



NAID Application Portal User Guide for Nonprofits and Government Agencies



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

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430 South Fairview Avenue
Santa Barbara, CA 93117

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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
- OR
- You want a second NAID linked to a different EIN

After HUD performs a preliminary review of your application and you have signed the E-Signature document, a pending NAID is created so you 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: 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.

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 the E-Signature document.
8. Check your email for status updates and/or view the Status History tab on the NAID Portal Application screen.

Reaching the Help Desk

The FHA Resource Center's Help Desk is available to assist you from 8 am to 8 pm Eastern Time, Monday through Friday, except for federal holidays.

By phone: 800-225-5342

By email: answers@hud.gov

Quick Start

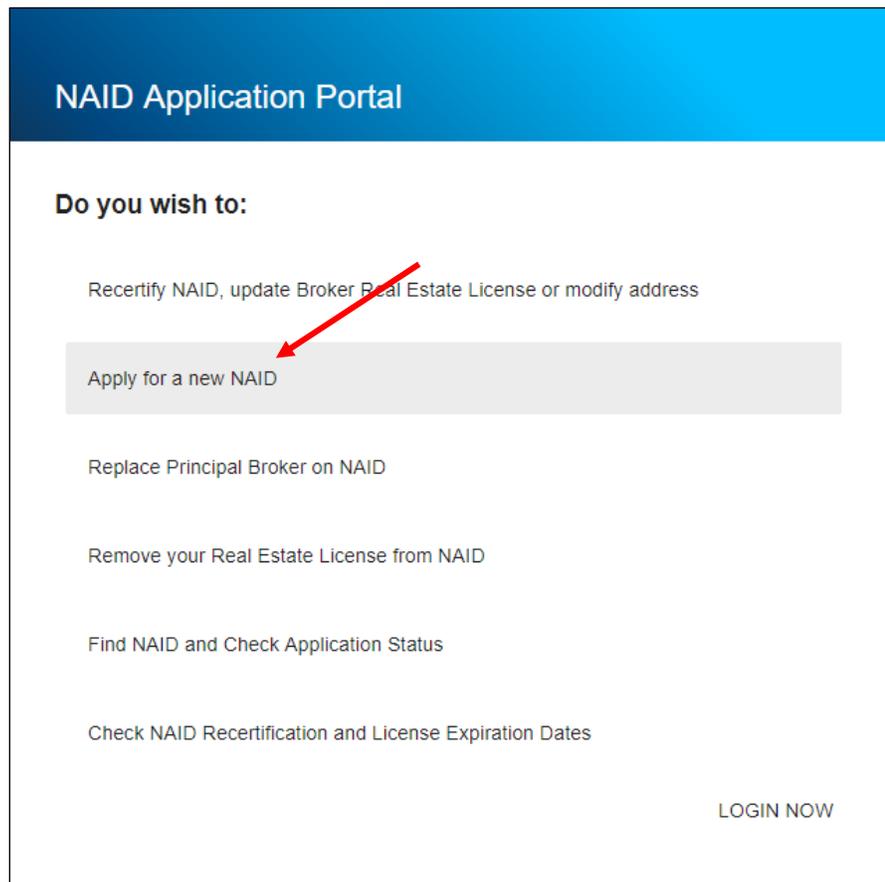
Register for NAID Portal Prescreening with HUD

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.

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.

Register for Access to NAID Application Portal

Choose your Vendor Type

SELLING BROKER

LOCAL/STATE GOVERNMENT

NONPROFIT ORGANIZATION

BACK

4. Select LOCAL/STATE GOVERNMENT or NONPROFIT ORGANIZATION as the Vendor Type.
5. Complete the Registration form and upload a copy of the required document(s).

Government Agency

Register for Access to NAID Application Portal

Local/State Government

Please enter your information below for registration.

Agency Name

Agency Address (1099-MISC sent ... City State Postal ...

Your First Name Your Last Name Your Title

Phone Number Email Address Email Address Confirmation

EIN EIN Confirmation

Upload a copy of your IRS letter showing you are a Government Agency (doc, docx, pdf, png, and jpg files accepted) Documents that are encrypted or password-protected will be rejected.

I'm not a robot reCAPTCHA Privacy - Terms

CHOOSE FILE No file chosen

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).

BACK REGISTER

Required document for Government Agency:

Copy of the IRS letter showing you are a government agency

Nonprofit Organization

Register for Access to NAID Application Portal

Nonprofit Organization

Please enter your information below for registration.

Agency Name

Agency Address (1099-MISC sent... City State Postal ...

Your First Name Your Last Name Your Title

Phone Number Email Address Email Address Confirmation

EIN EIN Confirmation

Upload a copy of your IRS Ruling/Determination Letter (doc, docx, pdf, png, and jpg files accepted) Documents that are encrypted or password-protected will be rejected.

I'm not a robot



reCAPTCHA
Privacy - Terms

CHOOSE FILE No file chosen

Upload a copy of your HUD Nonprofit Approval Letter (doc, docx, pdf, png, and jpg files accepted) Documents that are encrypted or password-protected will be rejected.

CHOOSE FILE No file chosen

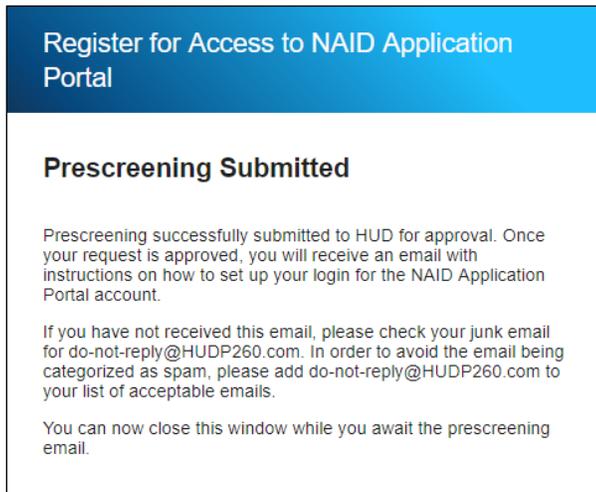
If you are experiencing problems trying to register, please try to register using Google Chrome before contacting the FHA Resource Center at (800) CALL-FHA (225-5342).

Required documents for Nonprofit Organization:

- Copy of your IRS Ruling/Determination letter
- Copy of your HUD Nonprofit Approval letter

6. Click the “I’m not a robot” checkbox and then click the **REGISTER** button.
7. Verify your information before submitting and click OK.

8. You will see the following message:

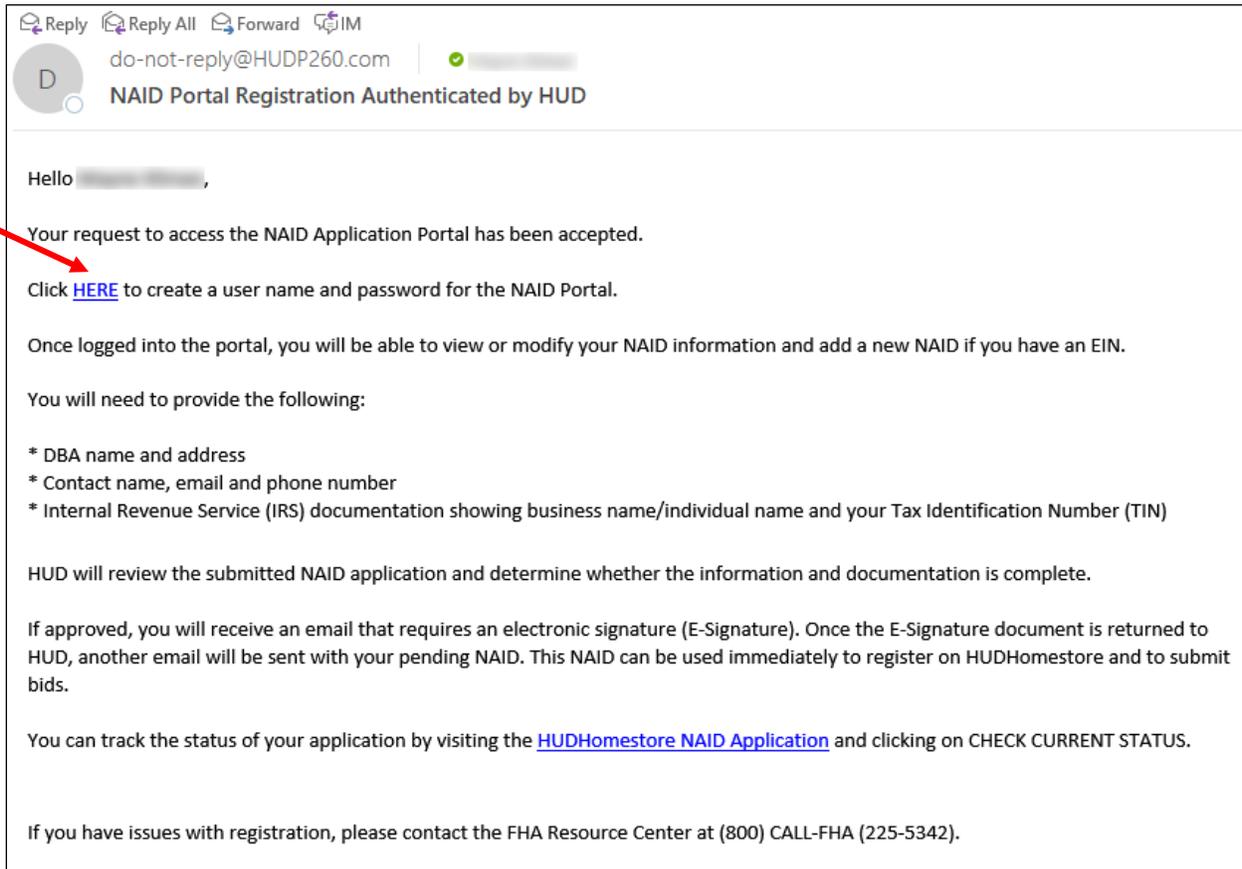


If your registration for the NAID Application Portal is rejected by HUD, you will receive an email with the following information:



Create a user name and password for the NAID Application Portal

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



The screenshot shows an email interface with the following content:

Reply Reply All Forward IM

do-not-reply@HUDP260.com | [Redacted]

NAID Portal Registration Authenticated by HUD

Hello [Redacted],

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.

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)

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).

Note: A red arrow points to the 'HERE' link in the email body.

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.” Start up Chrome, and paste the link into Chrome’s address bar, then press the Enter key.

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](#)

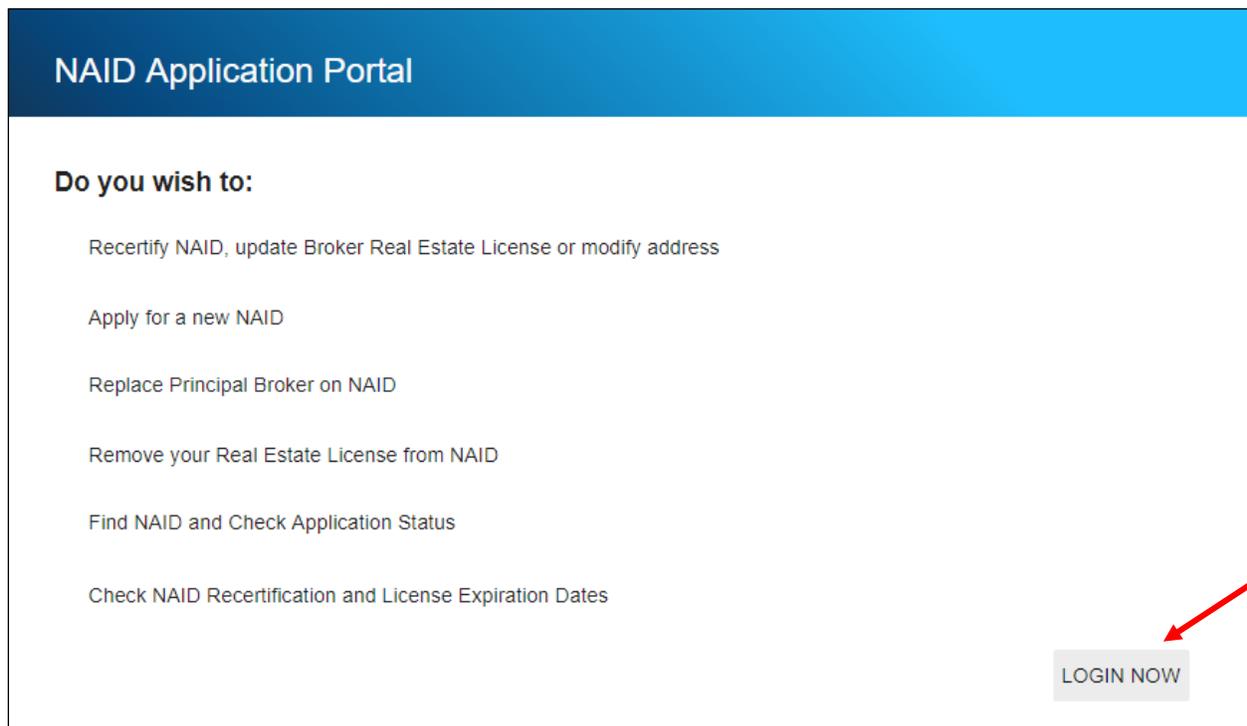
3. Create a user name, password, and security questions, and click **SUBMIT**.
4. You will be automatically logged into the Portal.

Logging into the Portal if you already have a user name and password

1. Go to HUDHomestore.com



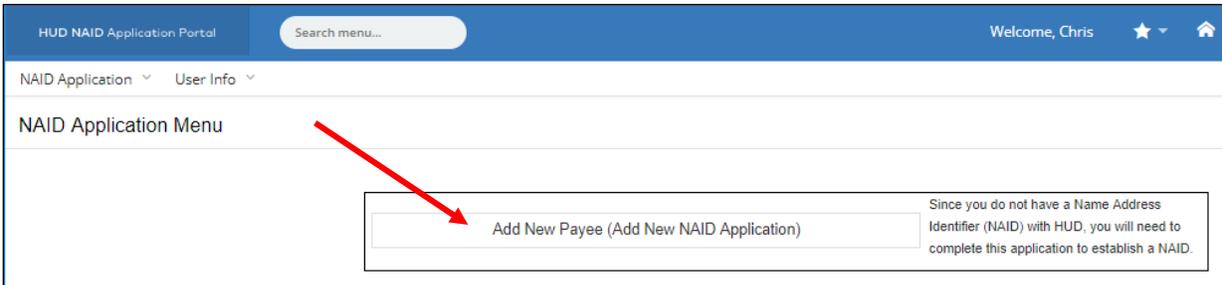
2. Click the “here” link on the home page.



3. On the NAID Application Portal window, click Login Now.

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.

Note: The screen on the next page is for a Nonprofit Organization. The screen for a Government Agency will not have a section for Financial Institution Information.

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 Name
 City Street Address
 State, Zip+4 - City
 Business Phone Number State, Zip+4 -

Contact Information

Name of Contact Person Contact Email
 Phone Fax

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

Financial Institution Information (HUD will notify you if this is required)

[9-Digit Routing Transit Number](#) Institution Name
 Account Number Street Address
 Confirm Account Number

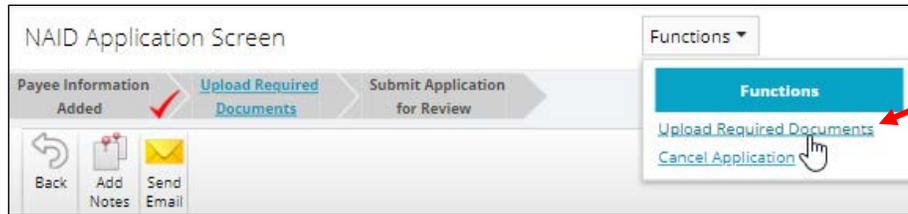
Application Status

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.

1. Complete the required information (in blue).
2. Click the button.
A Functions drop-down menu displays at the top of the screen.



3. **Nonprofits only:** Click the Upload Required Documents link on the Functions drop-down menu or you can click the link on the workflow area at the top of the NAID Application screen.

Note: If you have added financial information on the NAID Application screen, you will also need to download a copy of Form SF-3881 and upload that form as a required document. There will be a link for that on the Functions drop-down menu and in the Document Description.

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

The screenshot shows the 'Upload Required NAID Documents' screen. At the top left, there is a 'Close' button with a red arrow pointing to it. Below the title bar is the 'NAID Application Information' section, which includes fields for Application ID # (124901), Application Type (Add New Payee), Payee Type(s) (Nonprofit Organization), Business/Individual Name (HUD HOUSING SILVER SPRING), Status (03-Application in Progress/Not Submitted to HUD for Approval), and Status Date (05/15/2019). Below this information are two buttons: 'Save and Continue Working on the Application' and 'Save and Submit Application to HUD for Review'. A red arrow points to the 'Save and Continue Working on the Application' button. Below the application information is the 'Documents' section, which contains instructions and a table of required 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 | | |
| Form SF-3881, ACH Vendor/Misc Payment Enrollment Form | Obtain latest copy of SF-3881 document from https://www.gsa.gov/forms-library/ach-vendormiscellaneous-payment-enrollment | Select Document No file chosen | | |
| IRS Ruling/Determination Letter | Copy of IRS Ruling/Determination Letter | Replace Document No file chosen | IRS Determination Letter.pdf | Support portal |

5. Click the **Save and Continue Working on the Application** button.



6. Click the Close button to return to the NAID Application screen to review your application.

7. Click the **Save and Submit Application to HUD for Review** button.

If your application is rejected

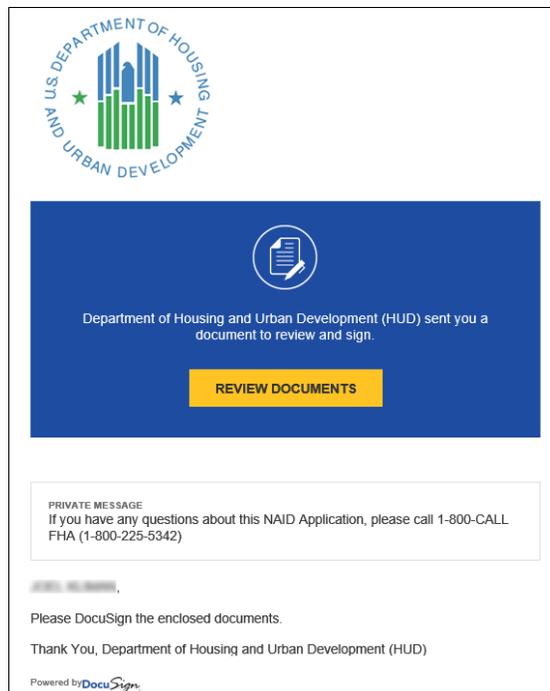
If your application is rejected, you can log back in and click “Correct Rejected Application.”

You have the opportunity to make changes and resubmit the application for approval. If corrections are needed on the form, you can make the changes and then resubmit for review.

If one or more of the forms are rejected, you can 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.

E-Signature/NAID Creation

After the HUD review is complete, the E-Signature process begins. The E-Signature recipients receive an email where they view an “Envelope” which contains the SAMS-1111 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.

The following signatures are required:

- **Preparer** – signs the SAMS-1111
- **HUD Reviewer** – signs the SAMS-1111
- **HUD 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: C3CAC9B6-91A4-4A06-BC8A-F0BB80044F3B

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 1b. Modify Existing Payee 1c. Add New NAID to Existing Payee 1d. Real Estate Broker Recertification
(Complete #'s 2 or 3 - 20) (Complete #'s 4, 17-20 & any changes) (Complete #'s 4, 9, 10, 14 & 17-20) (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 [REDACTED] | *2b. Business Name for EIN in 2a. HUD HOUSING SILVER SPRING | *2c. Principal Broker's Name (if applicable) | |
| *3a. SSN [REDACTED] | *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) NP | 7. Business Phone Number (Area Code) |
|-------------------------------------|-------------------------------------|-------------------------------|--------------------------------------|

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

Remittance Name and Address (DBA)
(Only if different from Business/Individual Name and Address)
 9. Name **HUD HOUSING SILVER SPRING**
 10. Address (include City, State, and Zip Code + 4)
123 MAIN STREET
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
SAMANTHA JONES
E-mail [REDACTED]
Phone (Area Code) [REDACTED] Fax (Area Code) [REDACTED]

15. Name(s) of Owner(s)/Principal(s)
[REDACTED]

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

| | | | |
|---|-------------------------------|---|---|
| 17.  Signature X | 18. Title PRESIDENT | 19. Date (mm/dd/yyyy) 5/15/2019 8:34:21 | 20. Phone (Area Code) (805) 699-2053 AM PDT |
|---|-------------------------------|---|---|

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) (805) 699-2053 |
|--|------------------------------|-----------------------|--|

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 disburse of acquired single family properties. HUD requires M&M Contractors

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5/17/2019

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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 within the document and then select "Decline to Sign."

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

Preparer 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 16 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.

HUD Approver Signature: NAID Activated

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

- The “Pending” NAID becomes an “Active” NAID.
- A PDF copy of the completed envelope with signatures displays as an attachment on the NAID Application screen.
- You receive an email indicating the NAID is now active.

NAID Application E-signature process completed - NAID Activated

Hello [REDACTED],

The E-Signature process for your NAID application is now complete and the status for NAID [REDACTED] 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](#).

Registering on HUD Homestore

When you have a pending NAID, you can register on HUD Homestore.

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

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

*NAID Type: Select
Government Agency
Nonprofit
Selling/Listing Broker *NAID:

2. User Name and Password

*User Name: User Name must be at least 5 characters and may contain special characters, such as @ # \$ % & ~ _ - , ; ! / [] * ()

*Password: Password must be at least 8 characters and contain at least 4 uppercase

2. For the NAID Type, select Nonprofit or Government Agency (as appropriate), then enter the new NAID number.
3. 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.
4. Fill in the Contact Information.
5. 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

Registering for NAID Application Portal access

Register for Access to NAID Application Portal

Nonprofit Organization

Please enter your information below for registration.

Agency Name

Agency Address (1099-MISC sent... City State Postal ...

Your First Name Your Last Name Your Title

Phone Number Email Address Email Address Confirmation

EIN EIN Confirmation

Upload a copy of your IRS Ruling/Determination Letter (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

Upload a copy of your HUD Nonprofit Approval Letter (doc, docx, pdf, png, and jpg files accepted) Documents that are encrypted or password-protected will be rejected.

No file chosen

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).

BACK

Applicants are required to supply the following information:

- Agency Name
- Agency Address
 - Provide the Agency Address where the 1099 would be mailed to. If this is not the physical location of the business, you will need to supply that information during the application process.

- Contact Name, Title, Phone Number, and Email Address
 - The Contact is the person responsible for filling out the NAID Application document
 - A valid email address is needed to ensure that the contact receives emails including the E-Signature Application required to create a NAID.
- **For Nonprofits:** A copy of IRS Ruling/Determination Letter and a copy of the HUD Nonprofit Approval Letter. If required, a filled in copy of form SF-3881 (usually not required during registration).
- **For a Government Agency:** A copy of the IRS Letter showing that you are a Government Agency

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

Once that is finished, click the  button.

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.

Completing the NAID Application for a New NAID

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: Name:
 City: Street Address:
 State, Zip+4: - City:
 Business Phone Number: State, Zip+4: -

Contact Information

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

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

Financial Institution Information (HUD will notify you if this is required)

[9-Digit Routing Transit Number](#): Institution Name:
 Account Number: Street Address:
 Confirm Account Number:

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.

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.
- **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** – Not available.
- **Woman Owned** – Not available.

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.

Financial Institution Information

HUD will notify you if this information needs to be added to your application.

- **9-Digit Routing Transit Number**
This number identifies the bank where your account is maintained.
- **Account Number**
This number identifies your specific bank account. Enter and confirm the number.

Upload Required Documentation

Clicking the [Upload Required Documents](#) link on the Functions drop-down menu (or in the workflow area at the top of the screen) lists the documents that are required to complete the application. You 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.
- **For Nonprofits:**
A document showing the Business Name and Tax Identification Number (TIN). Examples include IRS Form 147C or tax return with preprinted label for a business. If required, a filled-in copy of form SF-3881 which is an ACH Vendor/Misc Payment Enrollment Form.
For a Government Agency: No uploads are needed.

Note: Allowable document types are those with .pdf, .doc, .docx, .jpg, or .png file extensions. Files may not be encrypted or password-protected.

Upload Required NAID Documents
Close

NAID Application Information

Application ID # Application Type

Payee Type(s)

Business/Individual Name

Status

Status Date

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. | <input type="button" value="Select Document"/> No file chosen | | |
| Form SF-3881, ACH Vendor/Misc Payment Enrollment Form | Obtain latest copy of SF-3881 document from https://www.gsa.gov/forms-library/ach-vendormiscellaneous-payment-enrollment | <input type="button" value="Select Document"/> No file chosen | | |
| IRS Ruling/Determination Letter | Copy of IRS Ruling/Determination Letter | <input type="button" value="Replace Document"/> No file chosen | IRS Determination Letter.pdf | Support portal |

Once you click the **Save and Continue** button and the required documents are uploaded, the application is complete and ready to submit to HUD for review. The **Save and Submit** button becomes “live.” If you click that button, a message appears letting you know that you have 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.

You can submit the application at the Upload Required NAID Documents screen or at the main NAID Application screen.

The NAID Application screen displays a workflow at the top of the screen indicating where you are in the process of securing a new NAID.

| Status History | | | | |
|--|---|---------------------|-------------------|-----------------------|
| (10 Record(s) found)    | | | | |
| Application Type | Status | Status Date | Created By | Name |
| Add New Payee | 08a-NAID Application Signed by HUD Approver/NAID Activated | 05/15/2019 12:09:36 | AUTOMATED PROCESS | AUTOMATED PROCESS AUT |
| Add New Payee | 07a-NAID Application Signed by HUD Reviewer | 05/15/2019 12:08:50 | AUTOMATED PROCESS | AUTOMATED PROCESS AUT |
| Add New Payee | 06a-NAID Application Signed by Preparer/Pending NAID Created | 05/15/2019 10:55:57 | AUTOMATED PROCESS | AUTOMATED PROCESS AUT |
| Add New Payee | 05a-NAID Application and Documents Approved by HUD/Documents Detested to Preparer for E-Signature | 05/15/2019 10:31:41 | | |
| Add New Payee | 04a-SSN/EIN Authenticated/HUD Staff Review of New Application required | 05/15/2019 10:30:11 | | |
| Add New Payee | 04c-Application Could Not Be Authenticated/Manual TIN Check Required by HUD | 05/15/2019 10:28:31 | | |
| Add New Payee | 04b-SSN/EIN not valid/Application Rejected/Returned to Applicant for Correction | 05/15/2019 10:28:08 | | |
| Add New Payee | 03-Application in Progress/Not Submitted to HUD for Approval | 05/15/2019 09:44:32 | | |
| Prescreening | 02a-Applicant Prescreening Accepted by HUD | 05/15/2019 08:53:34 | | |
| Prescreening | 01a-Applicant Request for Registration Submitted to HUD for Approval | 05/15/2019 08:37:49 | | |

The Status History area at the bottom of the screen indicates the present status of the application.

If your application is rejected

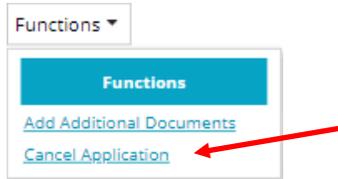
If your application is rejected, you can log back in and click “Correct Rejected Application.”

You have the opportunity to make changes and resubmit the application for approval. If corrections are needed on the form, you can make the changes and then resubmit for review.

If one or more of the forms are rejected, you can 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.

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 fields for 'Application ID #', 'Application Type' (with a dropdown menu set to 'Add New Payee'), 'Payee Type(s)' (set to 'Local/State Government'), and 'Business/Individual Name'. Below this is a section titled 'Cancellation Information' with a large text area labeled 'Reason for Cancellation'.

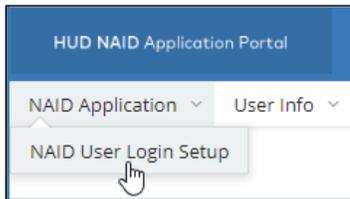
2. Enter a reason for the cancellation.
3. Click the Save button on the toolbar.

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, you can create additional users who will have access to update the NAID Portal Application.

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:

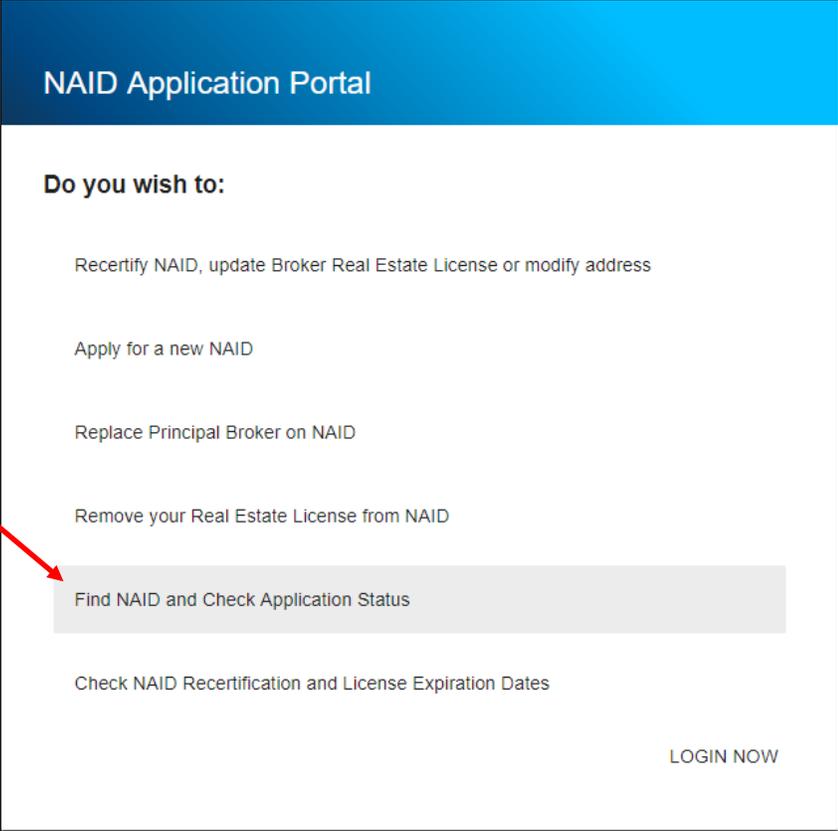
- **Group**
 - **NAID2 Group – Admin account with ability to manage user access** as well as access to the NAID Application Portal for updates and recertification. This group can see all NAIDs associated with a single EIN.
 - **NAID Group – Access to application for updates.** This group can see only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

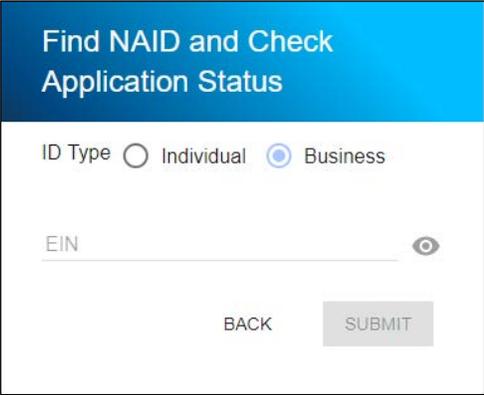
- The user's information can be updated.
- The user can be inactivated.
- NAIDs may be added or removed from the user's profile.

Find NAID and Check Application Status



The screenshot shows the 'NAID Application Portal' menu. It features a blue header with the title 'NAID Application Portal'. Below the header, the text 'Do you wish to:' is followed by a list of options: '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' (highlighted in grey with a red arrow pointing to it), and 'Check NAID Recertification and License Expiration Dates'. A 'LOGIN NOW' link is located in the bottom right corner.

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. It has a blue header with the title 'Find NAID and Check Application Status'. Below the header, there are two radio buttons for 'ID Type': 'Individual' (unselected) and 'Business' (selected). Below this is an 'EIN' input field with a toggle icon to its right. At the bottom, there are two buttons: 'BACK' and 'SUBMIT'.

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

Find NAID and Check Application Status

| NAID | Status | Status Date | Office Address | Broker Name | To verify Recertification and License Expiration Dates select Check Dates |
|------------|--|-------------|--|-------------|---|
| [REDACTED] | NAID Application Signed by HUD Approver/NAID Activated | 05/15/2019 | 123 Main Street, Silver Spring, MD, 20906-0000 | | CHECK DATES |

Page: 1

3. At this screen, you can confirm the status of your application and the status date.

Modifying NAID Information

Now that the NAID is active, you can modify NAID information by logging in and clicking Modify Existing Payee, saving your changes, and submitting your application to HUD.

Adding a New Payee (to an Existing NAID)

If you have a second place of business at a different remittance (physical) address, you can add a new payee to your existing NAID.

1. Log into the NAID Application Portal.
2. Click the  button.
3. Fill in the NAID Application required fields.
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.
4. Upload any required documents.
5. Save and submit your NAID Application to HUD.