



# **NAID Recertification User Guide for Principal Brokers includes Broker Change (Takeover)**



**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 NAID Recertification

### When to use this application:

- You already have a NAID.
- You need to complete the annual recertification of that NAID and/or update the real estate license associated with the broker. You can also include other changes with this recertification such as address, and broker changes).

**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.
3. Log into the Portal.
4. Start a Selling Broker Recertification application.
5. Follow the directions in red at the top of the screen.
6. Submit the application.
7. Check emails for status updates and/or view the Status History tab on the NAID Portal Application screen.

### 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

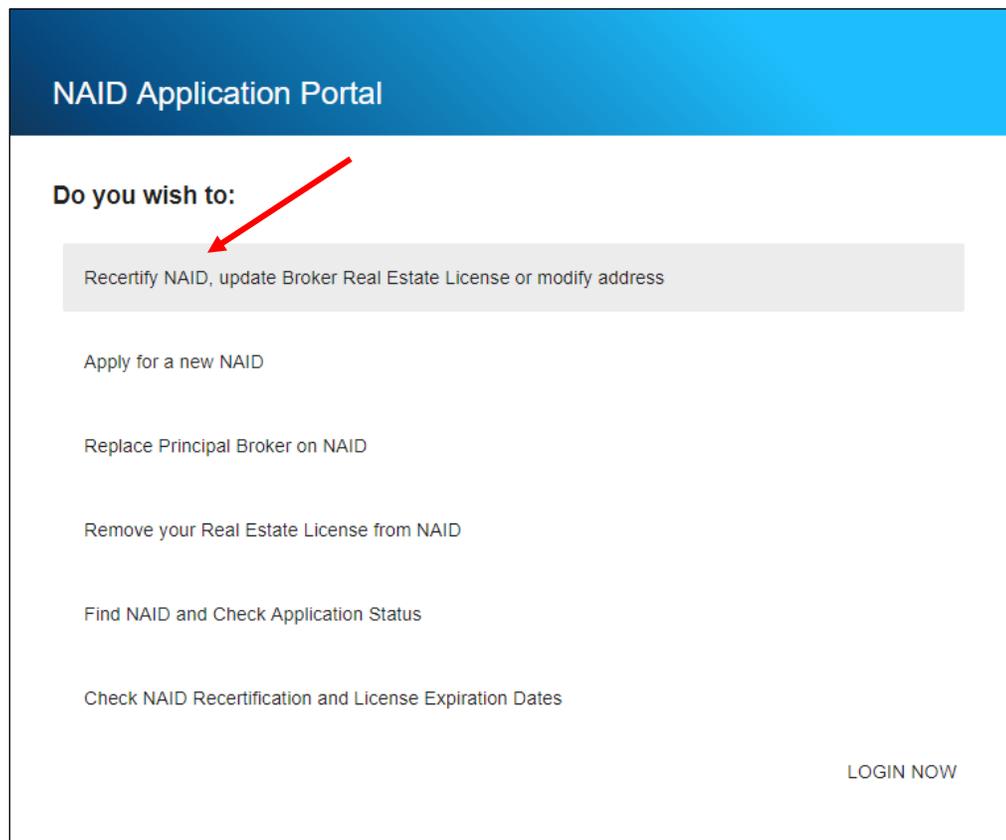
### Register for NAID Portal Prescreening with HUD

**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.**

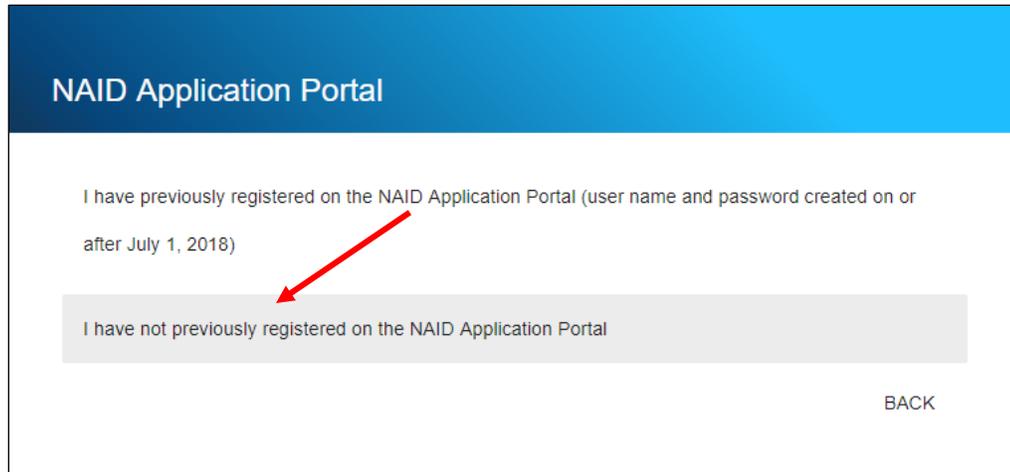
1. Go to HUDHomestore.com



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

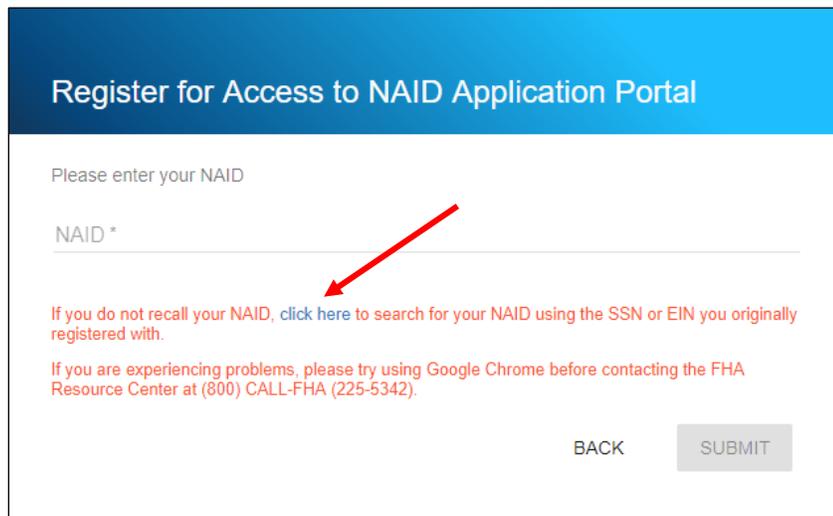


3. Click the “Recertify NAID” text on the NAID Application Portal screen.



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, 'I have not previously registered on the NAID Application Portal', is selected and highlighted in grey. A red arrow points to this selected option. 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 \*'. A red arrow points to the input field. Below the input field, there is a red link that says 'If you do not recall your NAID, click here to search for your NAID using the SSN or EIN you originally registered with.' Below that, there is a red note: '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 two buttons: 'BACK' and 'SUBMIT'.

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

**Note:** If you do not recall your NAID, you can use the "click here" link to search using the Social Security number (SSN) or Employer Identification Number (EIN) you originally registered with to identify your NAID. After you identify your NAID, you will be returned to the NAID Application Portal screen (Step 3).

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

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

**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).

BACK      REGISTER

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.

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:

**Register for Access to NAID Application Portal**

**Prescreening Submitted**

Prescreening successfully submitted to HUD. An email will be sent to the email supplied during registration in the next few minutes.

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.

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

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

- If your registration needs to be verified by HUD, you will receive 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 there is not a match with the broker's email and/or EIN number, one of the following error messages will display:

**An Error Occurred**

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

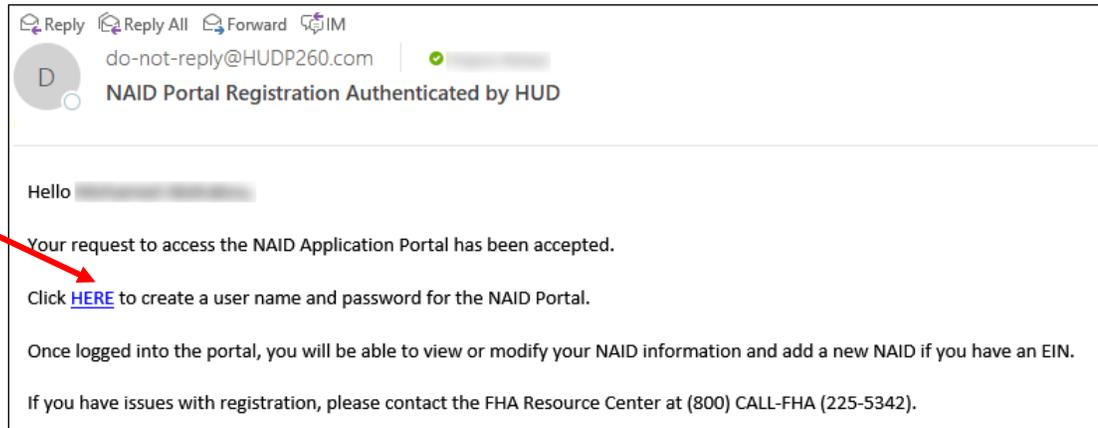
**An Error Occurred**

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

- Follow the instructions on the error message to get the error resolved.

## Create a user name and password for the portal

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



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

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

**Create NAID Portal Login**

User Name \*

Password \* 0 / 15 Confirm Password \*

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](#)

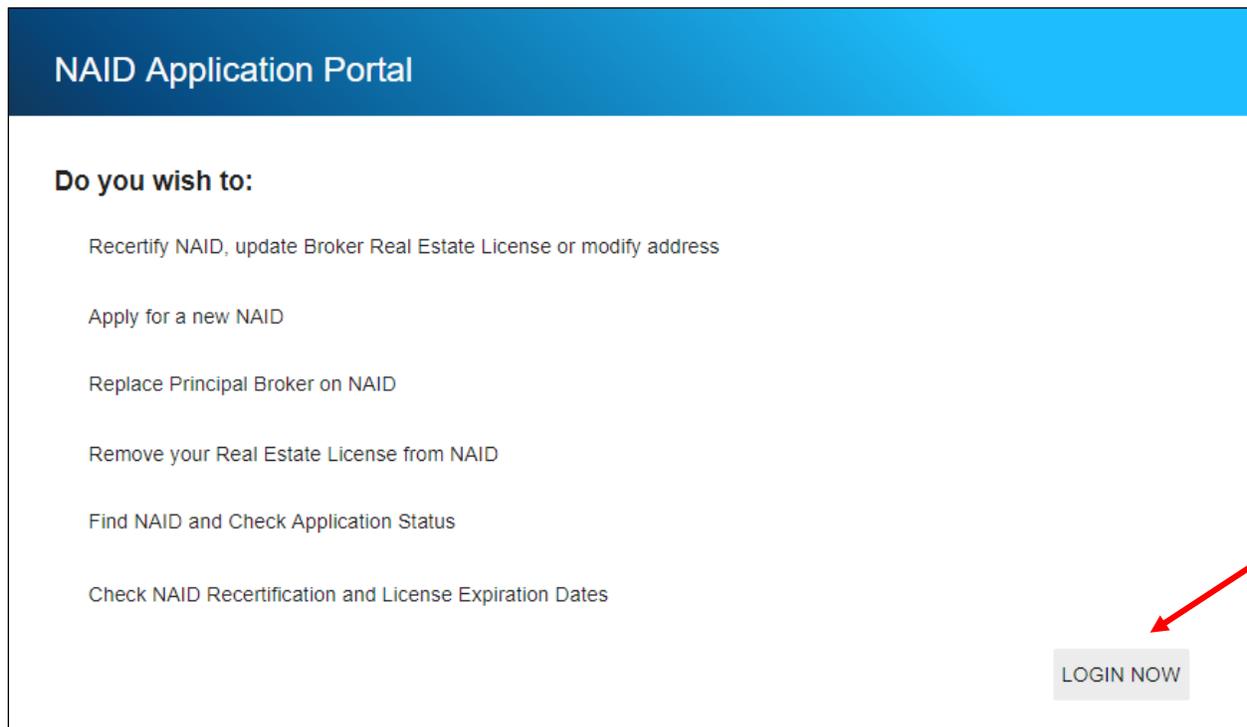
4. You will be automatically logged into the Portal.

## 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. Click the LOGIN NOW button.

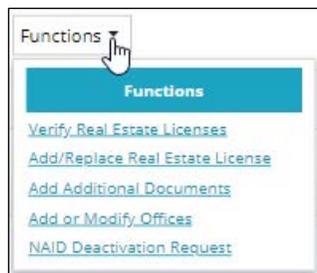
## Start a Selling Broker Recertification Application

- When you log into the NAID Application Portal, you will see the following application choices:

<input type="text" value="Modify Existing Payee"/>	<p>Use this application to:</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</b> this application:</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>
<input type="text" value="Add New NAID to Existing Payee (EIN)"/>	<p>Use this application:</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>	
<input type="text" value="Selling Broker Recertification"/>	<p>Use this application:</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>

- Select Selling Broker Recertification.
 

**Note:** If your login is linked to multiple NAIDs, there will be an intervening screen that lets you select a specific NAID.
- Follow any instructions in red text at the top of the application (instructions may look different from the ones below); these may include accessing one or more links under the Functions drop-down menu and uploading documents.



HUD NAID Application Portal

Welcome, Chris

Search menu...

NAID Application > User Info > NAID Application Screen

Functions

**Functions drop-down menu**

Review Information | Recertification Complete

Back | Add Notes | Send Email

Real Estate License(s) require attention before you will be able to submit. Please use the "Verify Real Estate Licenses" link to review license expiration date and upload a copy of the real estate license.  
 Recertification is not complete. Please review payee information, verify 1099 Business Address, and Submit.

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: [Redacted] | EIN Business Name: [Redacted]  
 Payee Existing NAID: [Redacted] | Payee Type(s): Selling Broker  
 NAID Status: Active

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

This is the valid address where 1099s will be sent.  Copy Name and Address from Business Info

Street Address: [Redacted] | Name: [Redacted]  
 City: ATLANTA | Street Address: [Redacted]  
 State, Zip+4: GA 30318 - 0000 | City: ATLANTA  
 Business Phone Number: [Redacted] | State, Zip+4: GA 30318 - 0000

Contact Information

Name of Contact Person: [Redacted] | Contact Email: [Redacted]  
 Phone: [Redacted] | Fax: [Redacted]

Selling Broker Information

Principal Broker's Name (First, Last): [Redacted] | Principal Broker's Email: [Redacted]  
 Principal Broker's Phone: [Redacted]  
 Principal Broker's License: [Redacted] | Principal Broker's Licensed State(s): GA  
 Broker Certification Date: 01/26/2015 | Broker Recertification Date: 01/26/2016

Additional Information

Minority-Owned Code: Not Minority | Small Business Owned:   
 Name(s) of Owner(s)/Principal(s): [Redacted] | Woman Owned:   
 Family/External Business Relationship to HUD/M&M Contract employees?: Yes  No

Application Status

Application Status: 08a-NAID Application Signed by HUD Approver/NAID Activated  
 Application Number: 158 | Application Status Date: 08/11/2010  
 Preparer's Name: [Redacted] | Date Prepared: [Redacted]  
 Preparer's Title: [Redacted] | Preparer's Phone Number: [Redacted]  
 Preparer's Email: [Redacted] | Assigned HUD Reviewer: [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 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

Status History

(1 Record(s) found)

Application Type	Status	Status Date	Created By	Name	Notes
Real Estate Broker Recertification	02a-Applicant Prescreening Accepted by HUD	05/13/2019 08:46:16	[Redacted]	[Redacted]	

Select the check box verifying the 1099 address

If needed, fill in Preparer's Title after Save and Continue

- To save the application without submitting, click the **Save and Continue Working on the Application** button.

When all the requirements have been met, a **Save and Submit Application to HUD for Review** button appears.

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

## Recertification: Different scenarios

During the Recertification process, you are asked to confirm the Business Address (where the 1099 MISC is sent). If the address has changed you will need to provide updated IRS documentation. You will also be able to update other information, as needed.

Once information is updated and any needed documents are uploaded and your application is submitted, your part in the recertification process is completed. For a minor update, the recertification date is set to the current date plus 365 days. When documents need to be reviewed by HUD, the process may take more time to complete.

### When there are no updates to the NAID

Confirm the 1099 Business Address by checking the box, then click the **Save and Submit Application to HUD for Review** button. If that button is not available, click the **Save and Continue** button. If that **Save and Submit** button still doesn't appear, look for red text at the top of the window to see what still might need to be done so that you can submit your application.

### When you need to update your license expiration date

- Click the **Functions** drop-down menu.
- Select Verify Real Estate Licenses to display the Verify Real Estate Licenses screen.

Verify Real Estate Licenses

Save Close

NAID Application Information

Application ID # 158 Application Type Real Estate Broker Recertifi  
 Payee Type(s) Selling Broker  
 Business/Individual Name [REDACTED]  
 Status 08a-NAID Application Signed by HUD Approver/NAID Activated  
 Status Date 08/11/2010

Real Estate Licenses

Please review and update license expiration dates.  
 If expiration date changes, a new copy of the license must be uploaded.  
 If license does not have an expiration date, enter current date + 1 year.

Remove	Licensed State	Real Estate License #	License Expiration Date	Upload License	License Filename	View License
<input type="checkbox"/>	GA	[REDACTED]	01/31/2018	Select License	No file chosen	

Update the expiration date, upload a new copy of your new license (using "Select License"), and click the **Save** button on the toolbar.

## When you need to add a new real estate license or change a license number

If your Principal Broker's license number has changed or you wish to add a license for another state, you need to update the real estate license information (license number, licensed state, license expiration date) and upload a copy of the new real estate license.

Select the [Add/Replace Real Estate License](#) link to display the NAID Application Real Estate License screen.

Complete the information and upload the license, as needed.

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 #  Application Type

Payee Type(s)

Business/Individual Name

Status

Status Date

**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	Document File Name
State Real Estate Broker's License	Copy of Principal Broker's State Real Estate Broker's License	<input type="button" value="Select Document"/> No file chosen	

Once the license information is entered and the document is ready to upload, a **Validate License** button appears.

Document Type	Document Description	Upload Document
State Real Estate Broker's License	Copy of Principal Broker's State Real Estate Broker's License	<input type="button" value="Replace Document"/> 2019 FL License.pdf

Click "Validate License" button once you are done making changes.  
 If the information is validated, it will be saved and this window will close.  
 If license cannot be validated, you will have an opportunity to change the information and try again.

**If the new license can be automatically verified by online real estate license website,** the window will close automatically and you are back at the NAID Application screen.

**If the new license cannot be validated automatically,** you will receive the message below and have an opportunity to change the information and try to validate again. Or you can click the **Save** button and have HUD manually validate the license.

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.

## If the Principal Broker changes

If the Principal Broker changes, the real estate license information for the previous broker is automatically removed. The personal real estate license for the new broker—license number, licensed state, license expiration date—must be entered using the [Add/Replace Real Estate License](#) link on the Functions drop-down. AND you must upload a copy of the new real estate license and a copy of the Principal Broker’s driver’s license as two separate documents.

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 # 158 Application Type Real Estate Broker Recertification  
 Payee Type(s) Selling Broker  
 Business/Individual Name  
 Status 03-Application In Progress/Not Submitted to HUD for Approval  
 Status Date 05/13/2019

**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	Document Filename	View Document	Comments
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 and continue with submitting the application.

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

Once the updates are complete, 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.

**Note:** Once the new Principal Broker’s real estate license is updated, the license for the previous Principal Broker becomes inactive and bids cannot be submitted until the new Principal Broker’s information is reviewed and approved by HUD. The NAID status changes to “Pending” until the review is complete.

## When you update the business address and/or the remittance address

Update either or both of those addresses and click **Save and Continue Working on the Application**.

An [Upload Required Documents](#) link is added to the Functions drop-down menu.

- For the updated Business Address (1099), you must upload a copy of IRS-authored documentation for HUD to review, for example a 147c form or an SS-4 form.
- For the updated Remittance Address (DBA), you must upload a copy of a recent phone bill, utility bill, or bank statement for HUD to review.

**Note:** The Remittance Address should be a physical address, not a PO Box.

Click the [Upload Required Documents](#) link to display the Upload Required NAID Documents screen.

Upload Required NAID Documents

Close

**NAID Application Information**

Application ID #	158	Application Type	Real Estate Broker Recertifi
Payee Type(s)	Selling Broker		
Business/Individual Name	[REDACTED]		
Status	03-Application in Progress/Not Submitted to HUD for Approval		
Status Date	05/13/2019		

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.	<span style="border: 1px solid gray; padding: 2px 5px;">Select Document</span> <span style="margin-left: 10px;">No file chosen</span>		
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.	<span style="border: 1px solid gray; padding: 2px 5px;">Select Document</span> <span style="margin-left: 10px;">No file chosen</span>		

When the documents are selected, click the **Save and Continue Working on the Application** button. The required documents are uploaded.

If the application has everything that's needed to submit, the **Save and Submit Application to HUD for Review** button will be available on this screen and you can submit your application from this screen or from the NAID Application screen.

## When a HUD review is required

Updates to the following items will not require HUD review or E-Signature signing:

- Business Phone Number
- Remittance (DBA) Name
- Contact Name, Email Address, Phone or Fax Number
- Principal Broker's Email Address or Phone Number

If any of the following items are updated, HUD may require documentation to be uploaded. The table below lists the requirements based upon the changes to the form:

Updated Field	Required Document(s) and/or Updates	HUD Review Required?	New E-Signature Required?
Business (1099) Address	Copy of IRS-authored Documentation	Yes	No
Remittance (DBA) Address	Copy of recent Telephone Bill, Utility Bill, or Bank Statement	Yes	No
Principal Broker Name	Add New Real Estate License(s), Copy of Principal Broker's Driver's License, Copy of Principal Broker's personal State Real Estate License	Yes	Yes
Add/Replace Real Estate License	Copy of Principal Broker's State Real Estate License	Yes only if new License Number cannot be automatically verified	No

## Submitting the application

Once any needed changes are saved and required documents are uploaded, the recertification application is ready to submit.

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

Recertification will take place immediately for updates to the business phone number, remittance (DBA) name, contact name, email address, phone or fax number, and the Principal Broker's email address or phone number. Other updates will require a HUD review and/or a new E-Signature process.

Changes to the NAID certification and NAID recertification will be seen in the Selling Broker Information area of the NAID Application screen.

## HUD staff rejection of recertification NAID application

If HUD staff rejects any of the updated form data or the uploaded documentation, you will receive an email with the reason(s) for rejection. You then have the opportunity to log back into the NAID Application Portal and fix the issue(s) by clicking the **Correct Rejected Application** button. Once you display the NAID Application screen, you will be able to re-upload any needed documents and make your corrections, then click the Resubmit Application to HUD for Review button.

## Additional Information

### Replace Principal Broker on NAID

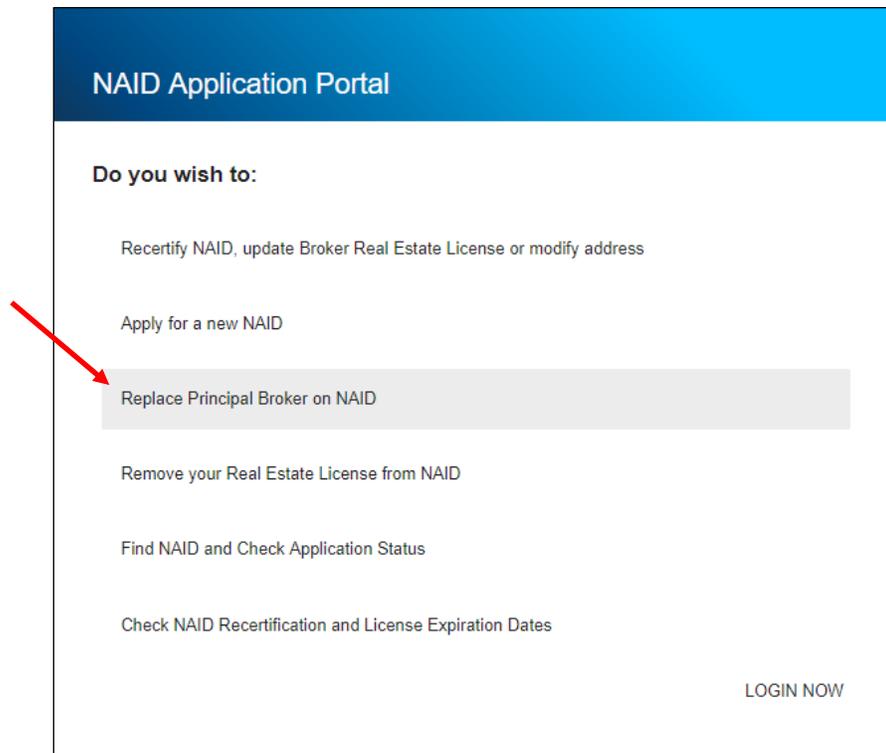
This is a streamlined way to change the Principal Broker on a NAID and is especially handy if the old broker is the only person who has a login to the NAID Application Portal.

**Note:** This is only for those NAIDs that are linked to EINs, not Social Security numbers.

1. Go to HUDHomestore.com



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



3. On the NAID Application Portal menu, click Replace Principal Broker on NAID.

**Replace Principal Broker on NAID**

Enter NAID

EIN

Previous Broker Email

Previous Broker First ... Previous Broker Last N...

BACK SUBMIT

4. Enter the NAID, EIN, previous broker's email address, and previous broker's first and last name and click Submit.

**Replace Principal Broker on NAID**

NAID \*

**I am the Principal Broker**  Yes  No

Please enter your information below for registration.

First Name \* Last Name \*

Phone Num... Email Address \* Email Address Confi...

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).

BACK REGISTER

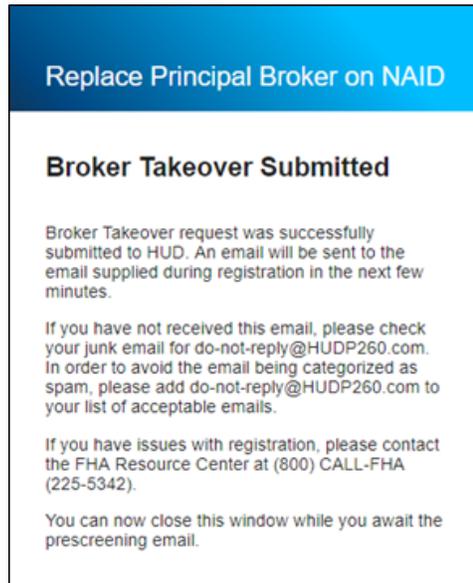
5. Fill in the new broker's information. If you are the broker, select "Yes" for I am the Principal Broker. If you are a preparer, you must select "No" and fill in your information as well.
6. Select the "I am not a robot" check box and click Register. A verification message appears.

**Verify Before Submitting**

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

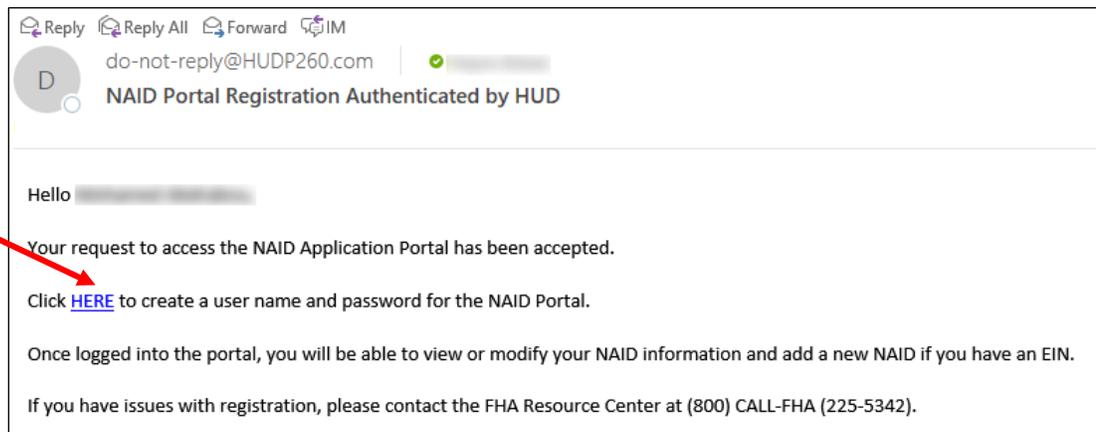
CANCEL OK

- Click OK to complete the process.  
A confirmation message appears.



## Create a user name and password for the portal

- In about five minutes, you will receive an email from do-not-reply@HUDP260.com:



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

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

**Create NAID Portal Login**

User Name \*

Password \* 0 / 15 Confirm Password \*

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

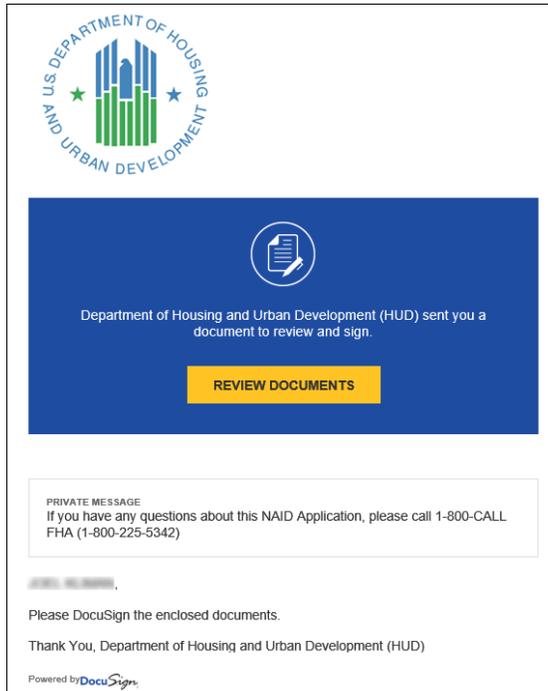
**SUBMIT**

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

4. You will be automatically logged into the Portal.
5. A NAID Recertification application was automatically started by this process. You'll need to make appropriate changes at the NAID Application screen, and use the Add/Replace Real Estate License link to add the new broker real estate license.
6. Once the application is submitted and HUD approves, there will be a round of E-Signatures.

## E-Signature Requirement for Change of Broker

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, 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

## Preparer/Principal Broker E-Signature

To sign the envelope, 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 you where to sign. To sign, click the  icon.

**START**

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

<p><b>Single Family Acquired Asset Management System (SAMS)</b></p> <p><b>Payee Name and Address</b></p> <p>Instructions: See Instructions on back for required attachments. Send completed form to HUD HOC, Attention: Director, Homeownership Center</p> <p><b>I. Type of Application: (Items 1a - d)</b></p> <p>1a. <input checked="" type="checkbox"/> Add New Payee (Complete #'s 2 or 3 - 20)    1b. <input type="checkbox"/> Modify Existing Payee (Complete #'s 4, 17-20 &amp; any changes)    1c. <input type="checkbox"/> Add New NAID to Existing Payee (Complete #'s 4, 9, 10, 14 &amp; 17-20)    1d. <input type="checkbox"/> Real Estate Broker Recertification (Complete #'s 4 &amp; 17-20)</p> <p><b>II. Payee's Information: (Item 2 or 3 through 20)</b></p> <p><small>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.</small></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">*2a. EIN 27-██████████</td> <td style="width: 33%; border-bottom: 1px solid black;">*2b. Business Name for EIN in 2a. ██████████ REALTY</td> <td style="width: 33%; border-bottom: 1px solid black;">2c. Principal Broker's Name (if applicable) ██████████</td> </tr> <tr> <td style="border-bottom: 1px solid black;">*3a. SSN -██-██████</td> <td colspan="2" style="border-bottom: 1px solid black;">*3b. Individual Name for SSN in 3a. (Last, First, MI)</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">4. Payee's NAID (if existing payee)</td> <td style="width: 15%; border-bottom: 1px solid black;">5. HOC Area Identifier 5P</td> <td style="width: 15%; border-bottom: 1px solid black;">6. Payee Type(s) SB</td> <td style="width: 45%; border-bottom: 1px solid black;">7. Business Phone Number (Area Code) (805) ████████</td> </tr> <tr> <td colspan="4" style="border-bottom: 1px solid black;">8. Business Address (include City, State, and Zip Code + 4) ██████████</td> </tr> <tr> <td colspan="4" style="border-bottom: 1px solid black;"> <p><b>SILVER SPRING, MD 20906-0000</b></p> <p>11. Minority-owned? If Yes, check type <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><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)</p> <p>12. Small Business Owned? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    13. Woman Owned? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>15. Name(s) of Owner(s)/Principal(s) ██████████</p> </td> </tr> <tr> <td colspan="4" style="border-bottom: 1px solid black;"> <p><b>Remittance Name and Address (DBA)</b> (Only if different from Business/Individual Name and Address)</p> <p>9. Name <b>REALTY</b> 10. Address (include City, State, and Zip Code + 4) <b>SILVER SPRING, MD 20906-0000</b></p> <p>14. Name of Contact Person ██████████ E-mail ██████████@YARDI.COM Phone (Area Code) (805) ████████    Fax (Area Code) ████████</p> <p>16. Family/External Business Relationship to HUD/M&amp;M Contract employees? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If Yes, attach an explanation.)</p> </td> </tr> <tr> <td style="width: 33%; border-bottom: 1px solid black;">17. <b>Prep Sign</b> Signature X </td> <td style="width: 33%; border-bottom: 1px solid black;">18. Title <b>PRINCIPAL BROKER</b></td> <td style="width: 15%; border-bottom: 1px solid black;">19. Date (mm/dd/yyyy) 06/25/2018   2:41:59 CDT</td> <td style="width: 19%; border-bottom: 1px solid black;">20. Phone (Area Code) (805) ████████</td> </tr> </table> <p><b>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.</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">21. Reviewer's Signature (Supervisory M&amp;M Contractor/ M&amp;M GTR/Closing Agent GTR or Designee) X</td> <td style="width: 33%; border-bottom: 1px solid black;">22. Title <b>REVIEWER</b></td> <td style="width: 15%; border-bottom: 1px solid black;">23. Date (mm/dd/yyyy)</td> <td style="width: 19%; border-bottom: 1px solid black;">24. Phone (Area Code) 555-555-5555</td> </tr> <tr> <td style="border-bottom: 1px solid black;">25. Selling Broker's Recertification Date</td> <td colspan="3" style="border-bottom: 1px solid black;">26. Approved for HOC Area(s): 5P</td> </tr> </table> <p><b>Attach ACH Vendor/Miscellaneous Payment Enrollment Form (SF-3881) for Payee Types AP**, CA, HA, NP**, PM, and TS.</b></p> <p>27. <input type="checkbox"/> **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.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">28. Approver's Signature (HOC Director or Designee) X</td> <td style="width: 40%; border-bottom: 1px solid black;">29. Date of Approval/Submission to Service Contractor (mm/dd/yyyy)</td> </tr> </table> <p style="font-size: 0.8em; margin-top: 5px;">This information enables HUD to record and process financial transactions in its automated SAMS to dispose of acquired single-family properties. HUD reimburses M&amp;M Contractors</p>	*2a. EIN 27-██████████	*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) ██████████				<p><b>SILVER SPRING, MD 20906-0000</b></p> <p>11. Minority-owned? If Yes, check type <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><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)</p> <p>12. Small Business Owned? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    13. Woman Owned? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>15. Name(s) of Owner(s)/Principal(s) ██████████</p>				<p><b>Remittance Name and Address (DBA)</b> (Only if different from Business/Individual Name and Address)</p> <p>9. Name <b>REALTY</b> 10. Address (include City, State, and Zip Code + 4) <b>SILVER SPRING, MD 20906-0000</b></p> <p>14. Name of Contact Person ██████████ E-mail ██████████@YARDI.COM Phone (Area Code) (805) ████████    Fax (Area Code) ████████</p> <p>16. Family/External Business Relationship to HUD/M&amp;M Contract employees? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If Yes, attach an explanation.)</p>				17. <b>Prep Sign</b> Signature X 	18. Title <b>PRINCIPAL BROKER</b>	19. Date (mm/dd/yyyy) 06/25/2018   2:41:59 CDT	20. Phone (Area Code) (805) ████████	21. Reviewer's Signature (Supervisory M&M Contractor/ M&M GTR/Closing Agent GTR or Designee) X	22. Title <b>REVIEWER</b>	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			28. Approver's Signature (HOC Director or Designee) X	29. Date of Approval/Submission to Service Contractor (mm/dd/yyyy)
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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.

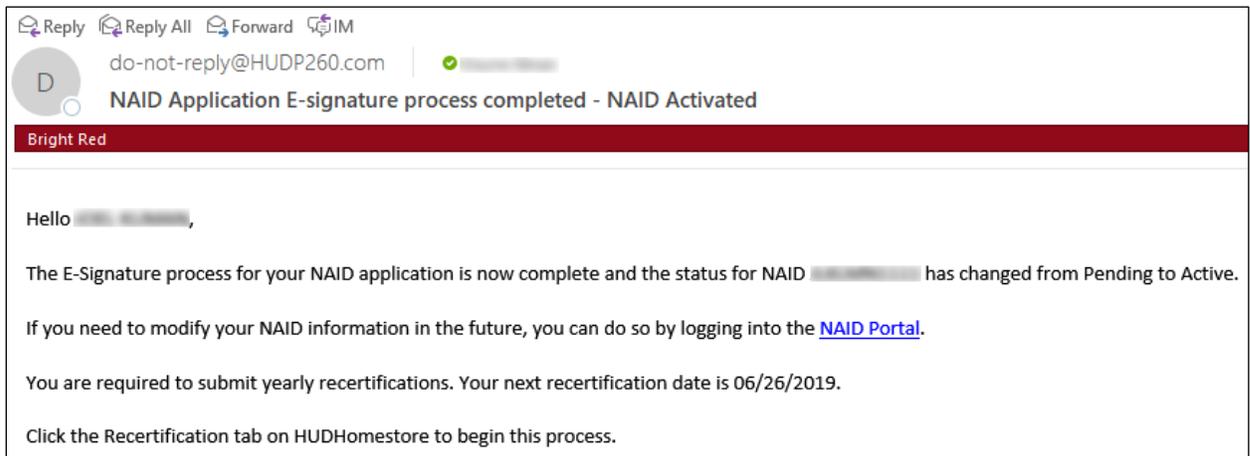
### HUD Reviewer Signature – Change of Broker

- The HUD Reviewer responsible for reviewing the application receives the envelope to sign.
- Your NAID is set to “pending” which permits you to register on HUD Homestore and place bids on properties.
- 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.



## Registering as the Principal Broker on HUD Homestore

Once the new broker has signed the E-Signature document, they can register as Principal Broker for the NAID on HUD Homestore if they would like to place bids.

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:  \*Role: 

Principal Broker with NAID

Associate Broker

Selling Agent

**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:

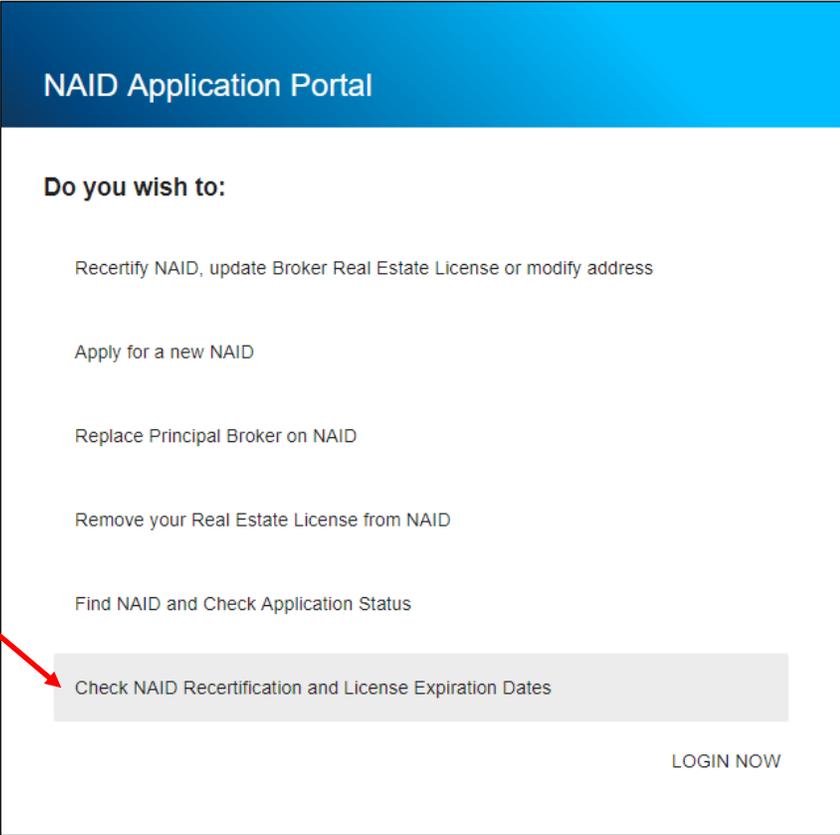
SSN/EIN:

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 already 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.

## Check NAID Recertification and License Expiration Dates



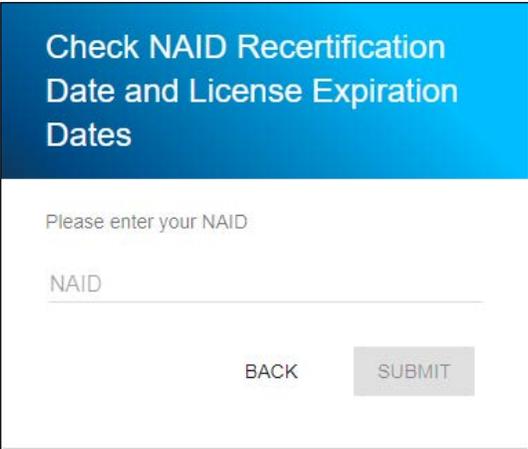
**NAID Application Portal**

**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

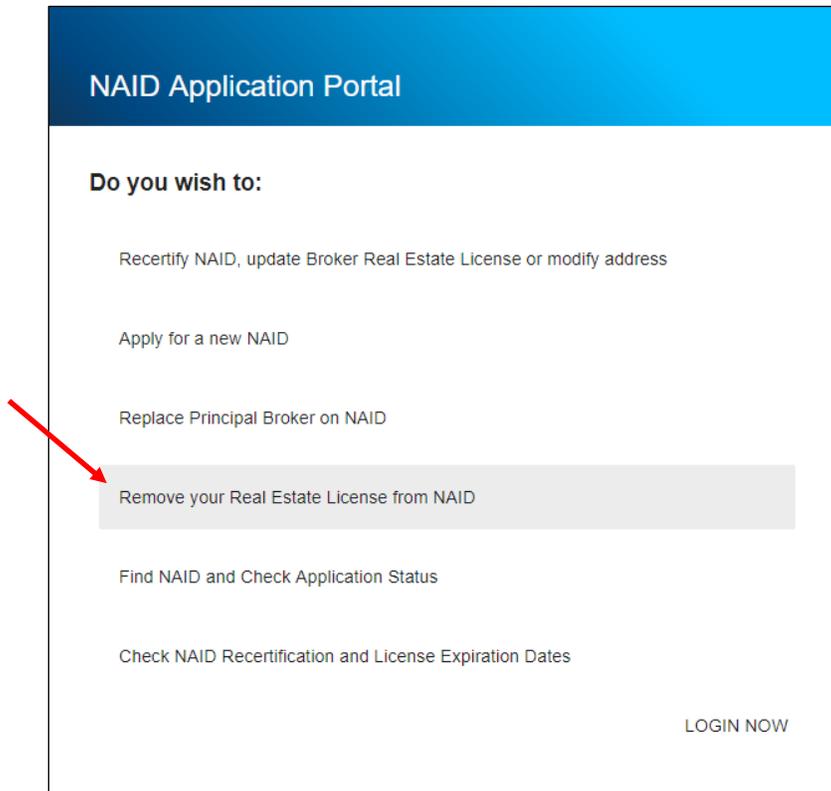
License	State	Expiration Date
[REDACTED]	[REDACTED]	01/31/2021

- 3. Click the Back button to return to the menu screen or click the Check Another NAID button.

## Remove the Real Estate License from a NAID

When applying for a new NAID or updating a real estate license on a recertification, 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

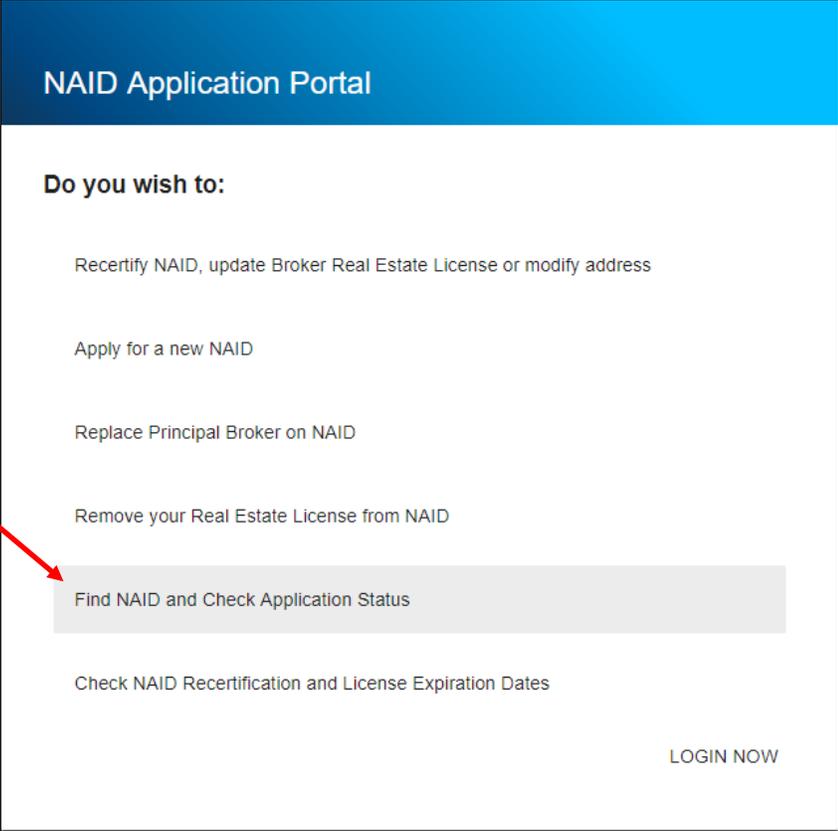
1 - 1 of 1

< >

SUBMIT BACK CHECK ANOT

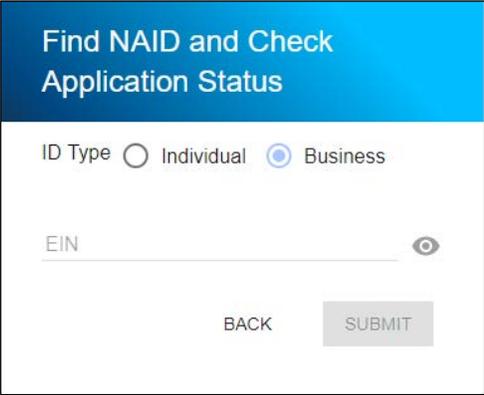
3. Click the check box to the left of the license number, then click Submit. This will remove the license from this NAID.

## 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', and 'Check NAID Recertification and License Expiration Dates'. The 'Find NAID and Check Application Status' option is highlighted in a light gray box, and a red arrow points to it from the left. 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 the radio buttons is a text input field labeled 'EIN' with a toggle icon to its right. At the bottom of the form are two buttons: 'BACK' and 'SUBMIT'.

2. Select the ID Types and enter the SSN or 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]	Application in Progress/Not Submitted to HUD for Approval	05/13/2019	[REDACTED]	CHRIS SMITH	CHECK DATES

Page:  
1

- 3. At this screen, you can check the recertification date and license expiration date by clicking the CHECK DATES button.

## Add or modify offices

On the NAID Application screen, the [Add or Modify Offices](#) link on the Functions drop-down menu permits you to add one or more offices to your NAID. These are offices that are under the same Principal Broker.

For offices that will be under different Principal Brokers, you need to use the Add New NAID to Existing Payee button on the home screen to create a new NAID for that office.

1. Click the [Add or Modify Offices](#) link on the Functions drop-down menu. The Vendor Office screen appears.



Vendor Office Screen

Save Close

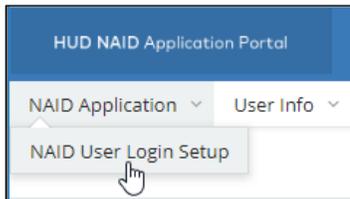
Remove	Address	City	State	Zip code	Zip code 4	Phone Number
<input type="checkbox"/>	<input type="text"/>					
<input type="checkbox"/>	<input type="text"/>					
<input type="checkbox"/>	<input type="text"/>					
<input type="checkbox"/>	<input type="text"/>					
<input type="checkbox"/>	<input type="text"/>					
<input type="checkbox"/>	<input type="text"/>					
<input type="checkbox"/>	<input type="text"/>					
<input type="checkbox"/>	<input type="text"/>					
<input type="checkbox"/>	<input type="text"/>					
<input type="checkbox"/>	<input type="text"/>					

2. Enter the required information for each office.
3. Click **Save**.
4. If you want to remove offices, click the Remove check box, then click **Save**.

## 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.

## Request NAID deactivation

**Caution:** Once your NAID is deactivated by HUD, you and your agents will no longer be able to bid on HUD homes using this NAID. In addition, your company will no longer appear when someone uses the “Find a Broker/Agent” on HUD Homestore.

Should you want to have an active NAID in the future, you will be required to go through the process of submitting a new application for a new NAID.

**Note:** A NAID cannot be deactivated if it is linked to an active HUD transmittal.

1. To request your NAID be deactivated, click the [NAID Deactivation Request](#) link on the Functions drop-down menu.
2. Enter a reason for the deactivation request and click Save.

NAID Application Deactivation Request Screen

Save Close

NAID Application Information

Application ID # [redacted] Application Type: Real Estate Broker Recertifi

Payee Type(s) Selling Broker

Business/Individual Name [redacted]

Deactivation Information

Reason for Deactivation [text area]

3. Complete the Reason for Deactivation and Click Save.
4. The following message is displayed requiring you to acknowledge that the action cannot be undone. Click OK.

www.yardiasptx11.com says

This action cannot be undone. To Deactivate your NAID, click OK, or click Cancel to keep your NAID active

OK Cancel

HUD will review the request and the NAID will immediately become inactive if they approve the request.

**If HUD deactivates your NAID,** you and your agents will no longer be able to bid on HUD homes using this NAID.

**If HUD decides not approve your request,** your NAID will remain active, and, when you log into the NAID Application Portal, you will again be able to modify an existing payee, add a new NAID to an existing payee, and recertify your NAID.