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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
- 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.
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**

Required document for Government Agency:
Copy of the IRS letter showing you are a government agency
Nonprofit Organization

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:

```
Register for Access to NAID Application Portal

Prescreening Submitted

Prescreening successfully submitted to HUD for approval. Once your request is approved, you will receive an email with instructions on how to set up your login for the NAID Application Portal account.

If you have not received this email, please check your junk email for do-not-reply@hudp260.com. In order to avoid the email being categorized as spam, please add do-not-reply@hudp260.com to your list of acceptable emails.

You can now close this window while you await the prescreening email.
```

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

```
From: do-not-reply@hudp260.com
To: 

Hello,

HUD has rejected your request to register on the NAID Application Portal for the following reason:
application is a mess

If you wish to submit a pre-screening request again, return to the NAID Application screen and select Click here to begin NAID pre-screening.

If you have any questions, please contact the FHA Resource Center at (800) CALL-FHA (225-5342).
```
Create a user name and password for the NAID Application Portal

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

   Hello [First Name],
   
   Your request to access the NAID Application Portal has been accepted.
   
   Click [HERE](https://www.example.com) 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](https://www.example.com) and clicking on CHECK CURRENT STATUS.

   If you have issues with registration, please contact the FHA Resource Center at [800] CALL-FHA (225-5342).
2. Click the “Here” link to start the registration process.  
   **Tip:** Google Chrome is the preferred browser for working in the NAID Application Portal.  
   If Internet Explorer automatically opens when you click a link, then right-click the link, and  
   select “Copy Hyperlink.” Start up Chrome, and paste the link into Chrome’s address bar,  
   then press the Enter key.

3. Create a user name, password, and security questions, and click **SUBMIT**.  
4. You will be automatically logged into the Portal.
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.
1. Complete the required information (in blue).

2. Click the **Save and Continue Working on the Application** 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.

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.

Click the check box agreeing to use electronic records and signatures.

Then click the **Continue** button to begin the e-signing process. Clicking the **Start** button shows the recipient where to sign. To sign, click the **Sign** icon.
You will be asked to adopt a style for your name, initials, and signature. Click the Change Style link if you would like a different writing style. When you’re finished, click the \textbf{ADOPT AND SIGN} button.

Once all signatures have been completed, click the \textbf{FINISH} button. You can then close the document. You are not required to create a DocuSign account.

**Decline to Sign**

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

To decline to sign click the \textbf{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.

\begin{quote}
\textbf{NAID Application Approved by HUD (NAID Pending)}

Hello \

The following is your “Pending” NAID: 

Use this NAID to register on \textbf{HUD Homestore}. Once registered, you will be able to place bids on HUD properties.

You will receive another email when the E-Signature process has been fully processed. At that time, your NAID will be officially activated and ready to ratify HUD contracts.
\end{quote}
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 [Name],

The E-Signature process for your NAID application is now complete and the status for NAID [NAID Number] 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.

   1. For the NAID Type, select Nonprofit or Government Agency (as appropriate), then enter the new NAID number.
   2. 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.
   3. Fill in the Contact Information.
   4. 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.
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**
  o The Contact is the person responsible for filling out the NAID Application document
  o 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 **REGISTER** 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

#### Type of Application
- Add New Payee (New NAID)
- Modify Existing Payee (NAID)
- Add New NAID to Existing Payee (EBN)
- Real Estate Broker Recertification

#### Payee Information
- **EIN**: [Redacted]
- **EIN Business Name**: HUD HOUSING SILVER SPRING
- **Payee Type(s)**: Nonprofit Organization
- **Business Address (1099-MISC sent here)**
  - **Street Address**: 123 MAIN STREET
  - **City**: SILVER SPRING
  - **State, Zip+4**: MD 20906 0000

#### Remittance Address (DBA) (Physical Address - No PO Boxes)
- **Name**: [Redacted]
- **Street Address**: [Redacted]
- **City**: [Redacted]
- **State, Zip+4**: [Redacted]

#### Contact Information
- **Name of Contact Person**: [Redacted]
- **Phone**: [Redacted]
- **Contact Email**: [Redacted]
- **Fax**: [Redacted]

#### Additional Information
- **Minority-Owned Code**: [Dropdown]
- **Name(s) of Owner(s)/Principal(s)**: [Redacted]
- **Family/External Business Relationship to HUD/IMM Contract employee?**: Yes [ ] No [ ]

#### Financial Institution Information (HUD will notify you if this is required)
- **5 Digits Routing Transit Number**: [Redacted]
- **INstitution Name**: [Redacted]
- **Street Address**: [Redacted]

#### Application Status
- **Application Status**: 03-Application In Progress/Not Submitted to HUD for Approval

#### Preparer Information
- **Preparer's Name**: [Redacted]
- **Preparer's Title**: PRESIDENT
- **Preparer's Phone Number**: [Redacted]
- **Preparer's Email**: [Redacted]

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 1998, 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

---
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.

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.
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.

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**.

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

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

2. Select the ID Types and enter the EIN, then click the Submit button.
3. At this screen, you can confirm the status of your application and the status date.

<table>
<thead>
<tr>
<th>NAID</th>
<th>Status</th>
<th>Status Date</th>
<th>Office Address</th>
<th>Broker Name</th>
<th>To verify Recertification and License Expiration Dates select Check Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NAID Application</td>
<td>05/15/2019</td>
<td>123 Main Street,</td>
<td></td>
<td>CHECK DATES</td>
</tr>
<tr>
<td></td>
<td>Signed by HUD</td>
<td></td>
<td>Silver Spring, MD,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approver/NAID</td>
<td></td>
<td>20906-0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Activated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 **Add New NAID to Existing Payee (EIN)** 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.