The physical address is typically the “doing business as” (DBA) name and address. PO Boxes are not permitted for the physical address.
- Principal Broker phone number and email address
  - A valid email address is needed to ensure that the Principal Broker receives emails including the E-Signature application required to create a NAID.
- Principal Broker real estate license number, license state, license issued date (optional), license expiration date
  - The Principal Broker license number is used to verify whether the Principal Broker is licensed to do business in the state they are requesting access for.
  - After the prescreening application is submitted, the Principal Broker license number is matched up against an online site to verify the information.
  - If the Principal Broker is licensed in multiple states, those licenses may be added only after the NAID is created.
  - The license expiration determines whether the broker’s license is still valid. If the license expiration date is in the past, HUD will not approve access to the NAID Application Portal. The license will need to be updated with the state first and a copy of the Broker’s real estate license then uploaded to validate the date. If the Principal Broker has a NAID and an expired license, they are prevented from placing bids on properties.
- Copy of Broker’s Real Estate License
  - You are required to upload a copy of the Principal Broker’s Real Estate License verifying the license number for the license.

5. After supplying the above information, click the “I’m not a robot” button which validates that the application is being submitted by a person.

6. Once that is finished, click the REGISTER button.

7. A prompt appears letting you know that the information in the application will not be able to be changed until after HUD Approval. You have the option to click CANCEL to verify the information or click OK to proceed.
8. Verify your information and click OK.

After the request is submitted, the license is verified against an online site. If your license information matches the available information, there will be a confirming screen message letting you know your license was successfully authenticated. You will then receive an email advising you how to complete your registration and begin your online NAID Application.

**Note:** Not all states participate in the online license site. Those states that cannot be automatically verified are IL, LA, MI, MN, NM, NY, PA, VA, WA, and WI.

9. If your license is automatically verified, you will see the following message:

![Prescreening Submitted](image1)

If your license is not automatically verified, you will receive the following message:

![Prescreening Submitted](image2)
Create a user name and password for the NAID Application Portal

1. If the prescreening is approved by HUD, you will receive an email:

   
   Hello

   Your request to access the NAID Application Portal has been accepted.

   Click HERE to create a user name and password for the NAID Portal.

   Once logged into the portal, you will be able to view or modify your NAID information, recertify your NAID and add a new NAID if you have an EIN.

   You will need to provide the following:

   * DBA name and address
   * Contact name, email and phone number
   * Internal Revenue Service (IRS) documentation showing business name/individual name and your Tax Identification Number (TIN)
   * A copy of the principal broker’s driver's license.
   * A copy of the first page of a recent telephone bill, utility bill, or bank statement.
   * A copy of the principal broker’s state real estate broker’s license.

   HUD will review the submitted NAID application and determine whether the information and documentation is complete.

   If approved, you will receive an email that requires an electronic signature (E-Signature). Once the E-Signature document is returned to HUD, another email will be sent with your pending NAID. This NAID can be used immediately to register on HUDHomestore and to submit bids.

   You can track the status of your application by visiting the HUDHomestore NAID Application and clicking on CHECK CURRENT STATUS.

   If you have issues with registration, please contact the FHA Resource Center at (800) CALL-FHA (225-5342).

The email includes the following words:

2. **Click the “HERE” link to create a user name and password for the NAID Application Portal.**
   **Tip:** Google Chrome is the preferred browser for working in the NAID Application Portal. If Internet Explorer automatically opens when you click a link, then right-click the link, and select “Copy Hyperlink.” Start up Chrome, and paste the link into Chrome’s address bar, then press the Enter key.

3. Create a user name, password, and security questions, and click **SUBMIT**.
4. You will be automatically logged into the Portal.

Start an “Add New Payee (Add New NAID Application)”

1. When you first create your user name and password, you are automatically logged into the Portal, and will see the following application choice:

2. Click the Add New Payee (Add New NAID Application) button. The NAID Application screen appears.
3. Complete the required information (in blue).
Entering the Online Application Information

You are required to enter the following information before submitting to HUD for review:

- **Business (1099) Address** – the address is pre-populated based upon the address that was entered by Broker during the prescreening process; you can change this.
- **Remittance (Physical) Address** – This is typically the Doing Business As (DBA) name and address. PO Boxes are not permitted. If the DBA address is the same as the Business Address, you can populate the information from the EIN Business Name and Business Address by clicking the **Copy Name and Address from Business Info** button.
- **Contact Information** – Enter the name, telephone number, the optional fax number and the email address of the contact person.
- **Selling Broker Information** – The information that was provided during the prescreening process cannot be modified during the application process.
- **Minority-Owned Code** – If the company is not minority-owned, select “Not Minority”; otherwise select the type.
- **Name(s) of Owner(s)/Principal(s)** – Enter the name(s) of the company’s owner(s) or principal(s).
- **Family/External Business Relationship to HUD/M&M Contract employees?**
  Select “Yes” if there is a relationship with any HUD/M&M Contract employee. If “Yes,” then a description of the relationship is required. If there is no relationship, select “No.”
- **Small Business Owned** – Select if the company qualifies as a small business.
- **Woman Owned** – Select if the company qualifies as a woman-owned business.
- **Preparer’s Title** – Enter the title for the preparer.

4. Once the information is added, click the **Save and Continue Working on the Application** button; an alert appears asking the applicant to upload the required documentation.

5. Click OK.

Upload Required Documentation

A Functions drop-down menu displays at the top of the screen.

1. Click the **Upload Required Documents** link on the Functions drop-down menu or you can click the link on the workflow area.
Selling Brokers are required to submit the following documents:

- **IRS Documentation** – Document showing the Business Name and Tax Identification Number (TIN). Examples include IRS Form 147C or Tax Return with preprinted label for a business, and a copy of a signed Social Security card for an individual.
- **Driver’s License** - Principal Broker’s Driver’s License
- **Phone Bill, Utility Bill or Bank Statement** - Copy of the first page of recent (within last 60 days) telephone bill, utility bill, or bank statement showing the Remittance Address.
- **State Real Estate Broker’s License** – this was uploaded during the prescreening process and may be updated if it’s no longer current.

**Note:** Documents must be a PDF (.pdf extension), image (.jpg or .png), or Word (.doc or .docx) file and cannot be encrypted or password-protected. Some special characters (such as parentheses) are not permitted in the file name, so you may need to rename the file and upload it again. Files larger than 20 MB will not be successfully uploaded.

2. Upload the required documents by clicking “Select Documents” for each of the remaining three documents.

---

**Table: Document Requirements**

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document Description</th>
<th>Upload Document</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IRS Documentation</strong></td>
<td>Internal Revenue Service (IRS) documentation showing Business Name (EN), Individual Name (SSN), and Tax Identification Number (TIN). Examples include IRS Form 147C, Tax Return with preprinted label, IRS payment voucher, or copy of SS card if operating under SSN. State issued forms are not acceptable. You may obtain a signed copy of your IR documentation by calling 1-800-829-0115.</td>
<td>Select Document: no file chosen</td>
</tr>
<tr>
<td><strong>Driver’s License</strong></td>
<td>Please provide a copy of the Principal Broker’s Driver’s License.</td>
<td>Select Document: no file chosen</td>
</tr>
<tr>
<td><strong>Phone Bill, Utility Bill or Bank Statement</strong></td>
<td>Copy of first page of a recent telephone bill, utility bill, or bank statement. Bill or bank statement must be less than 60 days old and must display the same address as the Remittance section of the application.</td>
<td>Select Document: no file chosen</td>
</tr>
<tr>
<td><strong>State Real Estate Broker’s License</strong></td>
<td>Copy of Principal Broker’s State Real Estate Broker’s License.</td>
<td>Replace Document: no file chosen</td>
</tr>
</tbody>
</table>
3. Click the **Save and Continue Working on the Application** button.

4. Click the Close button and take the time to thoroughly review your application.

5. Click the **Save and Submit Application to HUD for Review** button. An alert appears.

6. Click OK. Be sure to confirm that the status of your NAID Application has changed from 03 (Not Submitted to HUD) to 04a (submitted for HUD Staff Review). The Status History area at the bottom of the screen indicates the present status of the application.

**HUD Review of Your Application**

If the Name and EIN/SSN combination cannot be authenticated due to connection or other issues, HUD staff may need to manually check the EIN/SSN. If the Name and EIN/SSN fail to match, you will be notified to correct the information.

HUD staff will then review your application and verify that the application form information was entered correctly, verify that the correct documents were uploaded, and select the NAID Approver who is responsible for final approval of the application.

If any of the uploaded documents are rejected, HUD staff will add a comment letting you know why the item was rejected. An email is sent with the reason(s) for rejection.

**Resubmitting Rejected Applications**

If the application is rejected, you have the opportunity to make changes and resubmit the application for approval. If one or more of the uploaded forms are rejected, you are able to view the uploaded documents and see which ones were rejected and review HUD’s comments. You can then delete and re-upload the documents and then resubmit to HUD for review.

The resubmission process starts when you log in and select Correct Rejected Application.
Checking Application Status

1. At the NAID Application Portal menu screen, click “Find NAID and Check Application Status.”

2. Select the ID Types and enter the SSN or EIN, then click the Submit button.

This screen provides the latest status of your application.
E-Signature/NAID Creation

After the HUD review is completed, the E-Signature process begins. The E-Signature recipients receive an email where they view an “Envelope” which contains the SAMS-1111 form, the SAMS-1111-A form, and the required documents that were uploaded during the application process.

Note: Do not forward this email. If you do, you will not be able to review and sign the document. It must be opened directly from the email address it was sent to.

If the application was completed by the Principal Broker, the following signatures are required:

- **Principal Broker** – signs the SAMS-1111 and SAMS-1111-A
- **HUD Reviewer** – signs the SAMS-1111
- **NAID Approver** – signs the SAMS-1111

If the application was completed by someone on behalf of the Principal Broker, the following signatures are required:

- **Preparer** – will sign the SAMS-1111
- **Principal Broker** – signs the SAMS-1111-A
- **HUD Reviewer** – signs the SAMS-1111
- **NAID Approver** – signs the SAMS-1111
E-Signature Signing Ceremony

To sign the envelope, recipients click the [REVIEW DOCUMENTS] button within the email.

Click the check box agreeing to use electronic records and signatures. Then click the [CONTINUE] button to begin the e-signing process. Clicking the [START] button shows the recipient where to sign. To sign, click the [Sign] icon.
You will be asked to adopt a style for your name, initials, and signature. Click the Change Style link if you would like a different writing style.

When you’re finished, click the **ADOPT AND SIGN** button.

Once all signatures have been completed, click the **FINISH** button.

You can then close the document. You are not required to create a DocuSign account.

**Decline to Sign**

If you decide not to go ahead with the application, you can decline to sign. This will void the envelope and any “pending” NAID would become “inactive.” This would result in you no longer being able to place bids on HUDHomestore. If HUD staff declines to sign, you will receive an email with the reason for the HUD decision.

To decline to sign click the **OTHER ACTIONS** button within the document and then select “Decline to Sign.”

The status of the application will be set to “08b-E-Signature Envelope Voided.”

**Principal Broker Signature/Pending NAID Creation**

- The HUD Reviewer responsible for reviewing the application receives the envelope to sign.
- A “Pending” NAID number is created which permits you to register on HUD Homestore and place bids on properties. See page 18 for information about registering on HUD Homestore.
- You receive an email with the NAID number along with instructions for registering and placing bids on HUD Homestore. If someone else prepared the application, they will also receive a copy of this email.

Use this NAID to register on [HUD Homestore](#). Once registered, you and your agents will be able to place bids on HUD properties.

The principal broker must register first. Click the Bidder button on the top right corner of the HUDHomestore screen. Complete and submit the registration form. When the principal broker has registered, selling agents can register using the above NAID and their own real estate license numbers.

You will receive another email when the E-Signature process has been fully processed. At that time, your NAID will be officially activated and ready to ratify HUD contracts.
**NAID Approver Signature: NAID Activated**

After the HUD Reviewer signs the document, the envelope is sent to the NAID Approver for their signature. When the NAID Approver signs the document, the following occurs:

- The “Pending” NAID becomes an “Active” NAID.
- The Certification Date is set to the date the Approver signs and the Recertification Date will be the Certification Date plus 365 days.
- You receive an email indicating the NAID is now active and includes instructions for recertifying the NAID on a yearly basis. If someone else prepared the application, they will also receive a copy of this email.
- A PDF copy of the completed envelope with signatures displays as an attachment on the NAID Application screen.

---

Hello [Name],

The E-Signature process for your NAID application is now complete and the status for NAID [ID] has changed from Pending to Active.

If you need to modify your NAID information in the future, you can do so by logging into the [NAID Portal](#).

You are required to submit yearly recertifications. Your next recertification date is 06/26/2019.

Click the Recertification tab on HUDHomestore to begin this process.

---

**Adding State Licenses and Modifying NAID Information**

Now that the NAID is active, you can modify NAID information and add additional state licenses using the Add/Replace Real Estate License link on the Functions drop-down menu on the NAID Application screen.
Registering as the Principal Broker on HUD Homestore

When you have a pending NAID, you can register as Principal Broker on HUD Homestore. Once you register, agents can also register or change the NAID on their present HUD Homestore registration to your pending NAID number.

Here’s how you begin your registration on HUD Homestore.

1. On HUDHomestore.com’s home page, in the upper right corner, click the Bidder link.

2. For the NAID Type, select Selling/Listing Broker, then, for the Role, select Principal Broker with NAID.

3. Select the appropriate tax ID, then enter the SSN/EIN for your NAID, the NAID number, and the Principal Broker Email. Click Continue.

4. When the system finds a match, much of the information on the registration form is filled in from what you’ve entered on your NAID application.

5. Enter a user name (that’s not been taken by the one million people who have previously registered), enter two copies of a password, and answer two security questions.

6. Select the check box agreeing to the terms and conditions for using the site, check the “I am not a robot” box, and click Submit. The system confirms your successful registration.
Additional Information

Cancel Application

If you want to cancel your application, you can do so by clicking the **Cancel Application** link on the Functions drop-down menu. This link becomes available after you have saved the application.

1. Click the **Cancel Application** link. The NAID Application Cancellation screen appears.

2. Enter a reason for the cancellation.

3. Click the Save button on the toolbar.

**Note:** This does not cancel your login. You can submit another application by clicking the Home button and again selecting the **Add New Payee (Add New NAID Application)** button.
Manage User Access

Once a NAID is created, both you and the preparer (if there is one) can manage user access to the NAID for recertification and updates to any information.

To access the screen, go to the NAID Application menu on the top left of the main screen and click **NAID User Login Setup**.

The screen allows the following:

- Set up new users
- View existing users and manage access to the NAID Application Portal
  
  **Note:** The user who is logged in will not be able to see themselves on this list. Their account is active, and they do not need to add themselves to the list to gain access to the NAID Application Portal.

- The blank fields toward the top permit you to search for a specific user. They are not used for entering new users.
Set up new users

The following is required when setting up new users:

- **Group**
  - NAID2 Group – **Admin account with ability to manage user access** as well as access to the NAID Application Portal for updates and recertification. This group can see all NAIDs associated with a single EIN/SSN.
  - NAID Group – Access to application for updates and recertifications. This group can see only a single NAID.

- **First Name/Last Name** – Enter the name of the user who will be accessing the NAID Application Portal.

- **Email** – Enter the email address. This email must be correct or the user will not receive an email invitation to complete their registration.
  **Note:** The user will stay inactive until they respond to the email and complete their registration by creating a unique user name, a password, and two security questions.

- **Phone Number** – Enter the phone number for the user. You can enter all ten numbers together and system will format them correctly.

- **Add/Remove NAIDs** – If you are linked to multiple NAIDs based upon your EIN/SSN, you will be able to select which NAIDs the new user has access to.
  - Click the **Add/Remove NAIDs** link which is available after the new user is saved.
  - Select the **Add** check box, then click **Save** to add a NAID for this user.
  - Select the **Delete** check box, then click **Save** to remove access to a NAID for this user.

Managing existing users

After a user is added:

- The user’s information can be updated.
- The user can be inactivated.
- NAIDs may be added or removed from the user’s profile.
Remove the Real Estate License from a NAID

When applying for a new NAID, sometimes a message displays that the broker’s active real estate license is tied to a different NAID. If you know the NAID number and the EIN for the other NAID, you can remove the license from that NAID so that you can add the broker license to a new or different NAID.

**Caution:** This action will inactivate the Principal Broker License for the selected NAID. Principal Brokers and Agents associated with this NAID will not be able to place bids for that state unless a new license is entered for the state within the NAID Application Portal.

1. At the NAID Application Portal menu screen, click “Remove your Real Estate License from NAID.”
2. Enter the NAID number and the SSN/EIN associated with the NAID and click Submit.

3. Click the check box to the left of the license number, then click Submit. This will remove the license from this NAID.
Check NAID Recertification and License Expiration Dates

1. At the NAID Application Portal menu screen, click “Check NAID Recertification and License Expiration Dates.”

2. Enter the NAID and click the Submit button.
3. Click the Back button to return to the menu screen, or click the Check Another NAID button.
Add New NAID to Existing Payee (EIN)

When you choose this option at the home screen after logging into the NAID Application Portal, you can add an office and obtain a new NAID for that office. However, you will need to have a different Principal Broker for that office. The system will not permit the same Principal Broker to use their license on two NAIDs for the same state.

Note: If you want to have a second office in the same state with the same Principal Broker, then add another office under the same NAID. See the NAID Recertification Guide for more information.

Register for NAID Portal Prescreening with HUD

Note: If you have already registered and have a user name and password for the NAID Application Portal, you can skip the following steps and go to the Login screen (see page 31).

1. Go to HUDHomestore.com

2. Click the “here” link on the home page:

3. Click the “Recertify NAID” text on the NAID Application Portal screen.
4. Click “I have not previously registered on the NAID Application Portal.

5. Type in your NAID, and click **SUBMIT**.

**Note:** If you do not recall your NAID, you can use the Social Security number (SSN) or Employer Identification Number (EIN) you originally registered with to identify your NAID. After you identify your NAID, you will be returned to the NAID Application Portal screen (Step 3).
6. Complete the Registration form and check the ‘I’m not a robot’ button.

**Note:** If you are not the broker, you must select “I am the Preparer filling this out on behalf of the Principal Broker.” Also, to unmask the EIN number (or SSN if your NAID is linked to an SSN), you can click the “eye” to the right of the EIN field.

7. Click the ‘I’m not a robot’ and the **REGISTER** button.

8. Verify your information before submitting and click OK.
9. If your registration is successful, you will see the following screen:

If your registration needs to be verified by HUD, you will receive the following message:

If there is not a match with the broker’s email and/or EIN number, one of the following error messages will display:

An Error Occurred

The given email address for the principal broker does not match our current records. Correct this and submit again. If you are unable to provide the correct email address and require further assistance, please contact the HUD Homestore Help Desk at HUDHomestoreHelp@yardi.com.

An Error Occurred

NAID and SSN/EIN combination not found. If you have issues with registration, please contact the FHA Resource Center at (800) CALL-FHA (225-5342).

Follow the instructions on the error message to get the error resolved.
Create a User Name and Password for the Portal

1. If the prescreening is approved by HUD, you will receive an email:

   ![Email Example]

   Hello

   Your request to access the NAID Application Portal has been accepted.

   Click HERE to create a user name and password for the NAID Portal.

   Once logged into the portal, you will be able to view or modify your NAID information and add a new NAID if you have an EIN.

   If you have issues with registration, please contact the FHA Resource Center at (800) CALL-FHA (225-5342).

2. Click the “Here” link to start the registration process.

   Tip: Google Chrome is the preferred browser for working in the NAID Application Portal. If Internet Explorer automatically opens when you click a link, then right-click the link, and select “Copy Hyperlink.” Open Chrome, and paste the link into Chrome’s address bar, then press the Enter key.

3. Create a user name, password, and security questions, and click SUBMIT.

4. You will be automatically logged into the Portal.
Start an “Add New NAID to Existing Payee (EIN)” Application

This assumes you have a login to the NAID Application Portal.

1. Go to HUDHomestore.com

2. Click the “here” link on the home page.

3. Click the LOGIN NOW button.
4. When you log into the NAID Application Portal, you will see the following application choices:

<table>
<thead>
<tr>
<th>Modify Existing Payee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this application to:</td>
</tr>
<tr>
<td>• Update Business (1099) Address</td>
</tr>
<tr>
<td>• Update Remittance Address</td>
</tr>
<tr>
<td>• Update Office or Contact Information</td>
</tr>
<tr>
<td>• Update Real Estate Licenses (Broker Payees)</td>
</tr>
<tr>
<td>• Update Broker Information (Broker Payees)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>DO NOT USE this application:</td>
</tr>
<tr>
<td>• If your yearly Recertification date with HUD is close to due or past due — Use the</td>
</tr>
<tr>
<td>Selling Broker Recertification Application (Broker Payees)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Add New NAID to Existing Payee (EIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this application:</td>
</tr>
<tr>
<td>• To add a new office and obtain a NAID for that office</td>
</tr>
<tr>
<td>• To add a new office with a new Principal Broker (Broker Payees)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selling Broker Recertification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this application:</td>
</tr>
<tr>
<td>• If your Recertification Date with HUD is close to due or past due</td>
</tr>
<tr>
<td>• To recertify every year with HUD</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>This application also allows you to:</td>
</tr>
<tr>
<td>• Update Business (1099) Address</td>
</tr>
<tr>
<td>• Update Remittance Address</td>
</tr>
<tr>
<td>• Update Office or Contact Information</td>
</tr>
<tr>
<td>• Update Real Estate Licenses</td>
</tr>
<tr>
<td>• Update Broker Information</td>
</tr>
</tbody>
</table>

5. Select Add New NAID to Existing Payee (EIN). The NAID Application screen appears.
6. Complete the required information (in blue).
See the next page for details on filling out this form.
Entering the Online Application Information

- **Business (1099) Address** – the address is pre-populated based upon the address that is linked to the original NAID; you can change this.
  
  **Caution:** Do not change the Business Address unless you have an available IRS 147C form to validate the new business address. The system will require that form to be uploaded.

- **Remittance (Physical) Address** – This is typically the Doing Business As (DBA) name and address. PO Boxes are not permitted. If the DBA address is the same as the Business Address, you can populate the information from the EIN Business Name and Business Address by clicking the **Copy Name and Address from Business Info** button.

- **Contact Information** – Enter the name, telephone number, the optional fax number and the email address of the contact person.

- **Selling Broker Information** – Enter the first and last name, email address, and phone number for the Principal Broker.

- **Minority-Owned Code** – Same as original NAID; cannot be changed

- **Name(s) of Owner(s)/Principal(s)** – Enter the name(s) of the company’s owner(s) or principal(s).

- **Family/External Business Relationship to HUD/M&M Contract employees?**
  
  Same as original NAID; cannot be changed

- **Small Business Owned** – Same as the original NAID; cannot be changed

- **Woman Owned** – Same as the original NAID; cannot be changed

- **Preparer’s Title** – Enter the title for the preparer.

7. Once the information is added, click the **Save and Continue Working on the Application** button; an alert appears asking the applicant to upload the required documentation.

Uploading the Required Documents and Submitting the Application

1. Click “Add Principal Broker License” on workflow or use the Functions drop-down menu to select Add/Replace Real Estate License.

  **Note:** Documents must be a PDF (.pdf extension), image (.jpg or .png), or Word (.doc or .docx) file and cannot be encrypted or password-protected. Some special characters (such as parentheses) are not permitted in the file name, so you may need to rename the file and upload it again. Files larger than 20 MB will not be successfully uploaded.
2. After entering all the required information and uploading the broker’s RE license and Driver’s License, click Validate License.

If the license cannot be validated automatically, you will receive an information message stating that HUD needs to review the license. Click Save to upload the required documents.
3. Select Upload Required Documents on the workflow or under the Functions drop-down menu. The Upload Required NAID Documents screen appears. The example below requires two documents because the Business Address and the Remittance Address were both changed.

4. After the documents have been selected, click the Save and Continue Working on the Application button.

5. Although you could submit the application from this window, click the Close button to return to the NAID Application screen and take time to thoroughly review your application.

6. Click the Save and Submit Application to HUD for Review button. A message appears giving you the option to click “OK” to submit the application to HUD or click “Cancel” to review the application and submit to HUD at a later time.

The new broker will go through the E-Signature process described on page 15 and will need to register on HUDHomestore.com (see page 18) so that agents can then register and place bids.