



# **NAID—Add New Payee and Add New NAID to Existing Payee User Guide for Principal Brokers**



**U.S. Department of  
Housing and Urban Development**

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## 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.

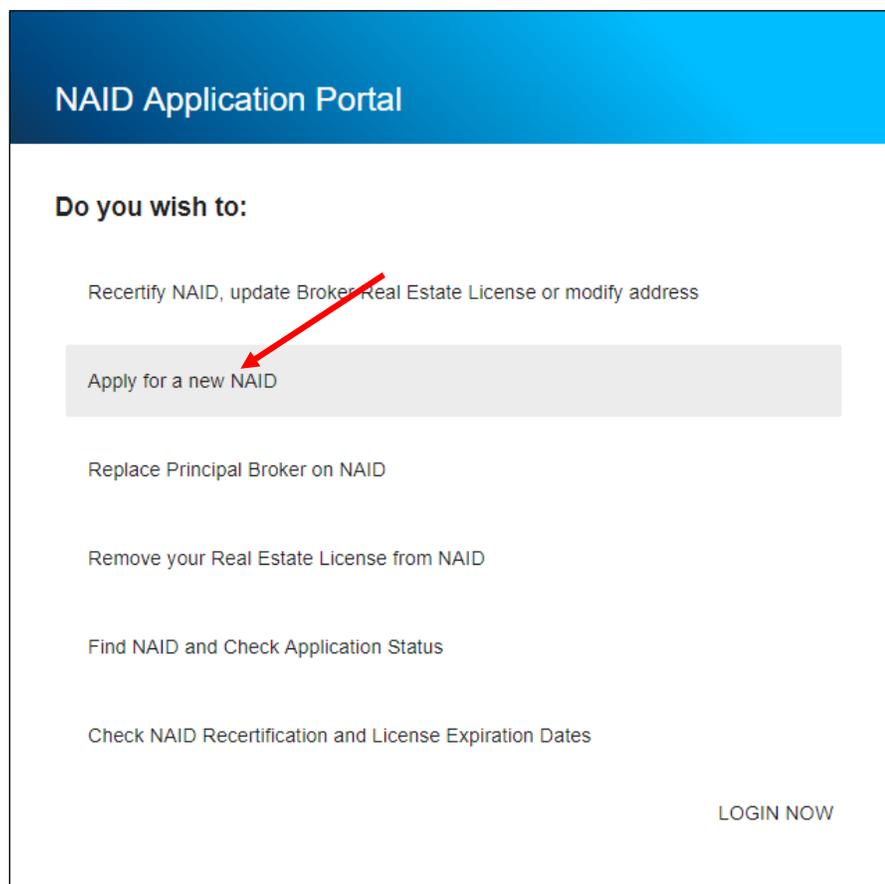
## Quick Start

### Register for NAID Portal Prescreening with HUD

1. Go to HUDHomestore.com



2. Click the “[here](#)” link on the home page.



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.

Register for Access to NAID Application Portal

Choose your Vendor Type

SELLING BROKER

LOCAL/STATE GOVERNMENT

NONPROFIT ORGANIZATION

BACK

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.

**Register for Access to NAID Application Portal**

### Selling Broker

Register a(n)  Individual  Business

I am the Principal Broker  
 I am the Preparer filling this out on behalf of the Principal Broker

Please enter your information below for registration.

First Name  Last Name

Business Name

Business Address (1099-MISC sent here)  City  State  Postal Code

Phone Number  Email Address  Email Address Confirmation

Real Estate License Number  License State  License Issue Date (optional)  License Expiration Date

EIN

Upload a copy of your Principal Broker's Real Estate License  
(doc, docx, pdf, png, and jpg files accepted)  
Documents that are encrypted or password-protected will be rejected.

No file chosen

I'm not a robot 

If you are experiencing problems trying to register, please try to register using Google Chrome before contacting the FHA Resource Center at (800) CALL-FHA (225-5342).

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.

Verify Before Submitting

Please verify all information before submitting your registration. Once submitted, details cannot be edited until after HUD approval.

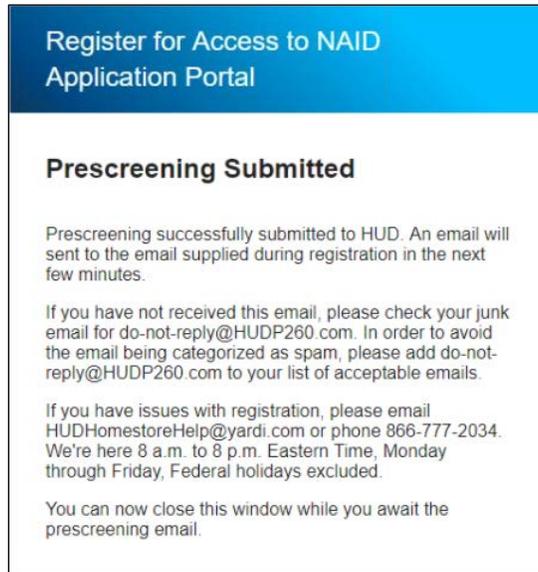
[CANCEL](#)   [OK](#)

8. Verify your information and click OK.

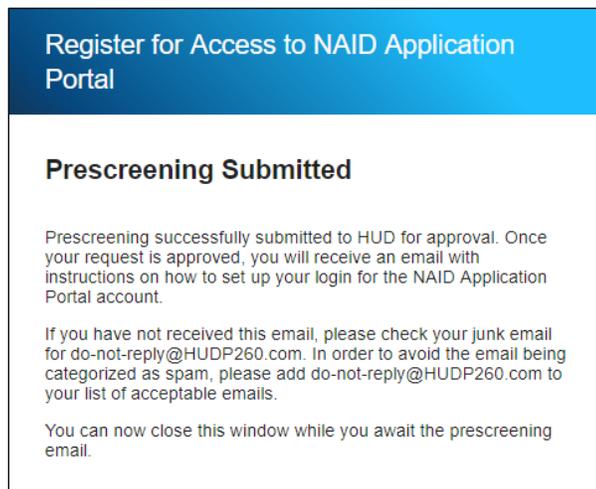
After the request is submitted, the license is verified against an online site. If your license information matches the available information, there will be a confirming screen message letting you know your license was successfully authenticated. You will then receive an email advising you how to complete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

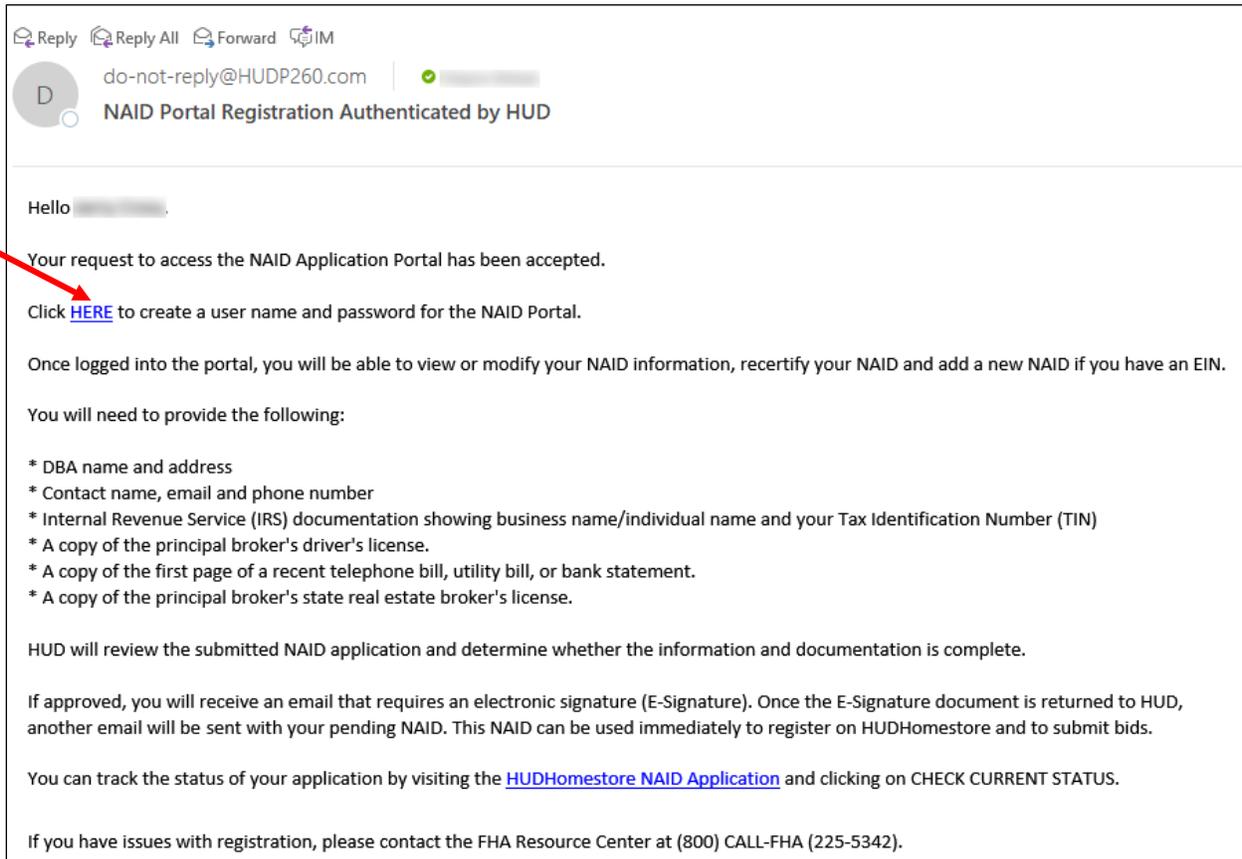


If your license is not automatically verified, you will receive the following message:



## Create a user name and password for the NAID Application Portal

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



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**.

**Create NAID Portal Login**

User Name \*

Password \* Confirm Password \*

0 / 15

Password must be between 10 and 15 characters and must contain the following: an Uppercase letter, a Lowercase Letter, a numeric character, a symbol, and cannot begin or end in whitespace.

Security Question 1 \* ▼

Answer \* 0 / 80

Security Question 2 \* ▼

Answer \* 0 / 80

SUBMIT

Already have an account? [Login Now](#)

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:

HUD NAID Application Portal Search menu... Welcome, Chris ★ 🏠

NAID Application ▼ User Info ▼

NAID Application Menu

Add New Payee (Add New NAID Application)

Since you do not have a Name Address Identifier (NAID) with HUD, you will need to complete this application to establish a NAID.

2. Click the Add New Payee (Add New NAID Application) button. The NAID Application screen appears.

### NAID Application Screen

Back

---

#### Type of Application

Add New Payee (New NAID)   
  Modify Existing Payee (NAID)   
  Add New NAID to Existing Payee (EIN)   
  Real Estate Broker Recertification

---

#### Payee Information

EIN	<input type="text"/>	EIN Business Name	CHRIS SMITH REALTY
Payee Existing NAID	<input type="text"/>	Payee Type(s)	Selling Broker

---

#### Business Address (1099-MISC sent here)

Street Address	<input type="text" value="123 MAIN STREET"/>
City	<input type="text" value="SILVER SPRING"/>
State, Zip+4	<input type="text" value="MD 20906 - 0000"/>
Business Phone Number	<input type="text"/>

#### Remittance Address (DBA) (Physical Address - No PO Boxes)

Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State, Zip+4	<input type="text"/>

---

#### Contact Information

Name of Contact Person	<input type="text"/>
Phone	<input type="text"/>
Contact Email	<input type="text"/>
Fax	<input type="text"/>

---

#### Selling Broker Information

Principal Broker's Name (First, Last)	CHRIS SMITH
Principal Broker's Phone	<input type="text"/>
Principal Broker's License	<input type="text"/>
Principal Broker's Email	<input type="text"/>
Principal Broker's Licensed State(s)	MD

---

#### Additional Information

Minority-Owned Code	<input type="text"/>
Name(s) of Owner(s)/Principal(s)	<input type="text"/>
Family/External Business Relationship to HUD/M&M Contract employees?	<input type="radio"/> Yes <input type="radio"/> No
Small Business Owned	<input type="checkbox"/>
Woman Owned	<input type="checkbox"/>

---

#### Application Status

Application Status	03-Application in Progress/Not Submitted to HUD for Approval
Preparer's Name	CHRIS SMITH
Preparer's Title	<input type="text"/>
Preparer's Email	<input type="text"/>
Date Prepared	<input type="text"/>
Preparer's Phone Number	<input type="text"/>

This information enables HUD to record and process financial transactions in its automated SAMS to dispose of acquired single-family properties. HUD reimburses M&M Contractors for their services in maintaining, marketing, and selling HUD homes, and HUD collects funds associated with the sales of these properties. The information enables HUD to create and maintain sound financial management practices and effective internal controls over the property disposition program. A response is required to obtain or maintain a benefit.

**Privacy Act Statement.** The Department of Housing & Urban Development (HUD) is authorized to collect the information on this form by the U.S. Housing Act of 1937, as amended. The Housing & Community Development Act of 1987, 42 U.S.C. 3543, authorizes HUD to collect Social Security Numbers (SSN). The information is being used as Payee reference information, IRS 1099 applicability, minority data collection information, payment remittance instructions and proof of business viability. The SSN is used as a unique identifier. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law. Providing the SSN is mandatory. Failure to provide the information could result in a delay or rejection of your eligibility approval.

### 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.

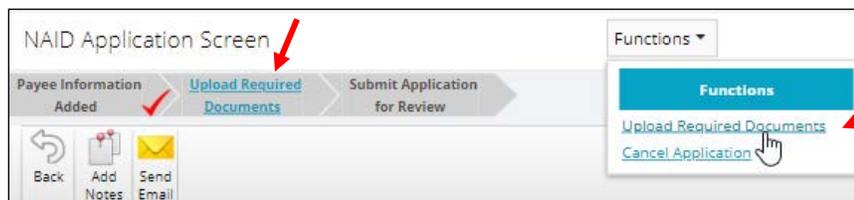
Once the NAID Application is saved, you will need to upload documents from the 'Upload Required Documents' link located at the top of the screen or under the Functions menu

OK

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.

Upload Required NAID Documents

Close

**NAID Application Information**

Application ID # 124887 Application Type Add New Payee

Payee Type(s) Listing Broker, Selling Broker

Business/Individual Name CHRIS SMITH REALTY

Status 03-Application in Progress/Not Submitted to HUD for Approval

Status Date 05/14/2019

Save and Continue Working on the Application Save and Submit Application to HUD for Review

**Documents**

Please click the Save button after selecting documents to upload them.

Once all documents are uploaded, click the Submit Application button to submit the application to HUD for review.

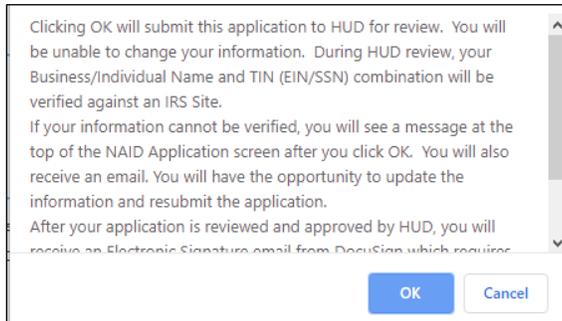
Documents must be a PDF (.pdf extension), Image (.jpg or .png), or Word (.doc or .docx) file.

Documents that are encrypted or password-protected will be rejected.

Document Type	Document Description	Upload Document	Document Filename	View Document
IRS Documentation	Internal Revenue Service (IRS) documentation showing Business Name (EIN)/Individual Name (SSN) and Tax Identification Number (TIN). Examples include IRS Form 147C, Tax Return with preprinted label, IRS payment coupon, or copy of SS card if operating under SSN. State issued forms are not acceptable. You may obtain a faxed copy of your IRS Documentation by calling 1-800-829-0115.	Select Document No file chosen		
Driver's License	Please provide a copy of Principal Broker's Driver's License or State Identification.	Select Document No file chosen		
Phone Bill, Utility Bill or Bank Statement	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.	Select Document No file chosen		
State Real Estate Broker's License	Copy of Principal Broker's State Real Estate Broker's License	Replace Document No file chosen	MD RE License.pdf	



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.

Status History		
(4 Record(s) found)   		
Application Type	Status	Status Date
Add New Payee	04a-SSN/EIN Authenticated/HUD Staff Review of New Application required	05/17/2019 12:39:19
Add New Payee	03-Application in Progress/Not Submitted to HUD for Approval	05/17/2019 10:56:54
Prescreening	02a-Applicant Prescreening Accepted by HUD	05/17/2019 10:16:12
Prescreening	01c-Broker Request for Registration Failed Authentication	05/17/2019 10:14:52

## 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.

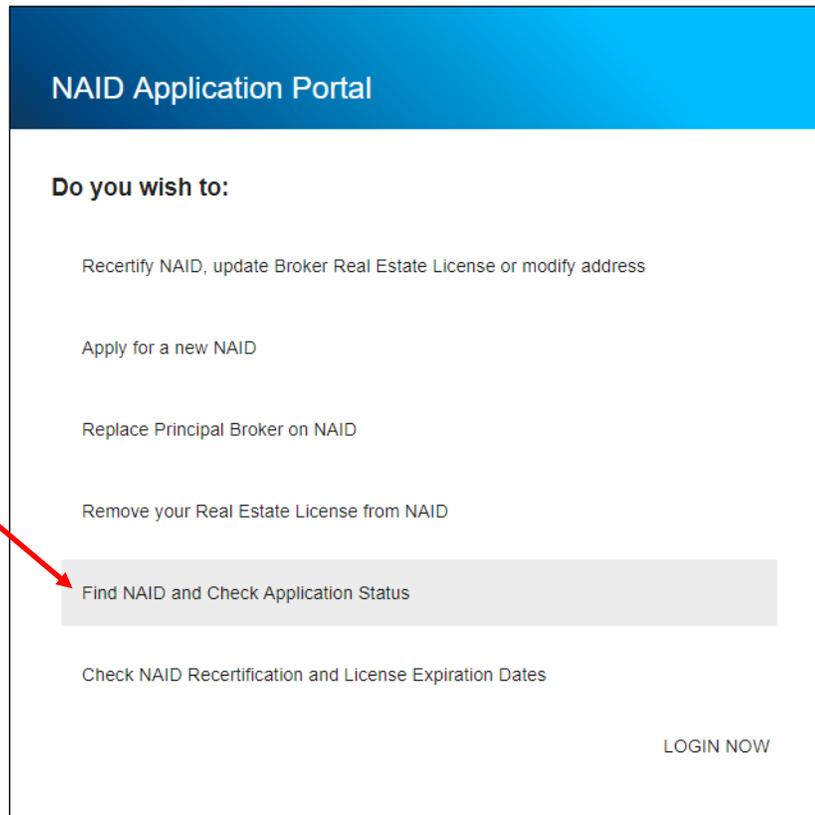
If any of the uploaded documents are rejected, HUD staff will add a comment letting you know why the item was rejected. An email is sent with the reason(s) for rejection.

## 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



The screenshot shows the 'NAID Application Portal' menu. A red arrow points to the 'Find NAID and Check Application Status' option.

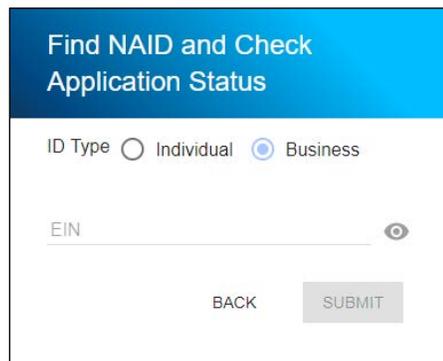
**NAID Application Portal**

**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

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



The screenshot shows the 'Find NAID and Check Application Status' form. The 'Business' radio button is selected under 'ID Type'. The 'EIN' field is empty. There are 'BACK' and 'SUBMIT' buttons.

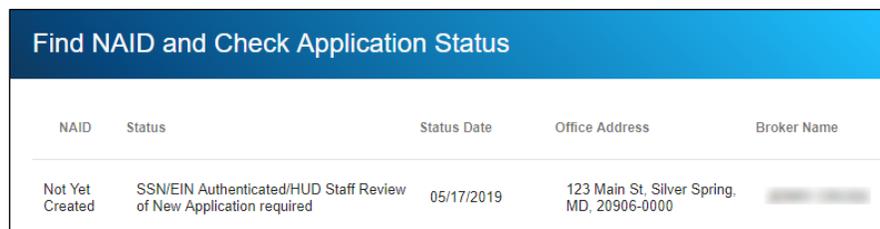
**Find NAID and Check Application Status**

ID Type  Individual  Business

EIN

BACK SUBMIT

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



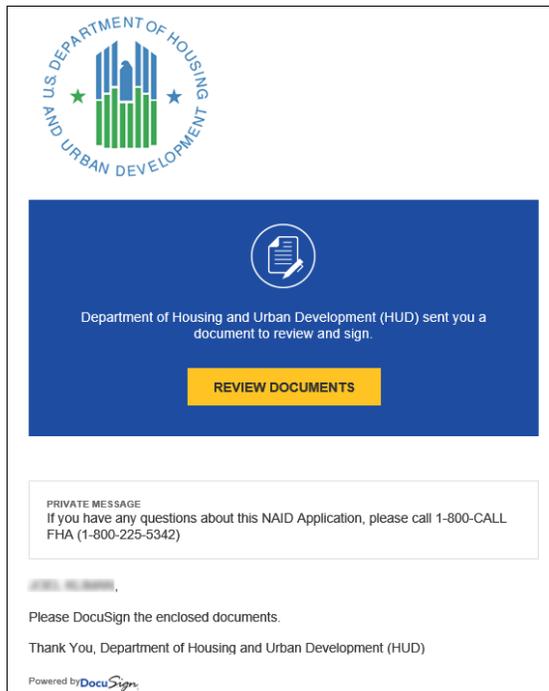
The screenshot shows the results of the application status check. The table has columns for NAID, Status, Status Date, Office Address, and Broker Name.

NAID	Status	Status Date	Office Address	Broker Name
Not Yet Created	SSN/EIN Authenticated/HUD Staff Review of New Application required	05/17/2019	123 Main St, Silver Spring, MD, 20906-0000	[REDACTED]

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.

**Please Review & Act on These Documents**



**Department of Housing and Urban Development (HUD)**  
HUD



Powered by **DocuSign**

**PRIVATE MESSAGE:** If you have any questions about this NAID Application, please call 1-800-CALL FHA (1-800-225-5342)

Please read the [Electronic Record and Signature Disclosure](#).  
 I agree to use electronic records and signatures.

CONTINUE

OTHER ACTIONS ▾

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  icon.

**START**

DocuSign Envelope ID: A7D4A476-49EE-44E4-85AE-56A41872C4F7

**Single Family Acquired Asset Management System (SAMS)**

**Payee Name and Address**

**U.S. Department of Housing and Urban Development**  
Office of Housing  
Federal Housing Commissioner

OMB 2506-0306  
exp. 4/30/2020

Instructions: See Instructions on back for required attachments. Send completed form to HUD HOC, Attention: Director, Homeownership Center

**I. Type of Application: (Items 1a - d)**

1a.  Add New Payee (Complete #'s 2 or 3 - 20)    1b.  Modify Existing Payee (Complete #'s 4, 17-20 & any changes)    1c.  Add New NAID to Existing Payee (Complete #'s 4, 9, 10, 14 & 17-20)    1d.  Real Estate Broker Recertification (Complete #'s 4 & 17-20)

**II. Payee's Information: (Item 2 or 3 through 20)**

Enter Either Payee's EIN and Business Name or SSN and Individual Name, NOT BOTH (Items 2 - 3) \*1099 information to be forwarded to IRS under EIN/SSN and name shown in Item 2 or 3, and address shown in Item 8. Item 2 or 3 must match IRS documentation.

*2a. EIN 27- - 0K -	*2b. Business Name for EIN in 2a. REALTY	*2c. Principal Broker's Name (if applicable)	
*3a. SSN	*3b. Individual Name for SSN in 3a. (Last, First, MI)		

4. Payee's NAID (if existing payee)	5. HOC Area Identifier 5P	6. Payee Type(s) SB	7. Business Phone Number (Area Code) (805)
-------------------------------------	------------------------------	------------------------	---

8. Business Address (Include City, State, and Zip Code + 4)  
SILVER SPRING, MD 20906-0000

**Remittance Name and Address (DBA)**  
(Only if different from Business/Individual Name and Address)

9. Name REALTY  
10. Address (include City, State, and Zip Code + 4)  
SILVER SPRING, MD 20906-0000

11. Minority-owned? If Yes, check type  Yes  No

<input type="checkbox"/> Black American (BL)	<input type="checkbox"/> Asian Indian American (AI)
<input type="checkbox"/> Asian Pacific American (AP)	<input type="checkbox"/> Native American (NA)
<input type="checkbox"/> Hispanic American (HI)	<input type="checkbox"/> Hasidic Jewish American (HS)

12. Small Business Owned?  Yes  No    13. Woman Owned?  Yes  No

14. Name of Contact Person  
E-mail  
@YARDI.COM  
Phone (Area Code) (805)    Fax (Area Code)

15. Name(s) of Owner(s)/Principal(s)

16. Family/External Business Relationship to HUD/M&M Contract employees?  
Yes  No  (If Yes, attach an explanation.)

17.  Signature X	18. Title PRINCIPAL BROKER	19. Date (mm/dd/yyyy) 06/25/2018   2:41:59 CDT	20. Phone (Area Code) (805)
--	-------------------------------	---	-----------------------------

**For HUD Use Only (Items 21 - 29) Do not send any attachments other than form SF-3881 to SAMS Service Contractor. The HOC must take whatever measures it deems appropriate to verify that the prospective payee is a legitimate entity prior to approving this form. The HOC may require any documents it deems appropriate to maintain sound internal controls over the establishment of payees in SAMS.**

21. Reviewer's Signature (Supervisory M&M Contractor/ M&M GTR/Closing Agent GTR or Designee) X	22. Title REVIEWER	23. Date (mm/dd/yyyy)	24. Phone (Area Code) 555-555-5555
---	-----------------------	-----------------------	---------------------------------------

25. Selling Broker's Recertification Date    26. Approved for HOC Area(s):  
5P

**Attach ACH Vendor/Miscellaneous Payment Enrollment Form (SF-3881) for Payee Types AP\*\*, CA, HA, NP\*\*, PM, and TS.**

27.  \*\*Since our office does not intend to make payments to the subject vendor at this time, we have not included a form SF-3881 to enroll the vendor in the Electronic Funds Transfer Program. Should this situation change and it become necessary to make payments to this vendor, our office will immediately submit a completed form SF-3881 to the SAMS Service Contractor for processing.

28. Approver's Signature (HOC Director or Designee) X	29. Date of Approval/Submission to Service Contractor (mm/dd/yyyy)
--	--

This information enables HUD to record and process financial transactions in its automated SAMS to dispose of acquired single-family properties. HUD reimburses M&M Contractors

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 **FINISH**.

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

### Decline to Sign

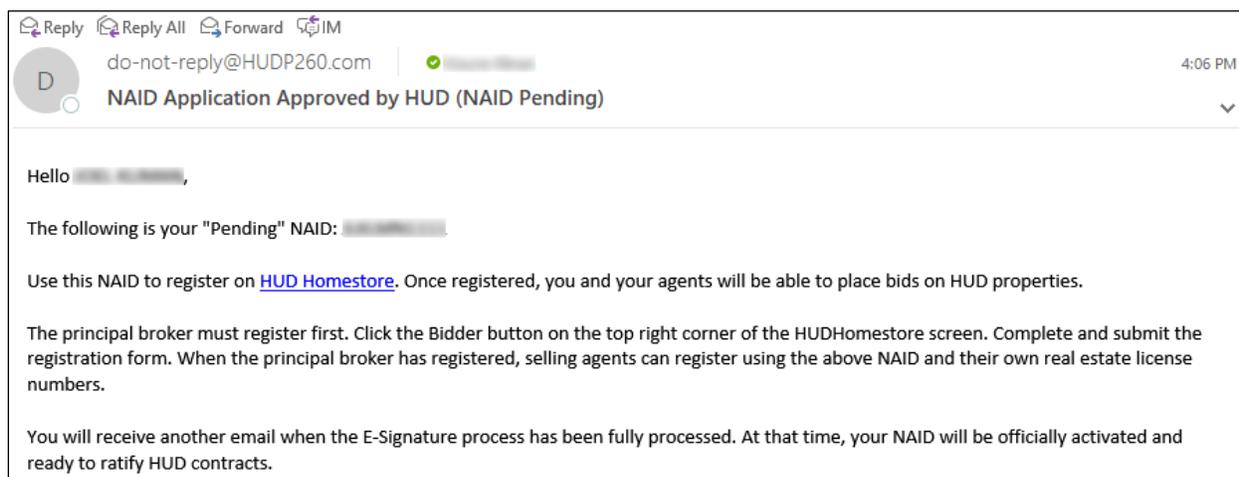
If you decide not to go ahead with the application, you can decline to sign. This will void the envelope and any "pending" NAID would become "inactive." This would result in you no longer being able to place bids on HUDHomestore. If HUD staff declines to sign, you will receive an email with the reason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

To decline to sign click the **OTHER ACTIONS** button 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

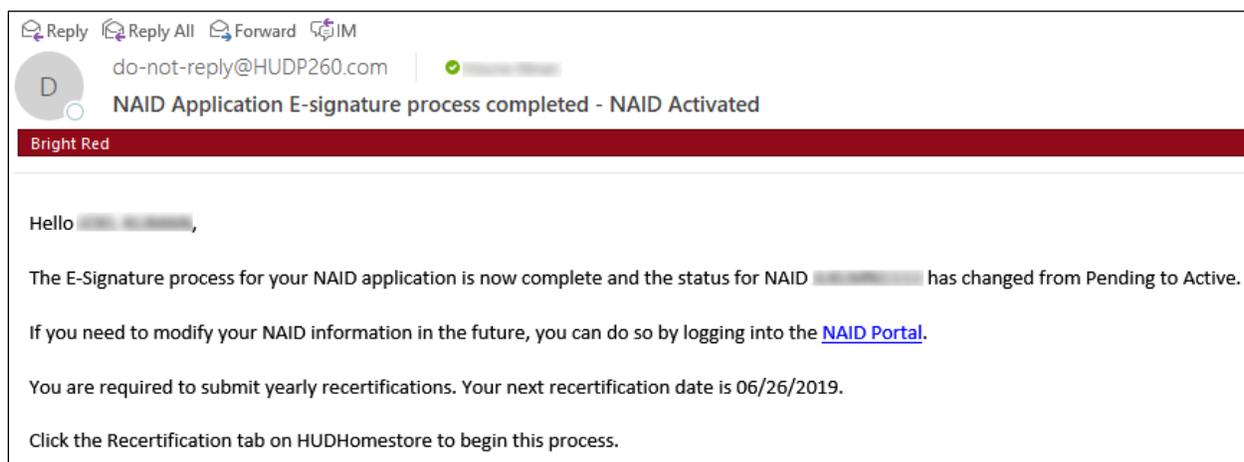
- The HUD Reviewer responsible for reviewing the application receives the envelope to sign.
- A "Pending" NAID number is created which permits you to register on HUD Homestore and place bids on properties. See page 18 for information about registering on HUD Homestore.
- You receive an email with the 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.



### 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.



### 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



### Bidder Registration

HUD-registered Selling Brokers, Nonprofits, and Government Agencies must register with this site in order to submit and review bids. Selling Agents and Associate Brokers: You must wait to register until after the Principal Broker with the NAID has registered on HUD Homestore (you can check this in part 1 below). For your registration, you will need to know the Principal Broker's NAID.

#### 1. NAID Information

\*NAID Type:

\*Role:

- Select
- Principal Broker with NAID
- Associate Broker
- Selling Agent

[Check NAID Status](#)   [Check Principal Broker Registration](#)

#### 2. User Name and Password

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

#### Principal Broker Verification

You have selected to register on HUDHomestore.com as a Principal Broker with NAID. By clicking Continue you are verifying that you are HUD's broker of record for this NAID. Once the Principal Broker has registered on HUDHomestore, Selling Agents and Associate Brokers will be able to register. If you do not have a NAID, you will not be able to register at this time. To find out how to obtain a NAID, click the NAID Application tab on this website and follow instructions.

Individual SSN:    Business EIN:

SSN/EIN:

NAID:

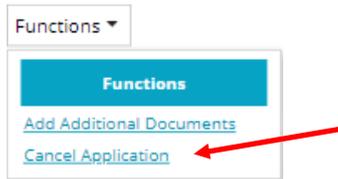
Principal Broker Email:

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.

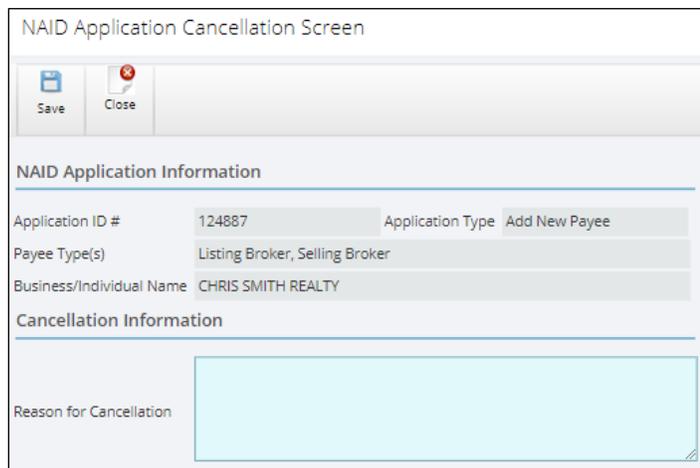
## Additional Information

### 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.

A screenshot of the 'NAID Application Cancellation Screen'. At the top, there are 'Save' and 'Close' buttons. Below is a section titled 'NAID Application Information' with the following fields: 'Application ID #' (124887), 'Application Type' (Add New Payee), 'Payee Type(s)' (Listing Broker, Selling Broker), and 'Business/Individual Name' (CHRIS SMITH REALTY). Below this is a section titled 'Cancellation Information' with a large text area labeled 'Reason for Cancellation'.

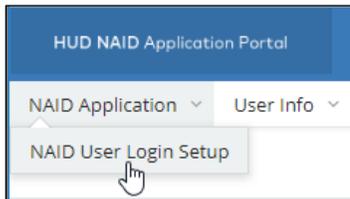
2. Enter a reason for the cancellation.
3. Click the Save button on the toolbar.

**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**.



NAID User Setup

Search Back Save

Fill in all blue fields  
 NAID2 users can add, change, or inactivate other users  
 After clicking Save, you can Add/Remove NAIDs from an account you've just added

First Name  Personal Email   
 Last Name  [Group](#)   
 User Name  Inactive

Group	First Name	Last Name	Email	Phone Number	Resend Email	Inactive	Date Created	Created By Code	Linked NAIDs	Add/Remove NAIDs
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>								
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>								
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>								
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>								
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>								

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

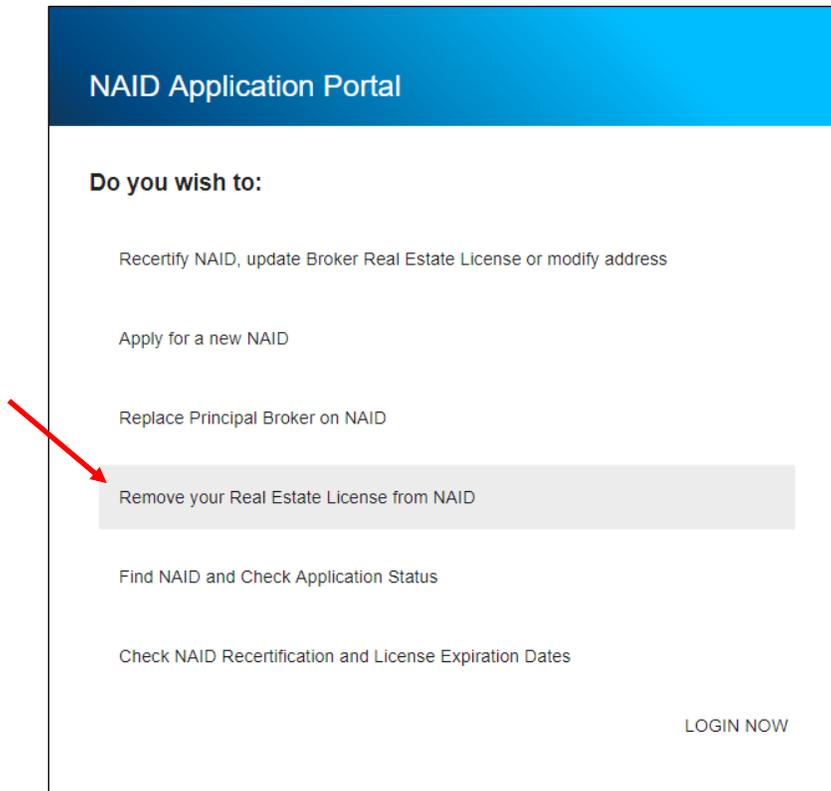
After a user is added:

- 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.”

**Remove your Real Estate License from NAID**

Note: This action will inactivate the Principal Broker License for the NAID selected. 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.

Enter NAID

This NAID is tied to:

Individual  Business

EIN

BACK SUBMIT

2. Enter the NAID number and the SSN/EIN associated with the NAID and click Submit.

**Remove your Real Estate License from NAID**

NAID: [REDACTED]

Select the license(s) you wish to remove

	License	State	Expiration Date
<input type="checkbox"/>	[REDACTED]	[REDACTED]	11/30/2020

Page: 1

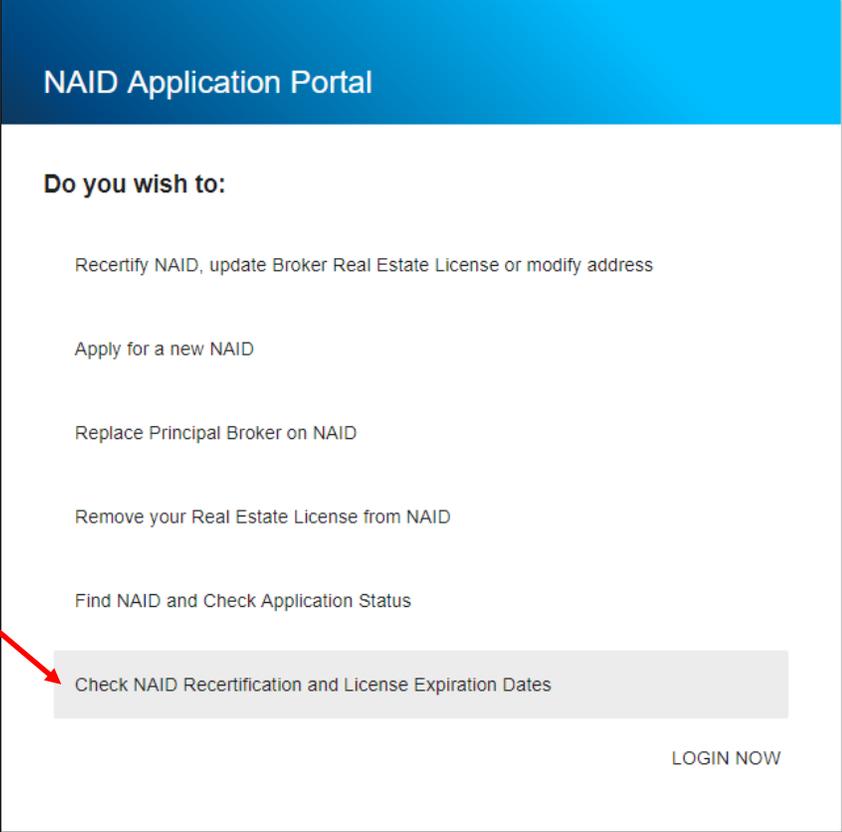
1 - 1 of 1

< >

SUBMIT BACK CHECK ANOT

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



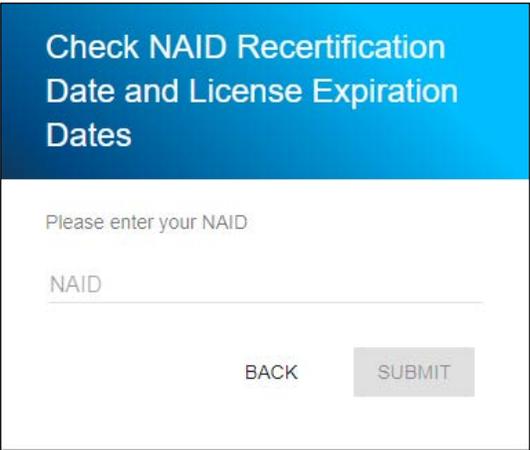
**NAID Application Portal**

**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

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



**Check NAID Recertification  
Date and License Expiration  
Dates**

Please enter your NAID

NAID

BACK SUBMIT

2. Enter the NAID and click the Submit button.

**Check NAID Recertification Date and License Expiration Dates**

NAID: [REDACTED]

Certification Date: 01/26/2015      Recertification Date: 01/26/2016

License	State	Expiration Date
[REDACTED]	[REDACTED]	01/31/2021

- 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.

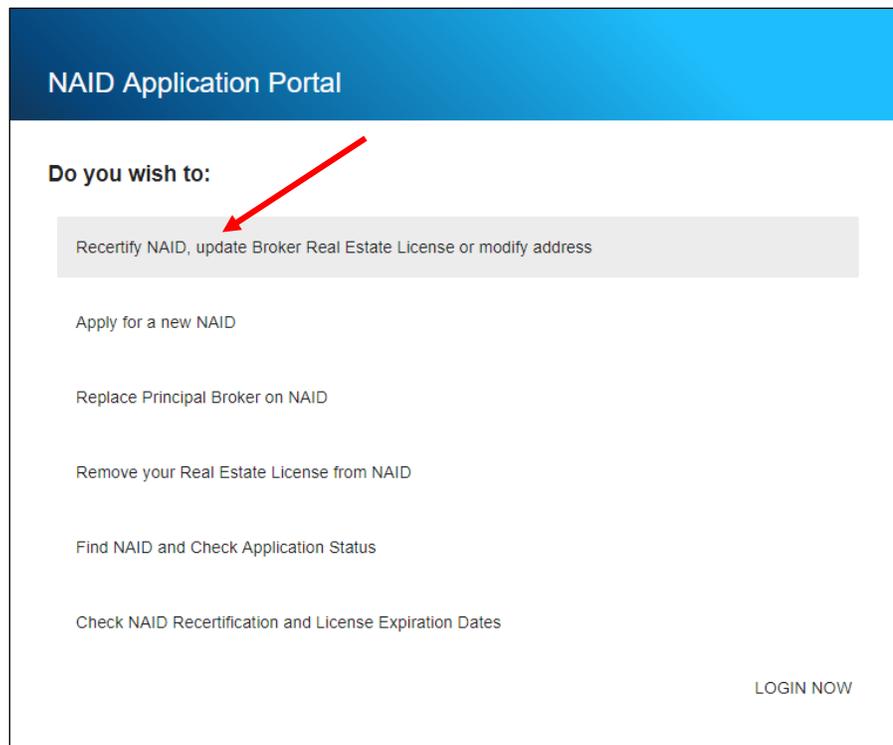
### Register for NAID Portal Prescreening with HUD

**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).

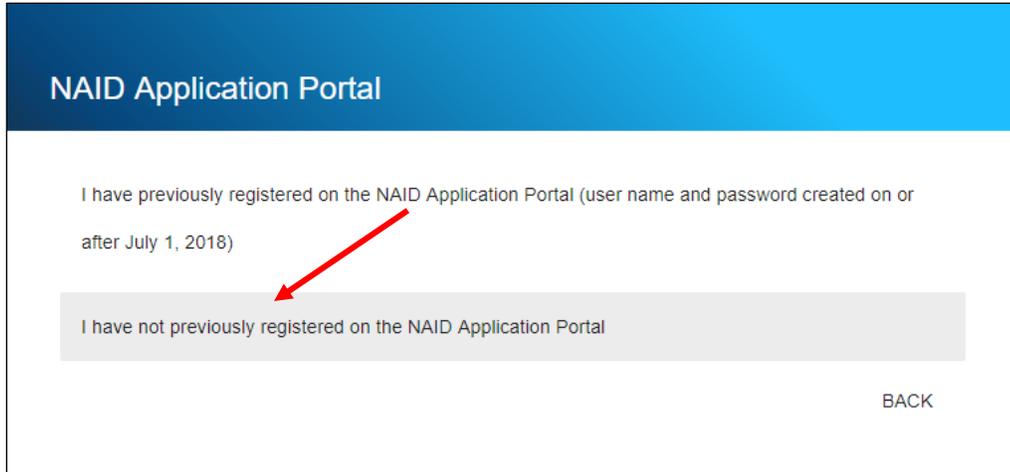
1. Go to HUDHomestore.com



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

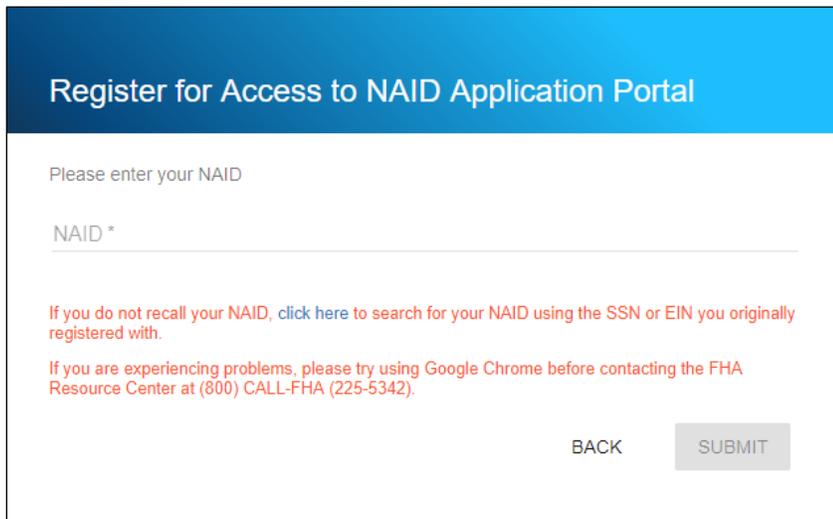


3. Click the “Recertify NAID” text on the NAID Application Portal screen.



The screenshot shows the 'NAID Application Portal' header. Below it, there are two radio button options. The first option is 'I have previously registered on the NAID Application Portal (user name and password created on or after July 1, 2018)'. The second option is 'I have not previously registered on the NAID Application Portal', which is highlighted in grey and has a red arrow pointing to it. A 'BACK' button is located at the bottom right of the form.

4. Click "I have not previously registered on the NAID Application Portal."



The screenshot shows the 'Register for Access to NAID Application Portal' header. Below it, there is a text input field labeled 'Please enter your NAID' with the placeholder text 'NAID \*'. Below the input field, there are two lines of red text: 'If you do not recall your NAID, click here to search for your NAID using the SSN or EIN you originally registered with.' and 'If you are experiencing problems, please try using Google Chrome before contacting the FHA Resource Center at (800) CALL-FHA (225-5342)'. At the bottom right, there are 'BACK' and 'SUBMIT' buttons.

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).

## Register for Access to NAID Application Portal

Please enter details for your supplied NAID

NAID \*

I am the Principal Broker  
 I am the Preparer filling this out on behalf of the Principal Broker

Please enter your information below for registration.

First Name \*      Last Name \*

Phone Number \*      Email Address \*      Email Address Confirmation \*

EIN       EIN Confirmation     

I'm not a robot       reCAPTCHA  
Privacy - Terms

If you are experiencing problems trying to register, please try to register using Google Chrome before contacting the FHA Resource Center at (800) CALL-FHA (225-5342).

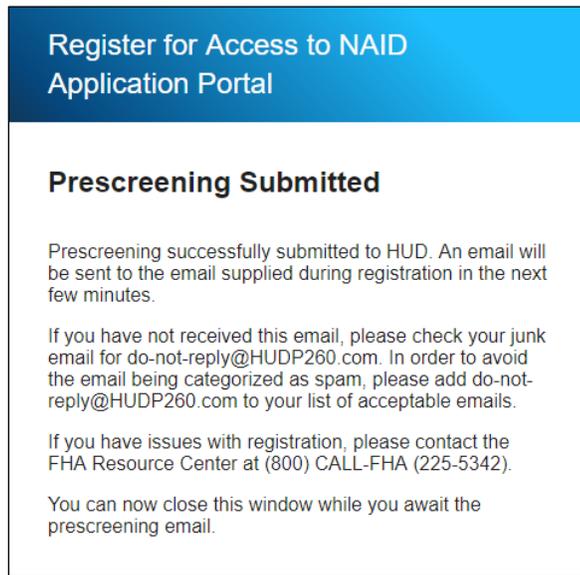
    

The email address is validated against the broker's email on HUDHomestore, if there is one. If not, the system looks at the most recent SAMS-1111 form.

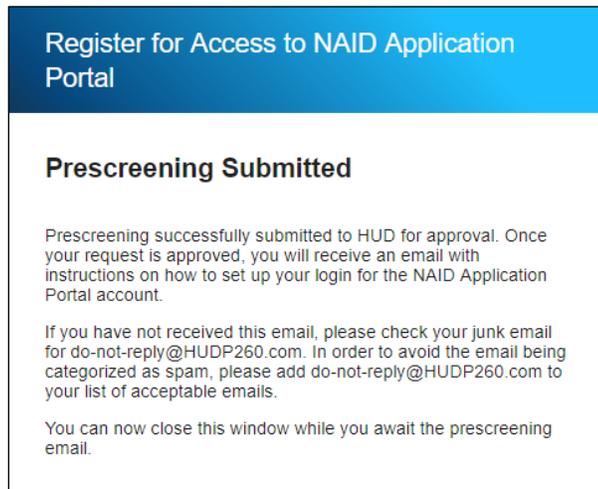
6. Complete the Registration form and check the 'I'm not a robot' button.
 

**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.

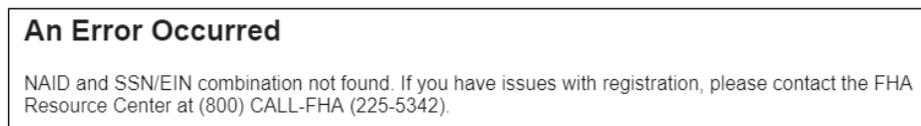
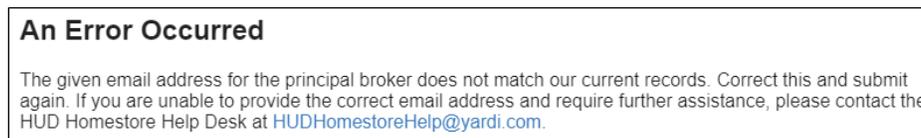
9. If your registration is successful, you will see the following screen:



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



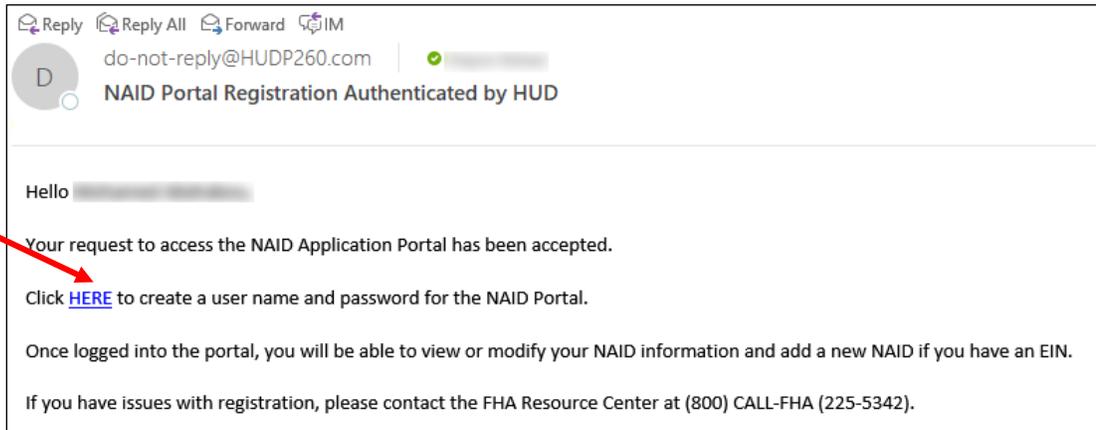
- If there is not a match with the broker's email and/or EIN number, one of the following error messages will display:



- 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:



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.

The screenshot shows a registration form titled "Create NAID Portal Login" with the following fields and instructions:

- User Name \*
- Password \* (0 / 15) and Confirm Password \*
- Instructions: Password must be between 10 and 15 characters and must contain the following: an Uppercase letter, a Lowercase Letter, a numeric character, a symbol, and cannot begin or end in whitespace.
- Security Question 1 \* (dropdown menu)
- Answer \* (0 / 80)
- Security Question 2 \* (dropdown menu)
- Answer \* (0 / 80)
- SUBMIT button
- Link: Already have an account? [Login Now](#)

A red arrow points to the SUBMIT button.

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

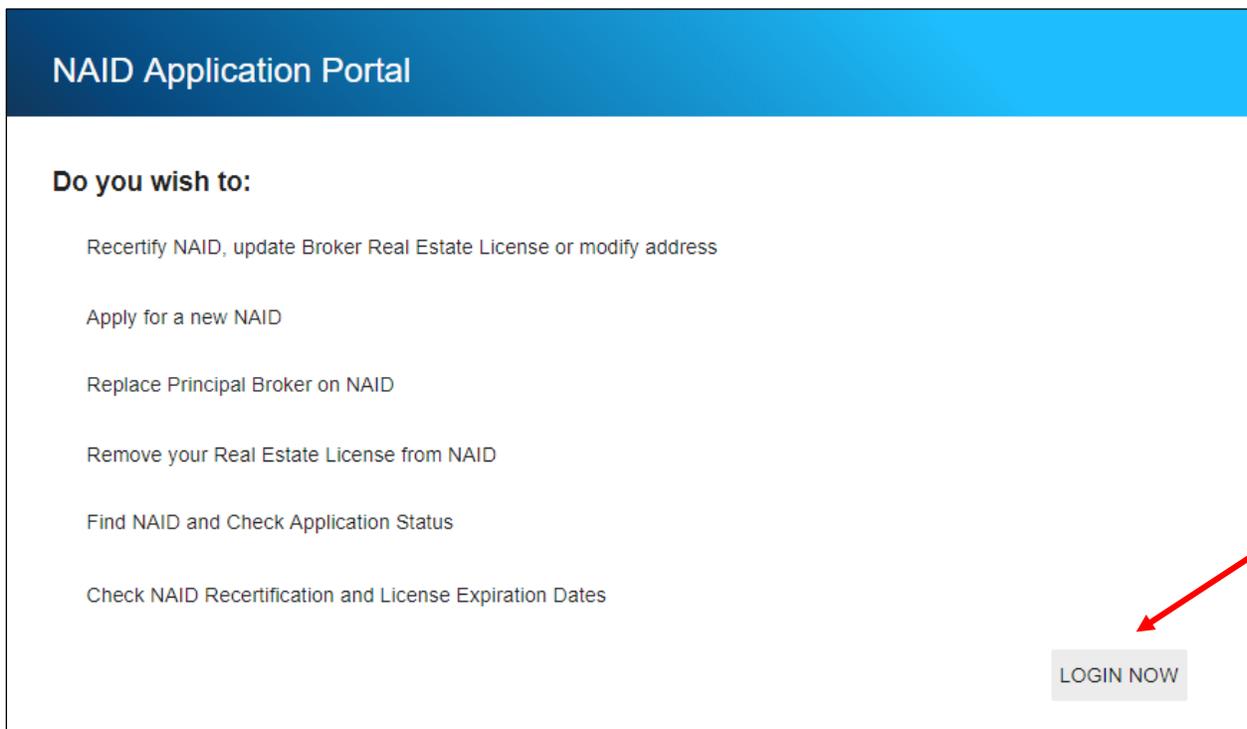
## Start an “Add New NAID to Existing Payee (EIN)” Application

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:

<p>Modify Existing Payee</p>	<p><b>Use this application to:</b></p> <ul style="list-style-type: none"> <li>• Update Business (1099) Address</li> <li>• Update Remittance Address</li> <li>• Update Office or Contact Information</li> <li>• Update Real Estate Licenses (Broker Payees)</li> <li>• Update Broker Information (Broker Payees)</li> </ul>	<p><b>DO NOT USE this application:</b></p> <ul style="list-style-type: none"> <li>• If your yearly <i>Recertification</i> date with HUD is close to due or past due -- use the Selling Broker Recertification Application (Broker Payees)</li> </ul>
<p>Add New NAID to Existing Payee (EIN)</p>	<p><b>Use this application:</b></p> <ul style="list-style-type: none"> <li>• To add a new office and obtain a NAID for that office</li> <li>• To add a new office with a new Principal Broker (Broker Payees)</li> </ul>	
<p>Selling Broker Recertification</p>	<p><b>Use this application:</b></p> <ul style="list-style-type: none"> <li>• If your Recertification Date with HUD is close to due or past due</li> <li>• To recertify every year with HUD</li> </ul>	<p><b>This application also allows you to:</b></p> <ul style="list-style-type: none"> <li>• Update Business (1099) Address</li> <li>• Update Remittance Address</li> <li>• Update Office or Contact Information</li> <li>• Update Real Estate Licenses</li> <li>• Update Broker Information</li> </ul>

5. Select Add New NAID to Existing Payee (EIN). The NAID Application screen appears.

HUD NAID Application Portal

NAID Application ▾ User Info ▾

NAID Application Screen

Back

---

**Type of Application**

Add New Payee (New NAID)  
  Modify Existing Payee (NAID)  
  Add New NAID to Existing Payee (EIN)  
  Real Estate Broker Recertification

**Payee Information**

EIN:       EIN Business Name:   
 Payee Existing NAID:       Payee Type(s):

**Business Address (1099-MISC sent here)**      **Remittance Address (DBA) (Physical Address - No PO Boxes)**

Street Address: <input type="text"/> City: <input type="text" value="ATLANTA"/> State, Zip+4: <input type="text" value="GA"/> <input type="text" value="30318"/> - <input type="text" value="0000"/> Business Phone Number: <input type="text"/>	<div style="text-align: right; font-size: small; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Copy Name and Address from Business Info</div> Name: <input type="text"/> Street Address: <input type="text"/> City: <input type="text"/> State, Zip+4: <input type="text"/> - <input type="text"/>
---	--

**Contact Information**

Name of Contact Person:       Contact Email:   
 Phone:       Fax:

**Selling Broker Information**

Principal Broker's Name (First, Last):        Principal Broker's Email:   
 Principal Broker's Phone:   
 Principal Broker's License:       Principal Broker's Licensed State(s):

**Additional Information**

Minority-Owned Code:       Small Business Owned:   
 Name(s) of Owner(s)/Principal(s):       Woman Owned:   
 Family/External Business Relationship to HUD/M&M Contract employees?  
 Yes  No

**Application Status**

Application Status:   
 Preparer's Name:       Date Prepared:   
 Preparer's Title:       Preparer's Phone Number:   
 Preparer's Email:

This information enables HUD to record and process financial transactions in its automated SAMS to dispose of acquired single-family properties. HUD reimburses M&M Contractors for their services in maintaining, marketing, and selling HUD homes, and HUD collects funds associated with the sales of these properties. The information enables HUD to create and maintain sound financial management practices and effective internal controls over the property disposition program. A response is required to obtain or maintain a benefit.

Privacy Act Statement. The Department of Housing & Urban Development (HUD) is authorized to collect the information on this form by the U.S. Housing Act of 1937, as amended. The Housing & Community Development Act of 1987, 42 U.S.C. 3543, authorizes HUD to collect Social Security Numbers (SSN). The information is being used as Payee reference information, IRS 1099 applicability, minority data collection information, payment remittance instructions and proof of business viability. The SSN is used as a unique identifier. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law. Providing the SSN is mandatory. Failure to provide the information could result in a delay or rejection of your eligibility approval.

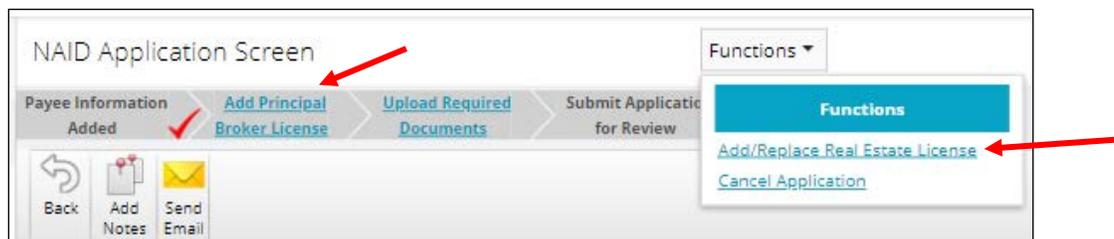
Save and Continue Working on the Application

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



- 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.

NAID Application Real Estate License Screen

Note: If there is already a license for the state you select, it will be deactivated. Only one active real estate license can exist per state.

**NAID Application Information**

Application ID # 124904 Application Type Add New NAID to Existing Payee

Payee Type(s) Selling Broker

Business/Individual Name

Status 03-Application in Progress/Not Submitted to HUD for Approval

Status Date 05/16/2019

**Selling Broker Information**

Principal Broker's First Name Last Name

Principal Broker's Email Principal Broker's Phone

**Real Estate License Information**

Please enter your Real Estate License Number exactly as it appears in the state database/on your license (include all letters, punctuation, and numbers).  
If license does not have an expiration date, enter current date + 1 year.

Real Estate License Number State

Date Issued Expiration Date

**Documentation**

Document Type	Document Description	Upload Document
State Real Estate Broker's License	Copy of Principal Broker's State Real Estate Broker's License	Select Document No file chosen
Driver's License	Please provide a copy of Principal Broker's Driver's License or State Identification.	Select Document No file chosen

Save Close

- 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.

Unable to validate the Real Estate License number entered. Make sure to enter your license number exactly as it appears in the state database/on your license and try to validate again, or click the Save button without validating. HUD will need to manually review the license if the validation is not successful.

Validate License Save Close



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.

Upload Required NAID Documents

Close

NAID Application Information

Application ID # 124904 Application Type Add New NAID to Existing F

Payee Type(s) Selling Broker

Business/Individual Name

Status 03-Application in Progress/Not Submitted to HUD for Approval

Status Date 05/16/2019

Save and Continue Working on the Application Save and Submit Application to HUD for Review

Documents

Please click the Save button after selecting documents to upload them.

Once all documents are uploaded, click the Submit Application button to submit the application to HUD for review.

Documents must be a PDF (.pdf extension), Image (.jpg or .png), or Word (.doc or .docx) file.

Documents that are encrypted or password-protected will be rejected.

Document Type	Document Description	Upload Document	Document Filename
IRS Documentation	Internal Revenue Service (IRS) documentation showing Business Name (EIN)/Individual Name (SSN) and Tax Identification Number (TIN). Examples include IRS Form 147C, Tax Return with preprinted label, IRS payment coupon, or copy of SS card if operating under SSN. State issued forms are not acceptable. You may obtain a faxed copy of your IRS Documentation by calling 1-800-829-0115.	Select Document No file chosen	
Phone Bill, Utility Bill or Bank Statement	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.	Select Document No file chosen	

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.