

YARDI SYSTEMS REGISTERING TO PLACE BIDS

ON HUDHOMESTORE.COM



U.S. Department of Housing and Urban Development

April 2017

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Contents

Principal Broker Registration	4
Here are the rules you must follow:	4
Registering as a Principal Broker on HUDHomestore.com	5
Section 1. User Name and Password	7
Section 2. Security Questions	7
Section 3. NAID Information	8
Checking NAID status	8
Checking Principal Broker Registration on HUD Homestore	8
Filling in the NAID and Real Estate license information	8
Section 4. Contact Information	10
Completing your Registration	11
Making Changes to your Registration	12
Selling Agent Registration	13
Selling Agent Registration Here are the rules you must follow:	
	13
Here are the rules you must follow:	13 14
Here are the rules you must follow:	13 14 16
Here are the rules you must follow: Registering as a Selling Agent on HUDHomestore.com Section 1. User Name and Password	13 14 16
Here are the rules you must follow: Registering as a Selling Agent on HUDHomestore.com Section 1. User Name and Password Section 2. Security Questions	13 14 16 17
Here are the rules you must follow: Registering as a Selling Agent on HUDHomestore.com Section 1. User Name and Password	13 14 16 17
Here are the rules you must follow: Registering as a Selling Agent on HUDHomestore.com. Section 1. User Name and Password Section 2. Security Questions Section 3. NAID Information Checking your broker's NAID status	13 16 16 17 17
Here are the rules you must follow: Registering as a Selling Agent on HUDHomestore.com	13 16 16 17 17
Here are the rules you must follow: Registering as a Selling Agent on HUDHomestore.com	13 16 17 17 17 18

Principal Broker Registration

For Sales Agent registration, see page 13

Here are the rules you must follow:

- 1. The Principal Broker must obtain a Name Address Identifier (NAID) from HUD. (For more information about obtaining a NAID, see the NAID Application menu item on HUDHomestore.com's home page.)
- 2. The principal broker must register first, before associate brokers and selling agents can proceed with their registrations. The Principal Broker registers with their NAID and their personal Real Estate license. If the broker holds licenses in several states, these can be registered under a single NAID.
- 3. Associate brokers and selling agents then register using the same NAID as their Principal Broker. Associate Brokers and Selling agents can also register in multiple states, providing the NAID they are using is also registered in that state with a Principal Broker.
- A Principal Broker's NAID can be registered only once. You can update your broker registration information by logging into HUD Homestore, going to Manage Profile, and completing the changes. If help is needed, send an email to HUDhelp@yardi.com or call the Help Desk at (866) 777-2034.
- If you change the NAID on the broker's registration, you can no longer view the bid history for the original NAID. To preserve the bid history for the original NAID, create a new broker registration for the new NAID. If you need to move your Real Estate license to the second registration for the new NAID, see page 12 or contact the Help Desk for assistance.

Registering as a Principal Broker on HUDHomestore.com

1. Using your Internet browser, go to www.hudhomestore.com The HUD.GOV/HUDHomes screen appears.



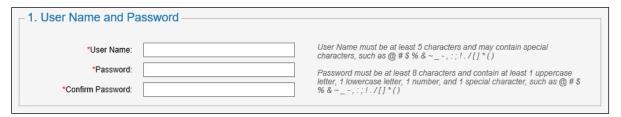
2. Click the **Bidder** link at the top right of the screen.



The **Bidder Registration** page appears (see next page).

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 3 below). For your registration, you will need to know the Principal Broker's NAID.		
Click here to see a short video on registering as a Principal Broker with a NAID. Click here to see a short video on registering as a Selling Agent or an Associate	Broker.	
1. 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 1 uppercase	
*Confirm Password:	letter, 1 towercase letter, 1 number, and 1 special character, such as @ #\$ % & ~ , : ; ! . / [] * ()	
2. Security Questions		
*Security Question 1: Select	V	
*Answer:		
*Security Question 2: Select	▼	
*Answer:		
3. NAID Information	Check NAID Status Check Principal Broker Registration	
*NAID Type: Select	CHECK NAID Status	
4. Contact Information		
*First Name:		
*Last Name:		
*Email Address:	A valid email must be provided to receive email updates.	
*Confirm Email:	Email address and confirm email should be same.	
*Phone:		
Fax:		
Check this box to receive information about	updates to HUDHomestore.com and changes to HUD procedures.	
Acceptance of Terms & Conditions Welcome to HUDHomestore.com (the 'Site'). Please read the following Terms of Use carefully before using this Site. If you do not agree to these Terms of Use, do not submit information to, or access any information from, this Site.		
By using this Site, which includes any software, applications or other functionality contained or offered through the Site, you signify your irrevocable acceptance of this Terms of Use at any time without providing notice to its users. Your continued use of this Site shall be deemed irrevocable acceptance of those revisions.		
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Privacy ☐ By checking this box, you agree to the terms and conditions listed above.	~	
	Please select the checkbox below.	
	I'm not a robot	
	Clear Submit	
	Already Registered? Click here to log in.	
	* Required field	

Section 1. User Name and Password



1. Complete the following fields:

User Name: Create a user name. It can't match any of the million or so user names already taken.

- The user must be at least five (5) characters. It can contain numbers and special characters, but they're not required.
- The user name is not case-sensitive.

Password and Confirm Password: Create a password.

- The password must contain at least 8 characters and is case-sensitive.
- The password must include an uppercase letter, a lowercase letter, a number, and a special character such as a period, comma, dash, or ! @ # \$ % &, etc.



Keep the User Name and Password in a safe place. You will need them to log in and see bids that you have submitted, and to make changes to your User Profile.

Section 2. Security Questions



1. Select two security questions from the list and type your responses.



The answers to your security questions are required if you forget your user name or password.

Section 3. NAID Information

Checking NAID status

1. If you want to check the status of your NAID, click the **Check NAID Status** link.



2. Type your NAID and click **Submit**. A message tells you if your NAID is active. If your NAID is not active, you will not be able to continue with your registration.



If your NAID is not active, you can make inquires by contacting HUD at (800) 225-5342, or you can send an email to answers@hud.gov.

Checking Principal Broker Registration on HUD Homestore

 To see if a broker account has already been created using this NAID, click the Check Principal Broker Registration link.



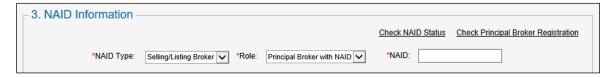
Type your NAID and click **Submit**. A message tells you if a broker has already registered this NAID
on HUDHomestore.com. If you are that broker, but can't remember your user name or password,
there are links on the Login screen to help you recover them. Click **Login** on the top right of the
screen to view these links.



If your NAID is already registered by a broker and you do not know who registered it, call the HUD Homestore Help Desk at 866-777-2034 and ask for assistance to log into the broker account. You cannot create two broker accounts for the same NAID.

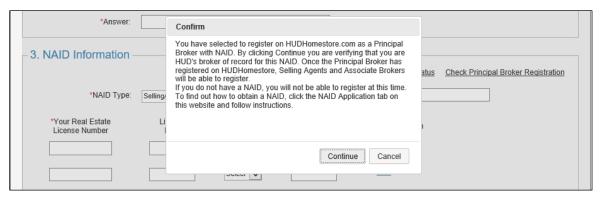
Filling in the NAID and Real Estate license information

1. Make selections and complete the following fields:

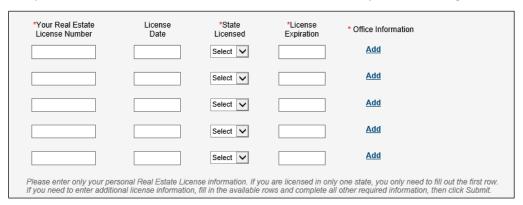


NAID Type: Select Selling/Listing Broker.

Role: Select Principal Broker with NAID. A Confirm dialog box appears.



- 2. Confirm that you are the Principal Broker by clicking the **Continue** button.
- 3. Type your NAID. Keep the letters and numbers together.
- 4. Complete the Real Estate License information for each state you want to register.





You can register in more than one state with the same NAID. To register more than five state licenses, fill in all the rows, then click Submit button at the bottom of the screen. Additional rows will be added.

Real Estate License: Enter your Real Estate license number.

License Date: This is an optional field that you can leave blank. Otherwise, type the date on which you received your license (for example, 2/1/16).

The license date cannot be a future date.

State Licensed: Select the state for the license number your entered.

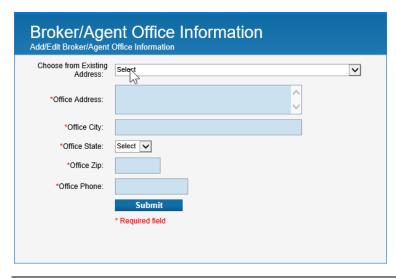
License Expiration: Type the date your license expires (for example, 12/31/21.)



When you get a new license expiration date from the state, you must manually update the license expiration date on HUD Homestore by logging in and selecting Manage Profile.

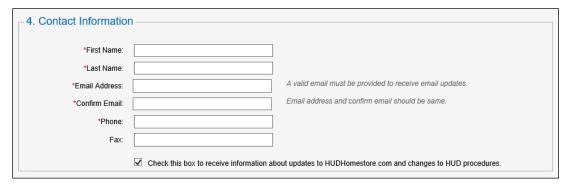
If your license expiration date passes and you have not updated your information, neither you nor your Selling Agents will be able to submit bids until you reenter the license information on your profile.

5. Click the **Add** link to add office information.



Click the Select drop-down to select the office address. Click any part of the address and all items will be filled in. Then click **Submit**. If there is no address to select from, then be sure you entered the correct NAID. If the office address has changed, then enter the new information, and be sure to update the office address with HUD.

Section 4. Contact Information



1. Complete the following fields:

First Name and Last Name

Email Address: The email address you enter here is used for delivering e-signature sales contracts, bid acceptance emails, and timely emails from HUD Homestore regarding registration and password updates.

Phone: This could be the office number or your cell number.

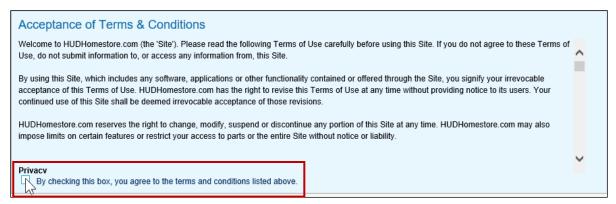
Fax: The fax number is optional.

2. Select the check box if you want to receive emails about HUD Homestore updates and changes to HUD procedures.



HUD Homestore emails may be treated as spam, so always check your Spam, Junk, or Trash folder if an email doesn't arrive in your inbox. Work with your ISP or your IT professional to make sure that emails from this site will not be blocked. Commonly-used site addresses are: HUDHomestoreHelp@Yardi.com, HUDHelp@yardi.com, do-not-reply@yardi.com, and do-not-reply@hudhomestore.com.

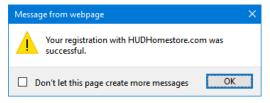
Completing your Registration



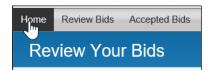
1. Select the check box to accept the terms and conditions of using the site.



- 2. Select the "I'm not a robot" check box. You may be challenged to click multiple images that match the label. If you have difficulty with the system accepting your choices, click the conto get a new challenge.
- 3. Click **Submit**. If your registration is successful, you will receive an email confirming your registration and the following message will appear:



- If your registration was not successful, a message appears indicating any omissions on the page or corrections that need to be made. Make your corrections and click Submit again.
- 4. Click **OK** to dismiss the message. The Review Your Bids screen appears. Click **Home** if you want to search for HUD homes for sale.



Making Changes to your Registration

1. Log in. The Review Your Bids screen appears.



- 2. Click the Manage Profile menu item.
 - If the Manage Profile menu item is not available, click the **Bidder Functions** link just below your Welcome message in the upper right of the window. That will redisplay the Review Your Bids screen and the Manage Profile menu item.
- 3. Make any needed changes to your security questions, NAID information, and contact information. In section 1, you can also change your password and user name.
 - To delete a license from your profile: Click the red X to the right of the office information for the license that you want to delete. A record of this license will be kept on the Inactive Licenses tab. If you wish to reactivate the license, you will have to reenter it on the Active Licenses tab.
- 4. Click **Submit** on the Manage Profile screen when you have completed your changes. A message will appear confirming your profile has been updated.

Selling Agent Registration

For Broker Registration, see page 4

Here are the rules you must follow:

- 1. The Principal Broker with NAID must register on HUDHomestore.com before Selling Agents (or Associate Brokers) can register using the broker's NAID.
- 2. If you hold licenses in more than one state, register all the licenses in one profile. You can do this even if the NAIDs are different, providing the Principal Brokers have already registered with a valid NAID for each state.
- You do not need to register more than once. You can make changes to your NAID, contact information, or license data using links on the website. If you need assistance, contact the HUDHomestore.com Help Desk at (866) 777-2034.

Registering as a Selling Agent on HUDHomestore.com

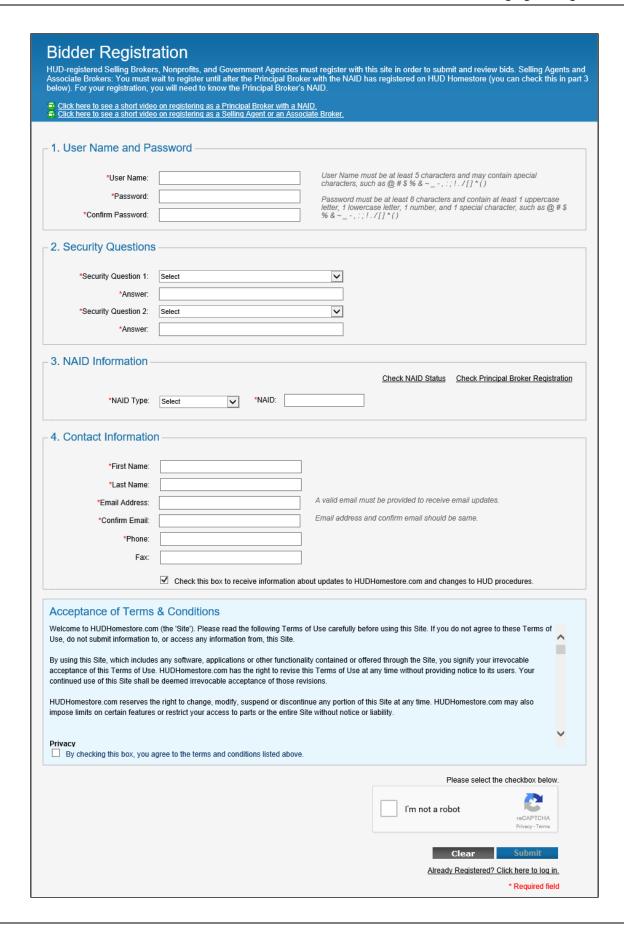
1. Using your Internet browser, go to www.hudhomestore.com . The HUD.GOV/HUDHomes screen appears.



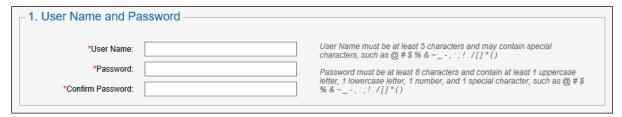
2. Click the **Bidder** link on the top right of the screen.



The Bidder Registration page appears (see next page).



Section 1. User Name and Password



1. Complete the following fields:

User Name: Create a user name. It can't match any of the million or so user names already taken.

- The user name must be at least five (5) characters. It can contain numbers and special characters, but they're not required.
- The user name is not case-sensitive.

Password and Confirm Password: Create a password.

- The password must contain at least 8 characters and is case-sensitive.
- The password must include an uppercase letter, a lowercase letter, a number, and a special character such as a period, comma, dash, or ! @ # \$ % &, etc.



Keep the User Name and Password in a safe place. You will need them to log in and see bids that you have submitted, and to make changes to your User Profile.

Section 2. Security Questions



1. Select two security questions from the list and type your responses.



The answers to your security questions are required if you forget your user name or password.

Section 3. NAID Information

Checking your broker's NAID status

1. If you want to check the status of your broker's NAID, click the **Check NAID Status** link.



- 2. Type the broker's NAID and click **Submit**. A message will tell you if the broker's NAID is active. If the NAID is not active, you will not be able to continue with your registration.
 - If the NAID is not active, contact your Principal Broker.

Checking Principal Broker registration on HUD Homestore

If you want to check whether or not your principal broker has registered on HUD Homestore, click the **Check Principal Broker Registration** link.



1. Type the broker's NAID and click **Submit**. A message will tell you if the Principal Broker has registered on HUD Homestore. If the Principal Broker has not registered, you will not be able to continue with the registration.



If you are a Selling Agent or Associate Broker, **never register as the Principal Broker**. Contact your Principal Broker so they can register on HUD Homestore first. Then you can register as an Associate Broker or a Selling Agent.

Filling in the NAID and Real Estate License Information

1. If your principal broker has registered, make selections and complete the following fields:



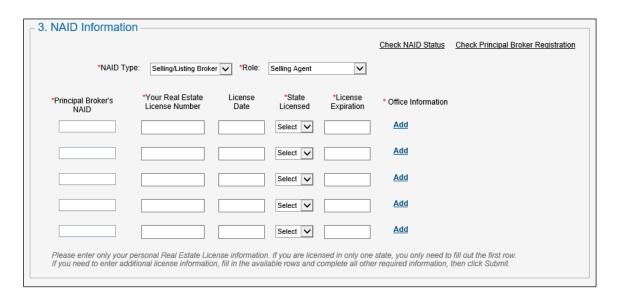
NAID Type: Select Selling/Listing Broker.

Role: Select Associate Broker or Selling Agent.

2. Complete the NAID and Real Estate License information for each state where you want to register.



You can register in more than one state. However, the Principal Broker for the NAID you use must already be registered on HUD Homestore in the state(s) where you want to register.



Principal Broker's NAID: Type the NAID of the Principal Broker.

Real Estate License: Enter your Real Estate license number.

License Date: This is an optional field that you can leave blank. Otherwise, type the date on which

you received your license (for example, 2/1/16).

The license date cannot be a future date.

State Licensed: Select the state for the license number your entered.

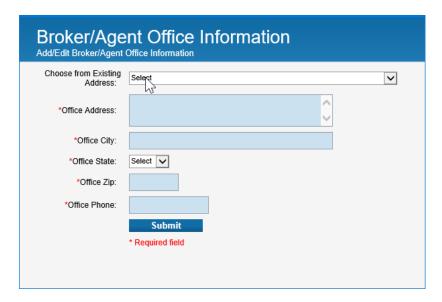
License Expiration: Type the date your license expires (for example, 12/31/21.)



When you get a new license expiration date from the state, you must manually update the license expiration date on HUD Homestore by logging in and selecting Manage Profile.

If your license expiration date passes and you have not updated your information, neither you nor your Selling Agents will be able to submit bids until you reenter your license information on your profile.

3. Click the Add link to add office information.





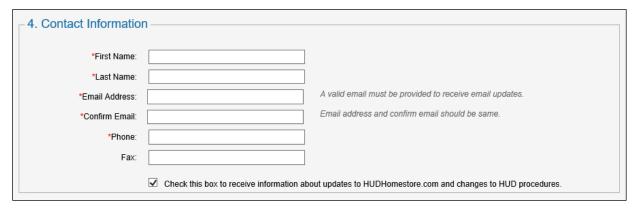
Click the Select drop-down to select the office address. All items will be automatically filled in. Then click **Submit**.

If there is no address to select from, then be sure you entered the correct NAID. If the office address has changed or you're associated with an office at a different address, then enter the new information.



When you get a new license expiration date from the state, you must manually update the license expiration date on HUD Homestore. If your license expiration date passes and you have not updated your information, you will not be able to submit bids until reenter your license information on your profile.

Section 4. Contact Information



1. Complete the following fields:

First Name: Type your first name. **Last Name:** Type your last name.

Email Address: Type a valid email address. The email address you enter here is used for delivering e-signature contracts, bid acceptance emails, and timely emails from HUD Homestore regarding registration and password updates.

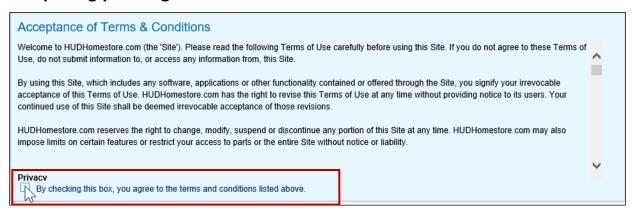
Phone: Type the phone number where you can be contacted.

Fax: (Optional) Type your fax number.

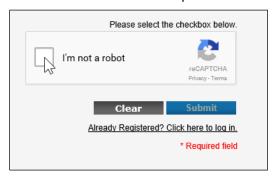


HUD Homestore emails may be treated as spam, so always check your Spam, Junk, or Trash folder if an email doesn't arrive in your inbox. Work with your ISP or your IT professional to make sure that emails from this site will not be blocked. Commonly-used site addresses are: HUDHomestoreHelp@Yardi.com, HUDHelp@yardi.com, do-not-reply@yardi.com, and do-not-reply@hudhomestore.com.

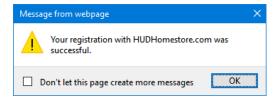
Completing your Registration



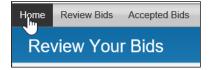
1. Select the check box to accept the terms and conditions of using the site.



- 2. Select the "I'm not a robot" check box. You may be challenged to click multiple images that match the label. If you have difficulty with the system accepting your choices, click the cicon to get a new challenge.
- 3. Click **Submit**. If your registration is successful, you will receive an email confirming your registration and the following message will appear:



- If your registration was not successful, a message appears indicating any omissions on the page or corrections that need to be made. Make your corrections and click Submit again.
- 4. Click **OK** to dismiss the message. The Review Your Bids screen appears. Click **Home** if you want to search for HUD homes for sale.



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- 3. Make any needed changes to your security questions, NAID information, and contact information. In section 1, you can also change your password and user name.
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- 4. Click **Submit** on the Manage Profile screen when you have completed your changes. A message will appear confirming your profile has been updated.