NAID Application Portal
User Guide for Selling Brokers

U.S. Department of
Housing and Urban Development

August 2018; Updated May 2022

© 2018, 2022 by Yardi Systems, Inc.
430 South Fairview Avenue
Santa Barbara, CA 93117

All rights reserved. This product or document is protected by copyright and distributed under licenses restricting its use, copying, distribution, and decompilation. No part of this product or document may be reproduced in any form by any means without prior written authorization of Yardi Systems, Inc. and its licensors, if any.

RESTRICTED RIGHTS LEGEND: Use, duplication, or disclosure by the government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 and FAR 52.227-19.

The product described in this manual may be protected by one or more U.S. patents, foreign patents, or pending applications.

Yardi, the Yardi logo, and the names of Yardi products and services are either registered trademarks or trademarks of Yardi Systems, Inc. in the United States and other countries. Other product and company names mentioned herein may be the trademarks of their respective owners.

YARDI SYSTEMS, INC. MAKES A GENUINE ATTEMPT TO ENSURE THE ACCURACY AND QUALITY OF THE CONTENT DESCRIBED HEREIN; HOWEVER, IT IS PROVIDED “AS IS” AND TO THE EXTENT PERMITTED BY LAW, YARDI MAKES NO WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE QUALITY, RELIABILITY, ACCURACY, OR FREEDOM FROM ERROR OF THIS DOCUMENT OR THE PROCEDURES OR TECHNIQUES IT DESCRIBES. YARDI MAKES NO REPRESENTATION OR WARRANTY WITH RESPECT TO THE CONTENTS HEREOF AND SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. YARDI DISCLAIMS ALL LIABILITY FOR ANY DIRECT, INDIRECT, INCIDENTAL OR CONSEQUENTIAL, SPECIAL OR EXEMPLARY DAMAGES RESULTING FROM THE USE OF THE INFORMATION IN THIS DOCUMENT OR FROM THE USE OF ANY PROCEDURES OR TECHNIQUES DESCRIBED IN THIS DOCUMENT.

THIS PUBLICATION COULD INCLUDE TECHNICAL INACCURACIES OR TYPOGRAPHICAL ERRORS. CHANGES ARE PERIODICALLY ADDED TO THE INFORMATION HEREIN; THESE CHANGES WILL BE INCORPORATED IN NEW EDITIONS OF THE PUBLICATION. YARDI SYSTEMS, INC. MAY MAKE IMPROVEMENTS AND/OR CHANGES IN THE PRODUCT(S) AND/OR THE PROGRAMS(S) DESCRIBED IN THIS PUBLICATION AT ANY TIME.

Printed in the United States of America

Contents

Online NAID Application Process 1

Registering for the NAID Application Portal If You Don't Have a NAID 2

Step 1 – Request access to the NAID Application Portal if you don't have a NAID 2

Step 2 – NAID Application Portal Registration Prescreening 5

HUD Review of Registration Prescreening 6

Step 3 – Completing the NAID Application Portal Registration Process 8

Registering for the NAID Application Portal If You Already Have a NAID 9

Step 1 – Request Access to the NAID Application Portal 9

Step 2 – Completing the NAID Application Portal Registration Process 12

Adding a New NAID for a New Payee 13

Step 1 – Completing the NAID Application for a New NAID 13

Step 2 – E-Signature/NAID Creation 17

E-Signature Signing Ceremony 18

Selling Broker—Recertification 21

Step 1 – Log into the NAID Application Portal 21

Step 2 – Select Selling Broker Recertification 23

Step 3 – Make any needed updates and uploads 23

If there are no updates 23
If you need to update your license expiration date 24
If you need to change your license number or add another state license 24
If you need to update the Business Address (1099) and/or the Remittance Address (DBA) 25

Step 4 – Submit the Application 25

Selling Broker—Modify Existing Payee (NAID) 26

Step 1 – Updating Information on the NAID 26

Updating the NAID Information on the NAID Application screen 26
Requirements for Address changes 27
If you need to update your license expiration date 28
Requirements for Changing a License Number or Adding a new Real Estate License 28
If the Principal Broker changes 29
HUD Staff Rejection of Modified NAID Application 29

Selling Broker—Add or Modify Offices 30

Add one or more offices 30

Remove one or more offices 30

Selling Broker—Manage User Access 31

Set up new users 31
Managing Existing Users 32

Selling Broker—Request NAID Deactivation **33**

Selling Broker—Add New NAID to Existing Payee (EIN only) **35**

Step 1 – Completing the Application for the New NAID **35**

Add Principal Broker's Real Estate License 36

Step 2 – E-Signature/NAID Creation **39**

E-Signature Signing Ceremony 40

HUD Homestore Changes **43**

NAID Application Tab **43**

Broker Registration **46**

Bid Submission **46**

Online NAID Application Process

HUD has an online NAID (Name and Address Identifier) process. NAIDs are required for any Selling Brokers, Nonprofits, or Government Agencies that want to be paid by HUD. NAIDs are also required for Selling Brokers, Nonprofits, and Government Agencies that wish to place bids on the HUD Homestore website.

Selling Broker recertification—required on a yearly basis—can also be done online.

Working with a NAID is a four-step process:

1. Prescreening so you can access the NAID Application Portal. The steps will differ depending on whether you have a NAID or not.
2. Creating a username and password for the NAID Application Portal.
   Note: This is a login that is separate from a broker bidding account you may have on HUDHomestore.gov
3. Filling in (or making changes to) the NAID Application screen and submitting the application and supporting documents online.
4. After HUD performs a preliminary review, there may be an e-Signature process to complete the application.

The process includes:

- A Workflow checklist that guides the applicants through the entire process
- Electronic Signatures (for new NAIDs or a change in broker) after preliminary review
- When applying for a new NAID: After HUD performs a preliminary review, a pending NAID is created as soon as the Principal Broker signs the DocuSign, so the Principal Broker can register and bid on HUD Homestore. After the E-Signature process has been fully processed, the NAID is fully activated and can be used to ratify HUD contracts.

If you already have access to the NAID Application Portal, and need to

- Add a new Payee (create a new NAID), go to page 13
- Recertify your NAID, go to page 21
- Modify your NAID information, go to page 26
- Manage users for the NAID Application Portal, go to page 30

If you need to create a login for the NAID Application Portal, you'll need to do a prescreening.

- If you are applying for a new NAID, go to page 2.
- If you already have a NAID, go to page 9.

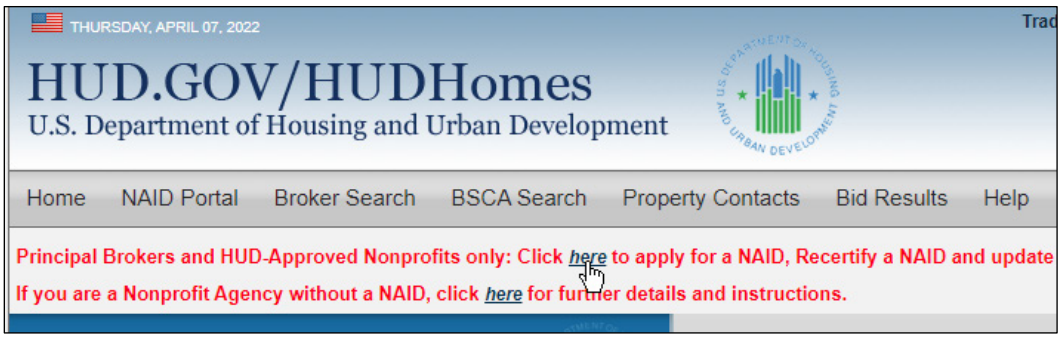
Registering for the NAID Application Portal If You Don't Have a NAID

Step 1 – Request access to the NAID Application Portal if you don't have a NAID

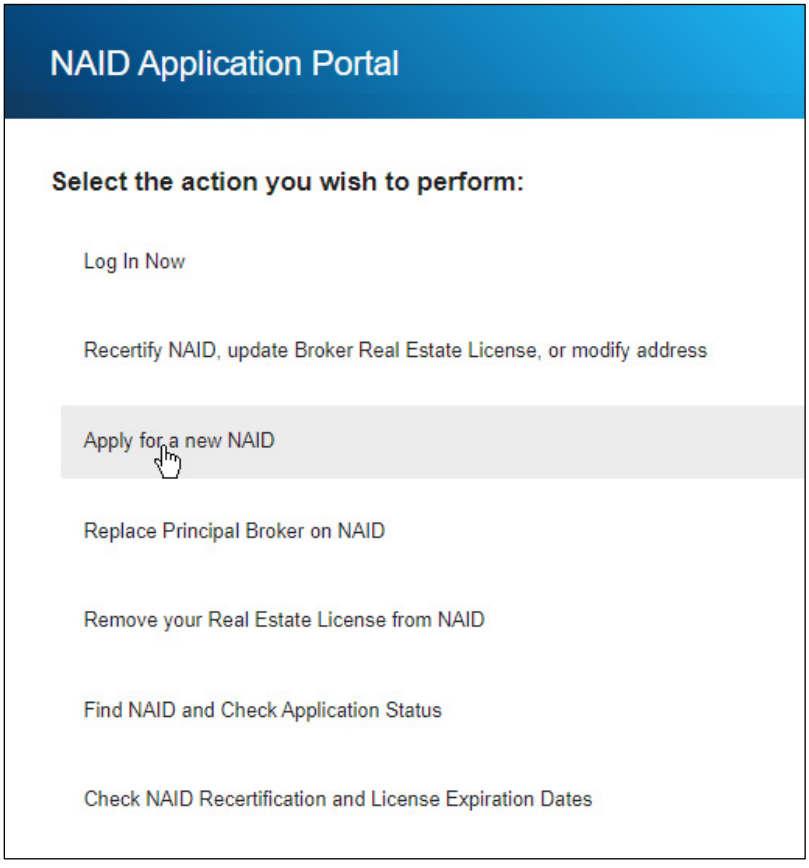
Prospective NAID Applicants request access to the NAID Application Portal by doing the following:

Start at HUDHomestore.gov

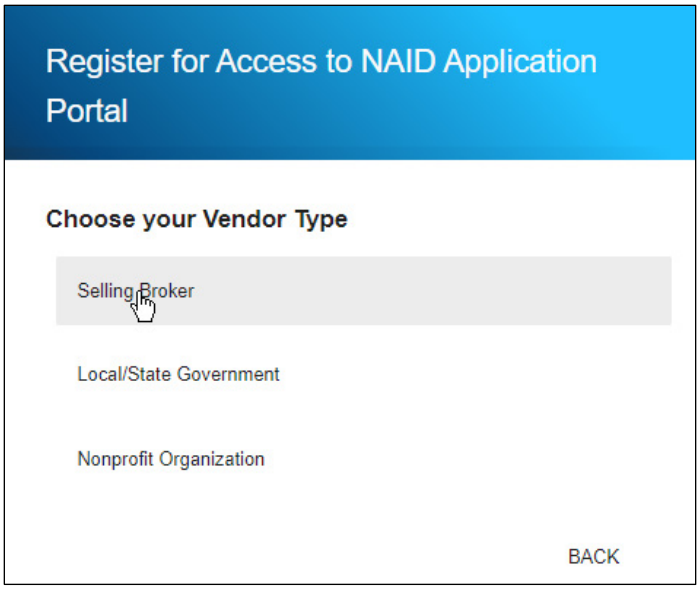
On the Home screen, just below the menu bar, locate the red text that says "Principal Brokers and HUD-Approved Nonprofits only: Click here to apply for a NAID…."



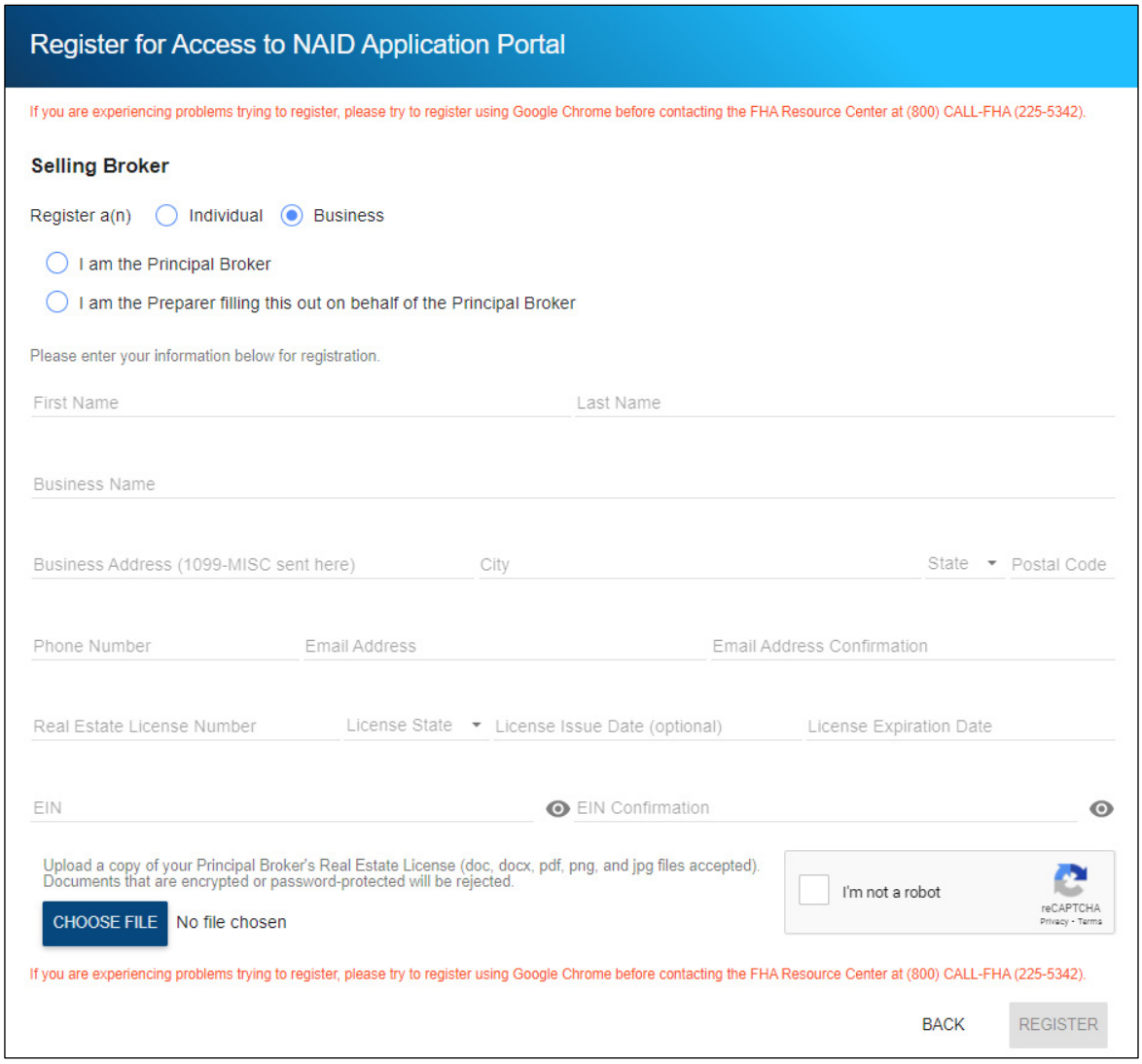
Click the word here to display the NAID Application Portal list of actions.



Select "Apply for a new NAID."



Principal Brokers select "Selling Broker" as the Vendor Type.
The Register for Access screen displays.



Applicants are required to supply the following information:

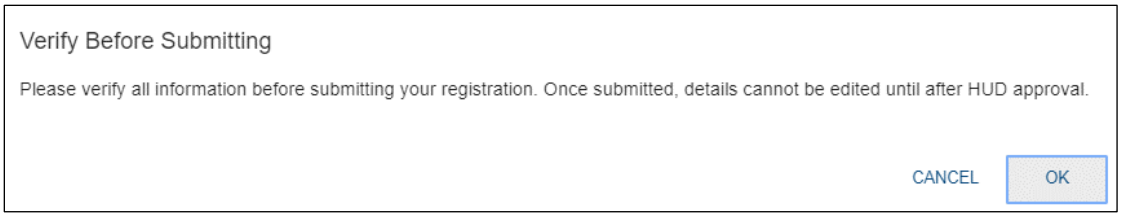
- Register as an Individual or Business
  - If the business is based on a Social Security number (SSN), register as an Individual.
  - If the Business is based on an EIN (Employer ID) number (##-#######), register as a Business.
- State whether you are the Principal Broker or someone who is preparing the application on behalf of the Principal Broker.
  - If the applicant is the preparer, they are required to enter their own information and provide the Principal Broker's Information.
- Provide the Principal Broker's first and last name
- Business Address
  - Provide the business address where the 1099 will be mailed to. This can be a PO Box. **Note:** If this differs the physical location of the business, then add the physical address during the application process. The physical address is typically the Doing Business As (DBA) name and address. PO Boxes are not permitted for the physical address.

- Principal Broker Phone Number and Email Address
  - A valid email address is needed to ensure that the Principal Broker receives emails including the E-Signature Application required to create a NAID.
- Principal Broker Real Estate License Number, License State, License Issued Date (optional), License Expiration Date
  - The Principal Broker License Number is used to verify whether the Principal Broker is licensed to do business in the state they are requesting access for.
    Note: Be sure to include all letters, punctuation, and numbers for the license.
  - After the prescreening application is submitted, the Principal Broker License Number is checked against an online site to verify the information.
  - If the Principal Broker is licensed in multiple states, those additional state licenses can be added after the NAID is created.
  - The broker's license must have a current expiration date. If the License Expiration Date is in the past, HUD will not approve access to the NAID Application Portal. The license will need to be updated with the state and a copy of the Broker's Real Estate license uploaded to validate the date. If the Selling Broker has an active NAID, but their license has expired, they (and their agents) can't place bids on HUD properties.
- Copy of Broker's Real Estate License
  - Applicants must upload a copy of the Principal Broker's Real Estate License verifying the license number and expiration date entered on the application.

After supplying the above information, select the "I'm not a robot" check box which validates the application is being submitted by a person.

Once that is finished, click the REGISTER button.

A message appears letting you know that the information in the application cannot be changed until after HUD Approval. Click **Cancel** to review the information before submitting or click **OK** to complete the prescreening and send it to HUD.

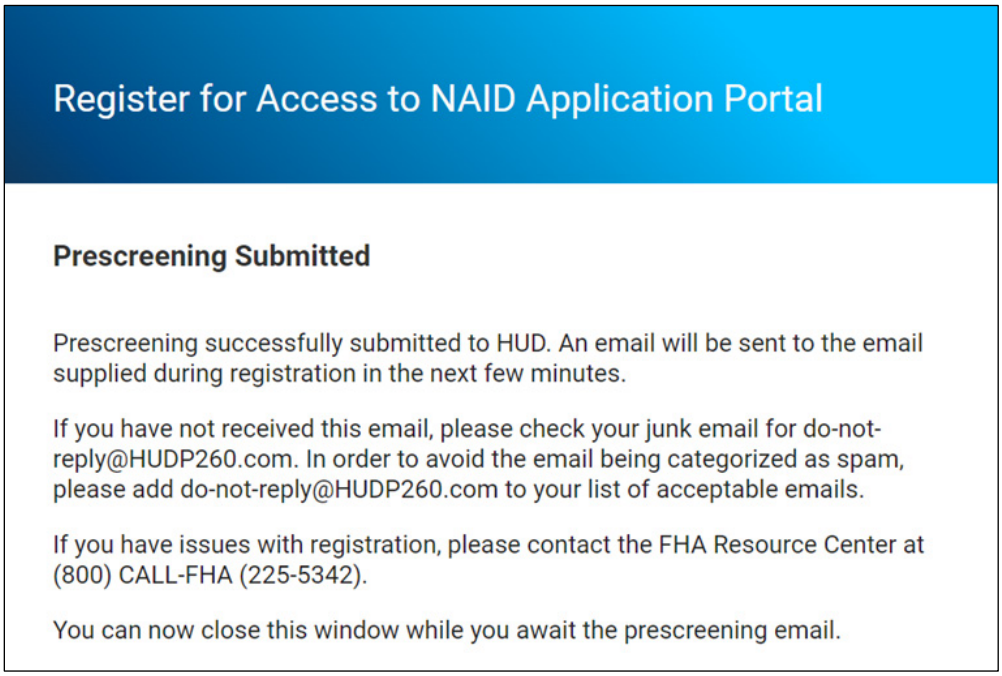


Step 2 – NAID Application Portal Registration Prescreening

After the request is submitted, the license is verified against an online license site. If the broker's license can be automatically verified, there will be an email with information on how to complete your registration and begin your online NAID Application.

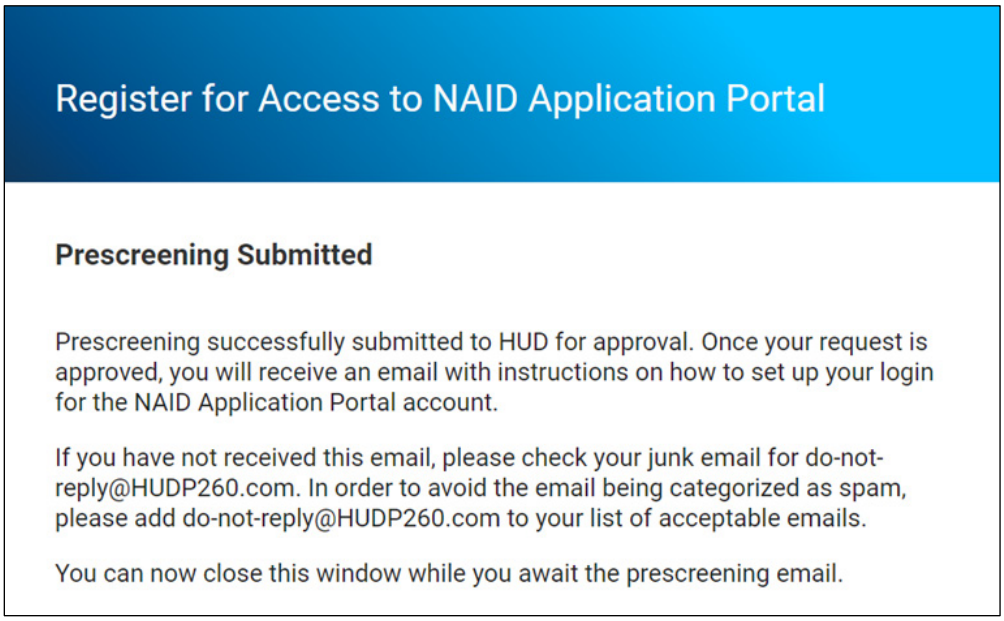
Note: Not all states participate in the online license site. Those states that cannot be automatically verified are IL, LA, MI, MN, NM, NY, PA, VA, WA, and WI.
Also, Puerto Rico licenses cannot be verified.

If the broker's license is automatically verified, the following message appears:

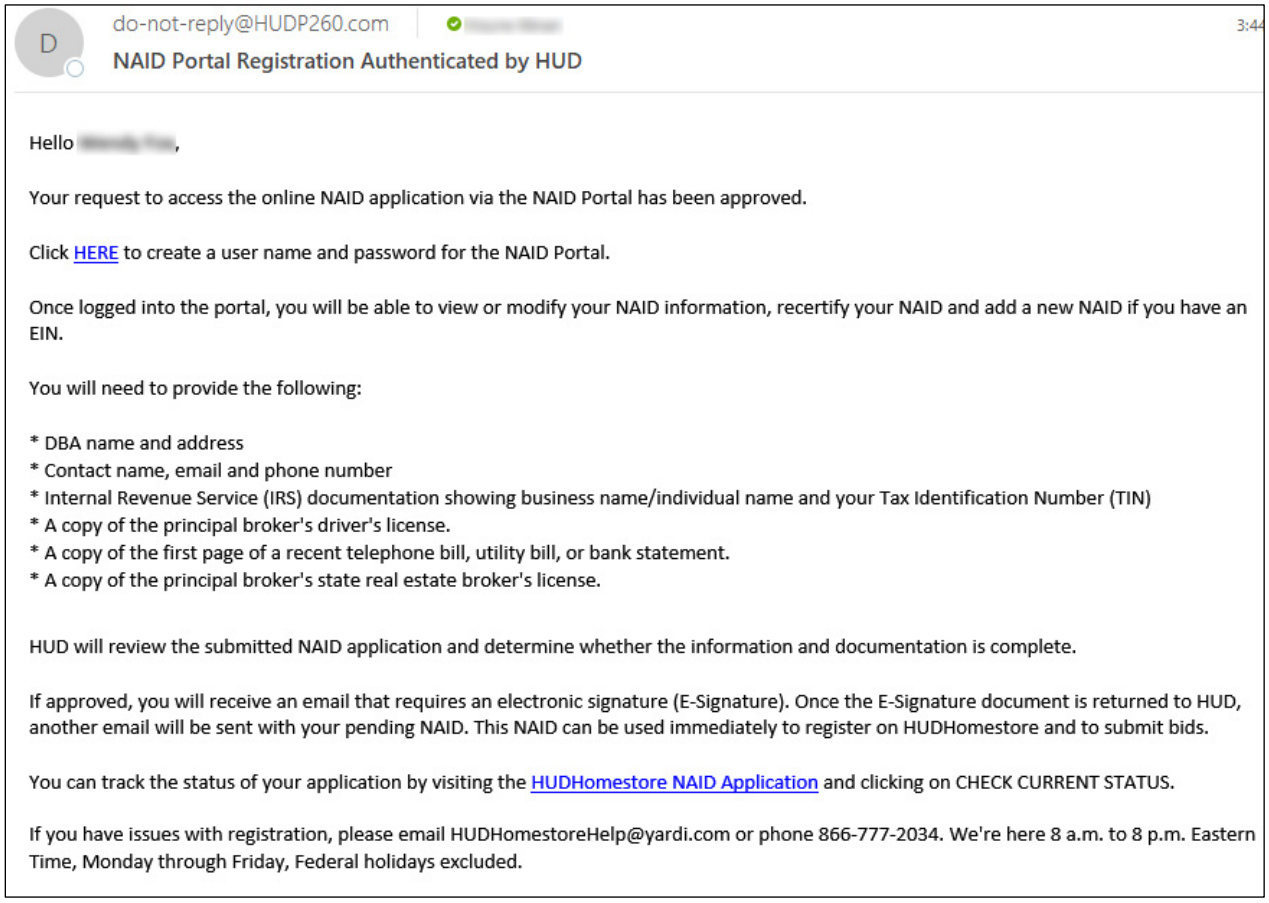


HUD Review of Registration Prescreening

If the license cannot be automatically verified, you will see a message stating that your access to the NAID Application Portal requires HUD approval.



Once HUD approves your registration request, you will receive an email telling you how to complete your registration and begin your online NAID Application.



D do-not-reply@HUDP260.com 3:44

NAID Portal Registration Authenticated by HUD

Hello [redacted],

Your request to access the online NAID application via the NAID Portal has been approved.

Click HERE to create a user name and password for the NAID Portal.

Once logged into the portal, you will be able to view or modify your NAID information, recertify your NAID 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)
* A copy of the principal broker's driver's license.
* A copy of the first page of a recent telephone bill, utility bill, or bank statement.
* A copy of the principal broker's state real estate broker's license.

HUD will review the submitted NAID application and determine whether the information and documentation is complete.

If approved, you will receive an email that requires an electronic signature (E-Signature). Once the E-Signature document is returned to HUD, another email will be sent with your pending NAID. This NAID can be used immediately to register on HUDHomestore and to submit bids.

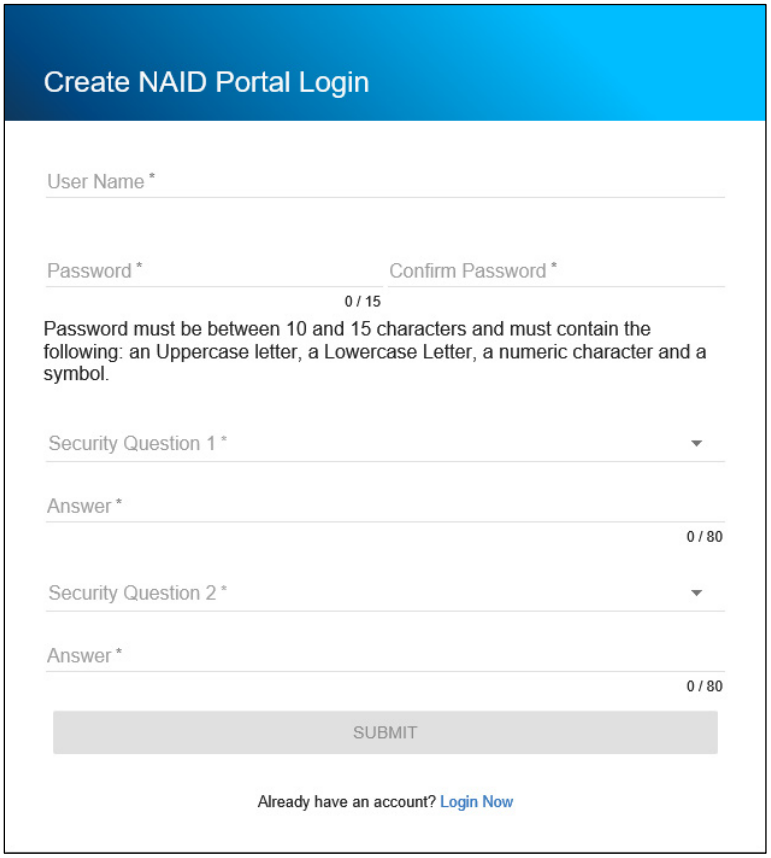
You can track the status of your application by visiting the HUDHomestore NAID Application and clicking on CHECK CURRENT STATUS.

If you have issues with registration, please email HUDHomestoreHelp@yardi.com or phone 866-777-2034. We're here 8 a.m. to 8 p.m. Eastern Time, Monday through Friday, Federal holidays excluded.

If HUD staff rejects your registration request, you will receive an email with the reason(s) for the rejection.

Step 3 – Completing the NAID Application Portal Registration Process

In the approval email, click the HERE link to display the screen where you create a username and password and select two security questions which are used for password retrieval.



After the information is entered, click the **SUBMIT** button to access to the NAID Application Portal website and begin the NAID application.

To begin the NAID application, please turn to page 13.

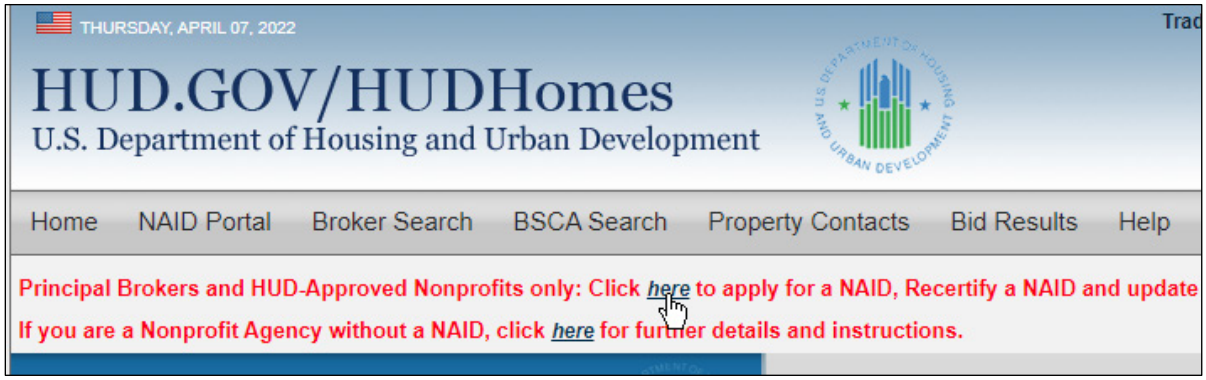
Registering for the NAID Application Portal If You Already Have a NAID

Step 1 – Request Access to the NAID Application Portal

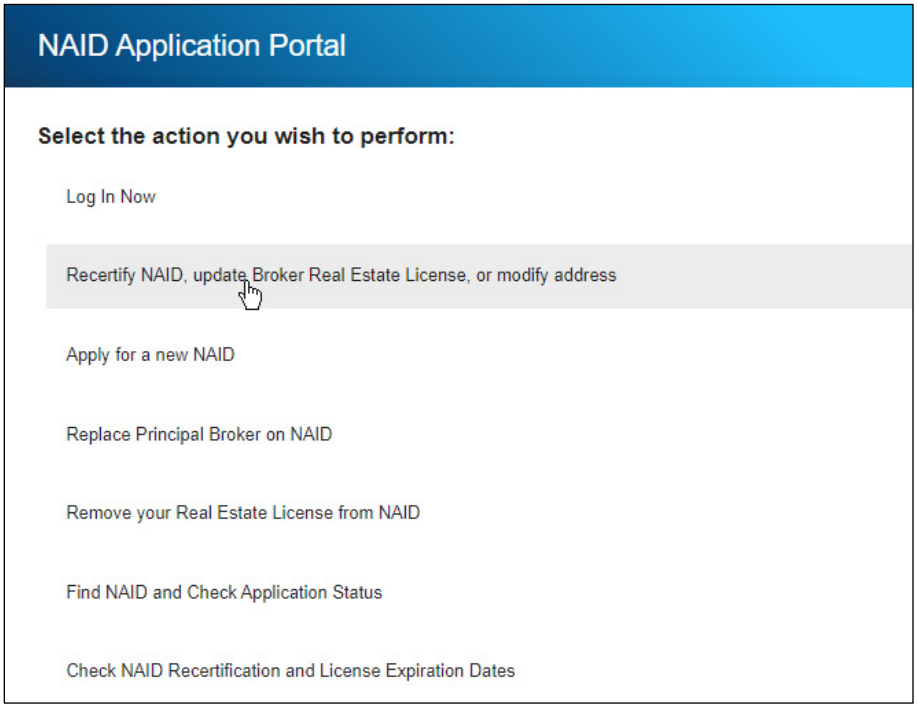
Selling Brokers who have a NAID will require access to the NAID Application Portal to update information, recertify, or add a new NAID.

Start at HUDHomestore.gov

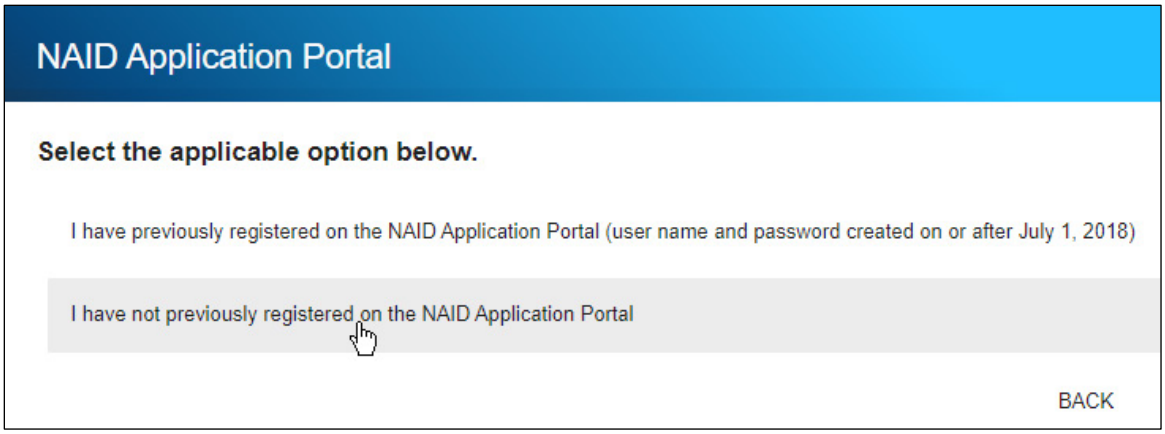
On the Home screen, just below the menu bar, locate the red text that says "Principal Brokers and HUD-Approved Nonprofits only: Click here to apply for a NAID…."



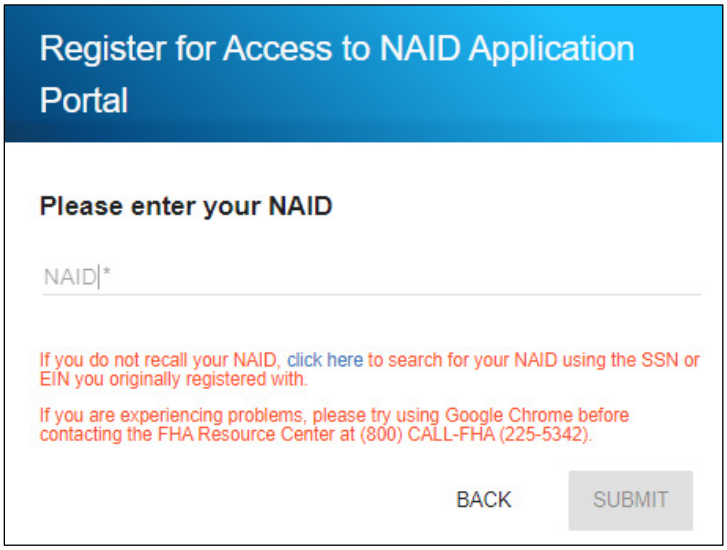
Click the word here to display the NAID Application Portal list of actions.



Select "Recertify NAID, update Broker Real Estate License, or modify address."
The next screen asks if you've previously registered on the NAID Application Portal.



Select the second option—"I have not previously registered on the NAID Application Portal." You will then be asked to enter your NAID (usually six letters followed by four numbers).



Enter your NAID and click the SUBMIT button.

If the NAID is valid, you will be asked for additional information on the Register for Access screen (see next page).

If the NAID is inactive or not found, you will need to submit a request for a new NAID (see page 2).

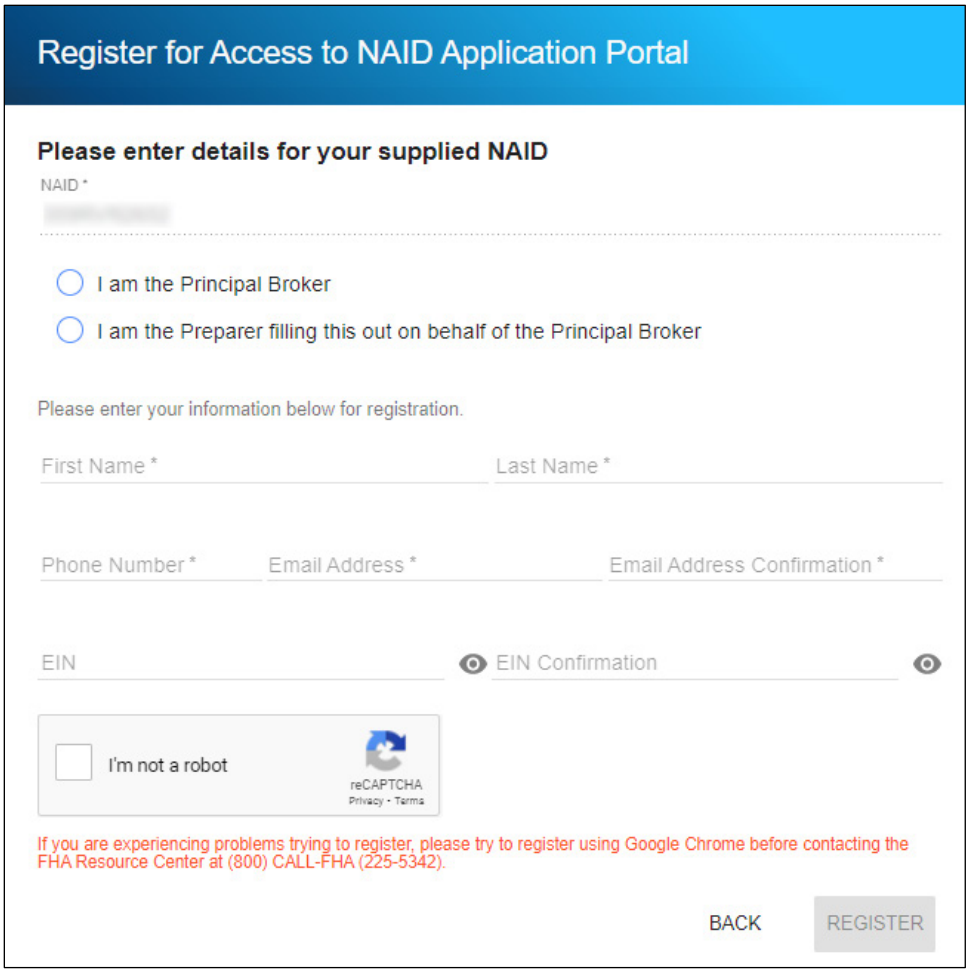
Note: If the NAID is not found, check to see if you've entered the NAID correctly:

(1) Return to the initial NAID Application Portal List of Actions (see previous page)

(2) Select "Find NAID and Check Application Status."

(3) Select the Business option and enter your EIN number or select Individual and enter your Social Security number

(4) Click **SUBMIT**.

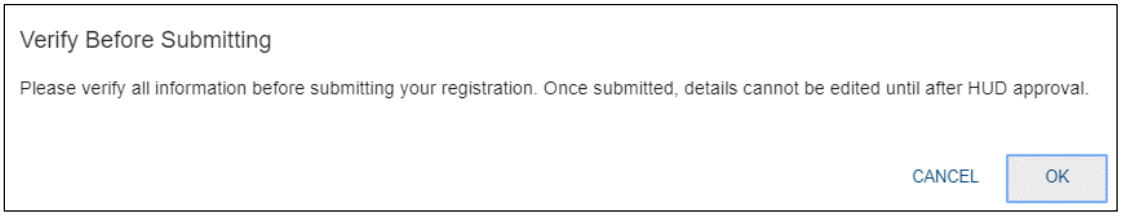


Indicate whether you are the Principal Broker or someone who is preparing the application on behalf of the Principal Broker. If you are a preparer, enter your own information first and then provide the Principal Broker's Information.

After supplying the above information, click the "I'm not a robot" check box which validates that the form is being submitted by a person.

Once that is finished, click the REGISTER button.

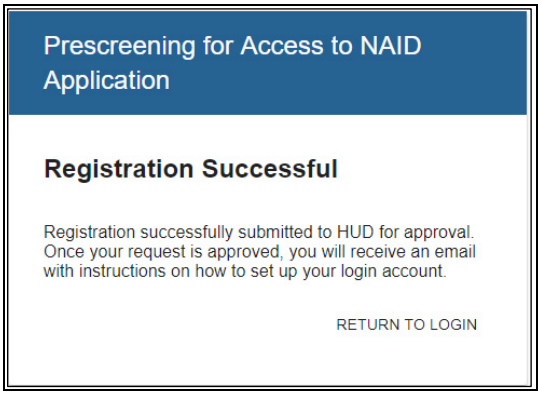
A message appears letting you know that the information in the application cannot be changed until after HUD Approval. Click **Cancel** to review the information before submitting or click **OK** to complete the prescreening and send it to HUD.



After the form is submitted, the system will verify that the NAID, SSN/EIN, and the Principal Broker's Email Address match the latest information stored in the system.

Note: *If the Principal Broker never registered on HUD Homestore, there will not be a Principal Broker email stored there. The email being verified will be the Email Address for the broker that was entered on the SAMS-1111 form.*

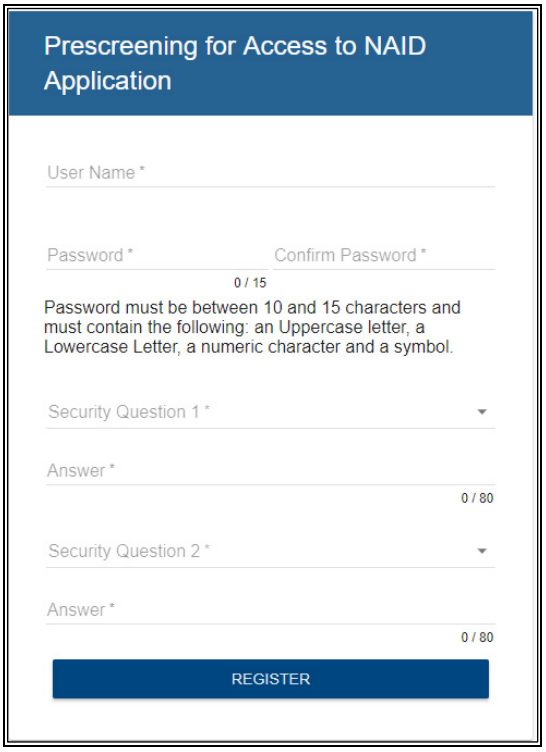
If the information is verified, the applicant will receive the following message:



If the applicant is unable to register successfully, they should contact the FHA Resource Center at 800-225-5342 for assistance.

Step 2 – Completing the NAID Application Portal Registration Process

After the automatic verification, the applicant will receive an email telling them how to complete their registration. Clicking the link within the email displays a screen where applicants create a username and password and select two security question used for password retrieval.

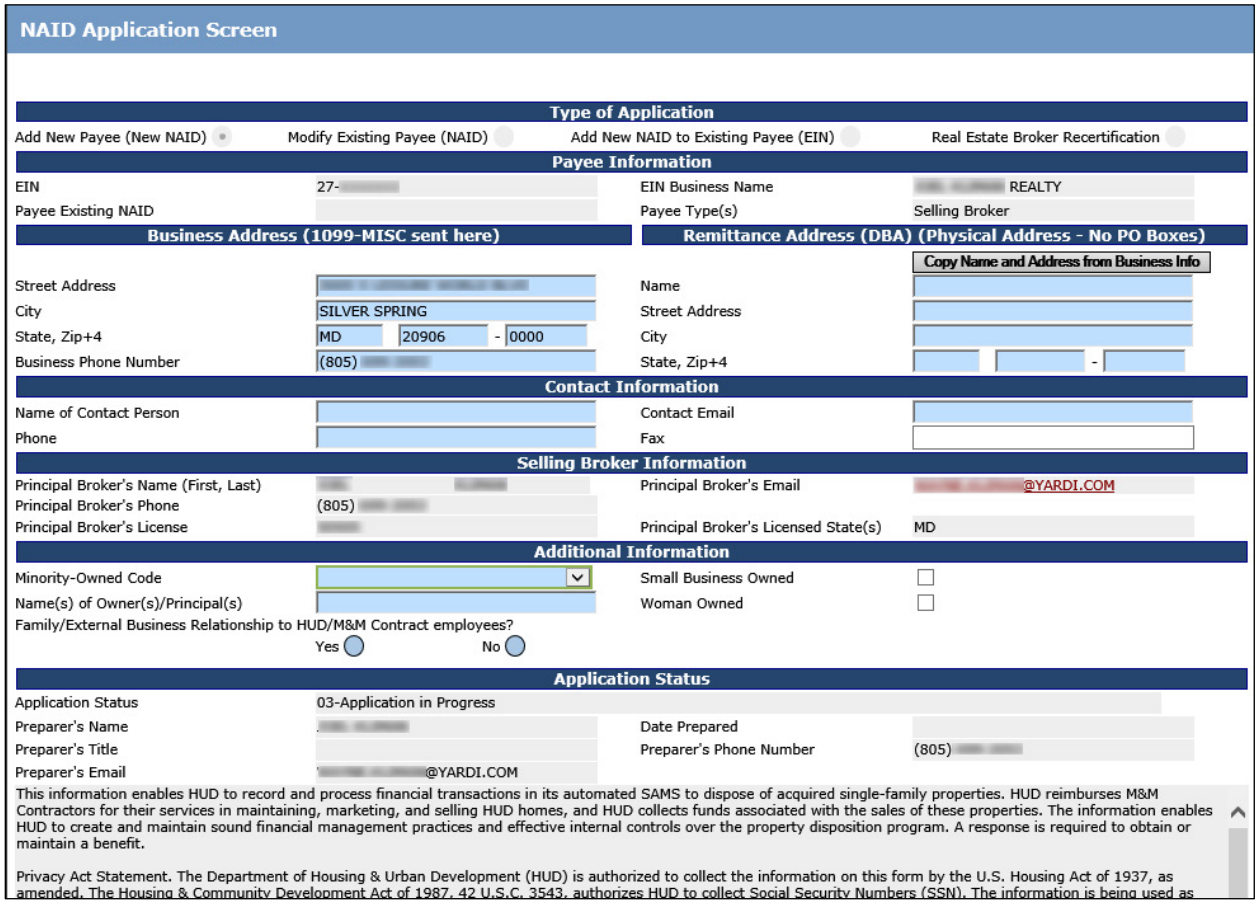


After the information is entered and the REGISTER button is clicked, you can access the NAID Application Portal.

Adding a New NAID for a New Payee

Step 1 – Completing the NAID Application for a New NAID

Log into the NAID Application Portal and click the "Add New Payee (Add New NAID Application)" button to display the NAID Application screen.



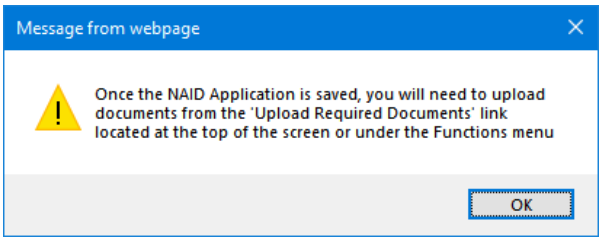
Entering the NAID Application Information

Applicants are required to enter the following information before submitting to HUD for review:

- **Business (1099) Address** – the address is pre-populated using the address entered by the applicant during the prescreening process. This address can be updated. The can be a PO Box or a street address.
- **Remittance (Physical) Address** – This is typically the Doing Business As (DBA) name and address. PO Boxes are not permitted. If it's the same as the Business Address, click the Copy Name and Address from Business Info button to copy the information from the Business Name and Business Address.
- **Contact Information** – Enter the name, phone number, fax number (optional), and email address of the contact person.
- **Selling Broker Information** – The information that was provided during the prescreening process cannot be changed during the application process.

- **Minority-Owned Code** – If the company is *not* minority-owned, select "Not Minority"; otherwise select the type.
- **Name(s) of Owner(s)/Principal(s)** – Enter the name(s) of the company's owner(s) or principal(s).
- **Family/External Business Relationship to HUD/M&M Contract employees?** Select "Yes" if there is a relationship with any HUD/M&M Contract employee. If "Yes," a description of the relationship is required. If there's no relationship, select "No."
- **Small Business Owned** – Select if the company qualifies as a small business.
- **Woman Owned** – Select if the company qualifies as a woman-owned business.

Once the information is added and you click **Save and Continue Working on the Application**, an alert appears asking you to upload the required documentation.

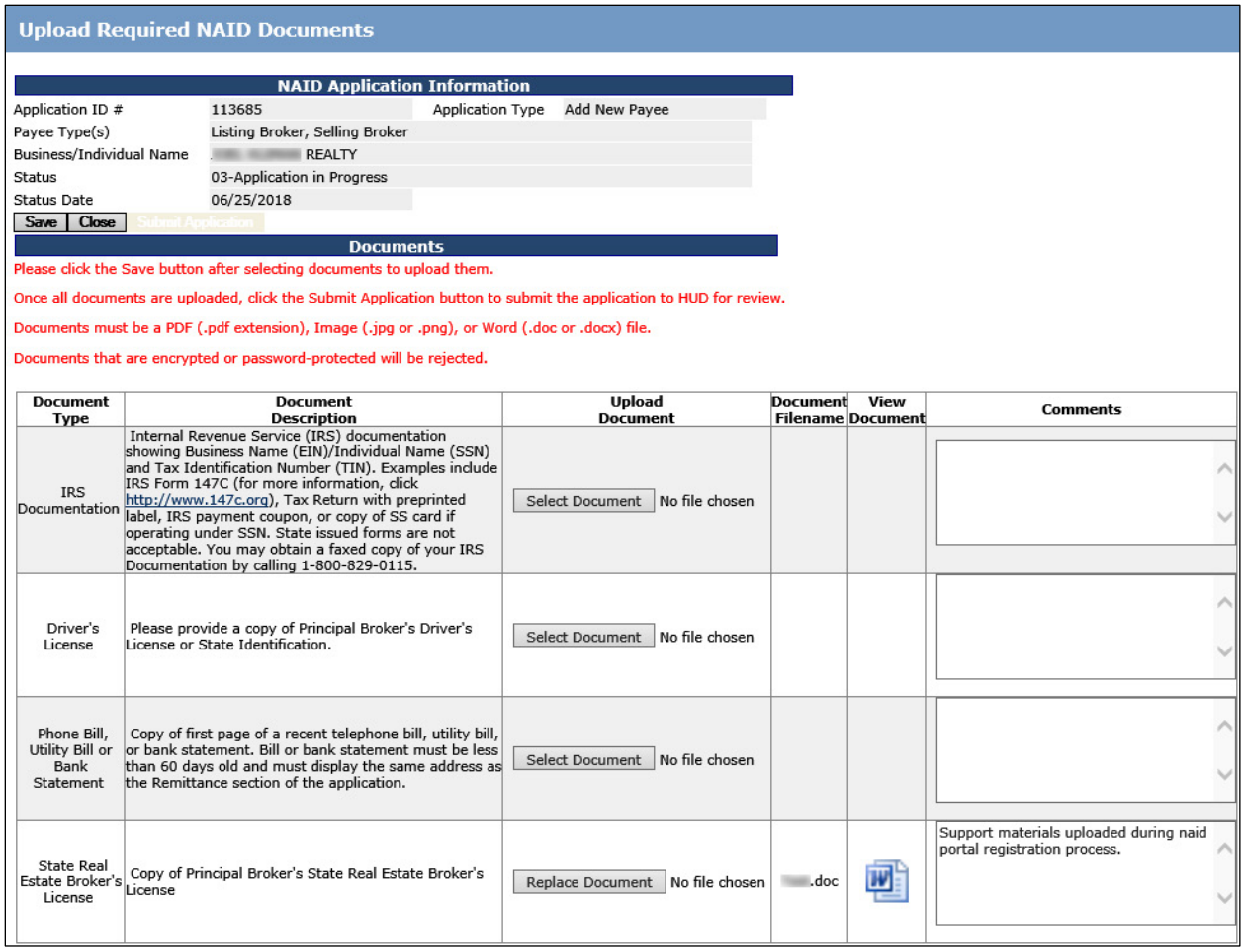


Upload Required Documentation

Clicking the Upload Required Documents link (under the Functions drop-down at the top middle of the screen) displays a list of which documents are required to complete the application. Selling Brokers are required to submit the following documents:

- IRS Documentation – Document showing the Business Name/Individual Name and Tax Identification Number (TIN). For EINs, examples include a recent IRS 147C Letter or a Tax Return with preprinted label. For SSNs, the applicant needs to upload a copy of their *signed* Social Security Card.
- Principal Broker's Driver's License
- Copy of first page of recent (within the last 60 days) telephone bill, utility bill, or bank statement. The first line of the address features the company name or the name of the principal broker.
- Copy of Principal Broker's State Real Estate License – this was uploaded during the prescreening process and may be updated if it's no longer current.

***Note**: Allowable document types are those with .pdf, .doc, .docx, .jpg, or .png file extensions. File names may contain spaces and underscores. Files cannot be encrypted or password protected.*



Upload Required NAID Documents

NAID Application Information

Application ID #	113685	Application Type	Add New Payee
Payee Type(s)	Listing Broker, Selling Broker		
Business/Individual Name	[redacted] REALTY		
Status	03-Application in Progress		
Status Date	06/25/2018		

Save | Close | Submit Application

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.

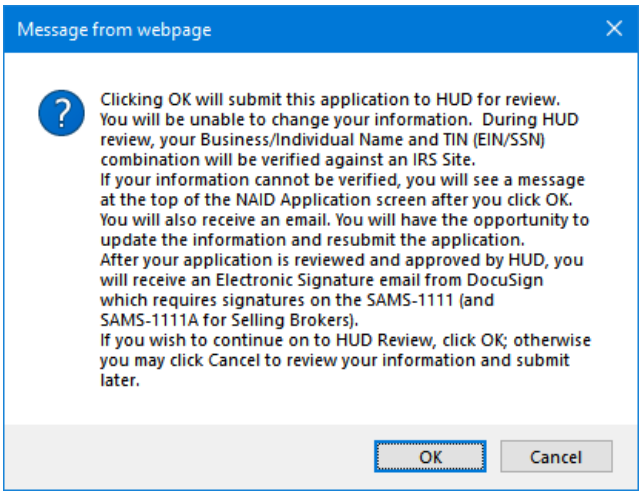
Documents must be a PDF (.pdf extension), Image (.jpg or .png), or Word (.doc or .docx) file.

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

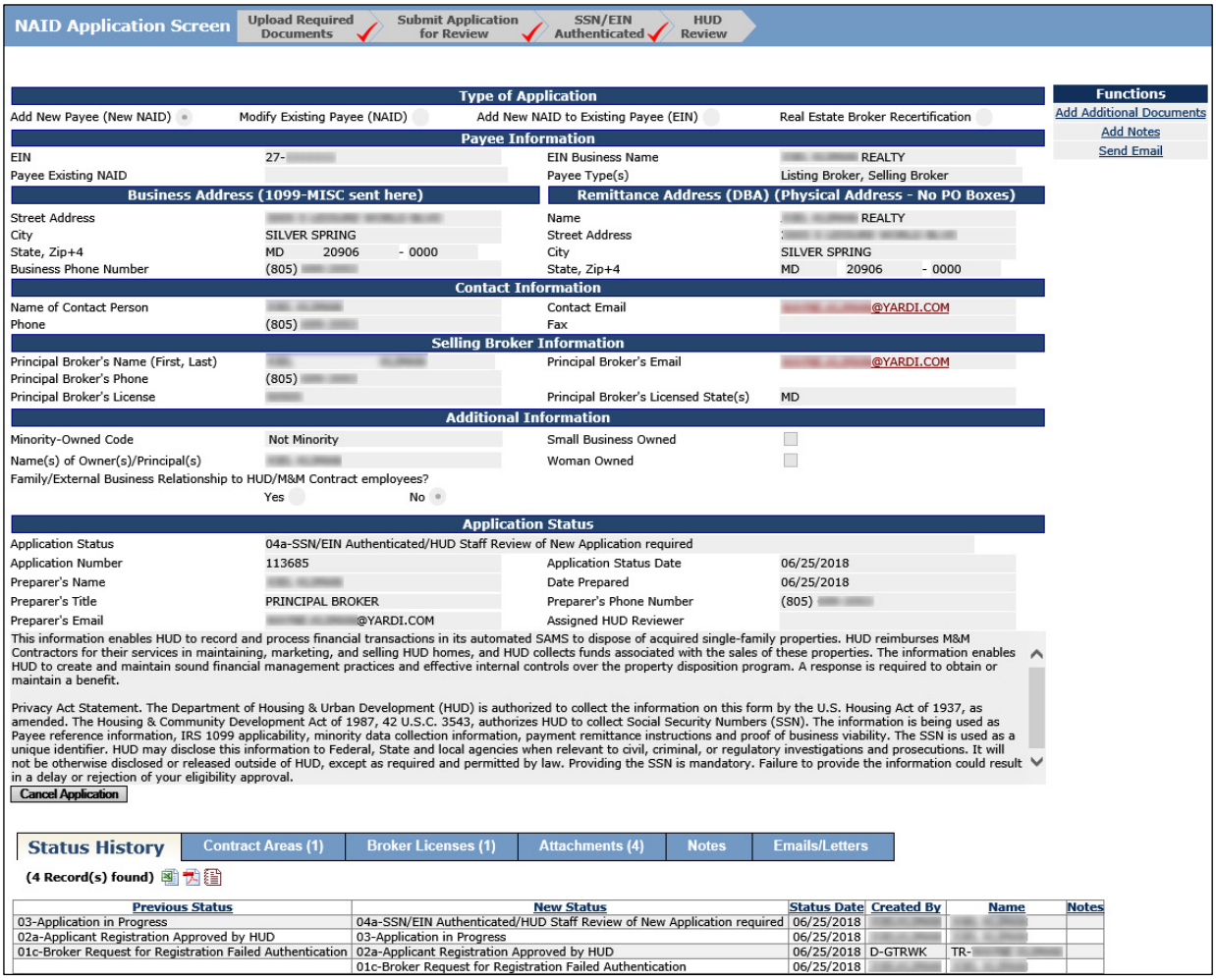
Document Type	Document Description	Upload Document	Document Filename	View Document	Comments
IRS Documentation	Internal Revenue Service (IRS) documentation showing Business Name (EIN)/Individual Name (SSN) and Tax Identification Number (TIN). Examples include IRS Form 147C (for more information, click http://www.147c.org), Tax Return with preprinted label, IRS payment coupon, or copy of SS card if operating under SSN. State issued forms are not acceptable. You may obtain a faxed copy of your IRS Documentation by calling 1-800-829-0115.	Select Document No file chosen			
Driver's License	Please provide a copy of Principal Broker's Driver's License or State Identification.	Select Document No file chosen			
Phone Bill, Utility Bill or Bank Statement	Copy of first page of a recent telephone bill, utility bill, or bank statement. Bill or bank statement must be less than 60 days old and must display the same address as the Remittance section of the application.	Select Document No file chosen			
State Real Estate Broker's License	Copy of Principal Broker's State Real Estate Broker's License	Replace Document No file chosen	[redacted].doc		Support materials uploaded during naid portal registration process.

Once you click **Save** and upload the required documents, the application is complete and ready to submit to HUD for review. The **Save and Submit Application to HUD for Review** button becomes "live." Clicking that button displays a message letting you know that you may click "OK" to submit the application to HUD or click "Cancel" to review the application and submit it to HUD at a later time.

You can submit the application at the Upload 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 tab at the bottom of the screen indicates the present status of the application.

If the Name and EIN/SSN combination cannot be authenticated, HUD staff will manually check the EIN/SSN. If the Name and EIN/SSN fail to match, you will be notified to correct the information.

HUD staff will then review your application and verify that NAID Application information was entered correctly, verify that the correct documents were uploaded, and select the NAID Approver who is responsible for final approval of the application.

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

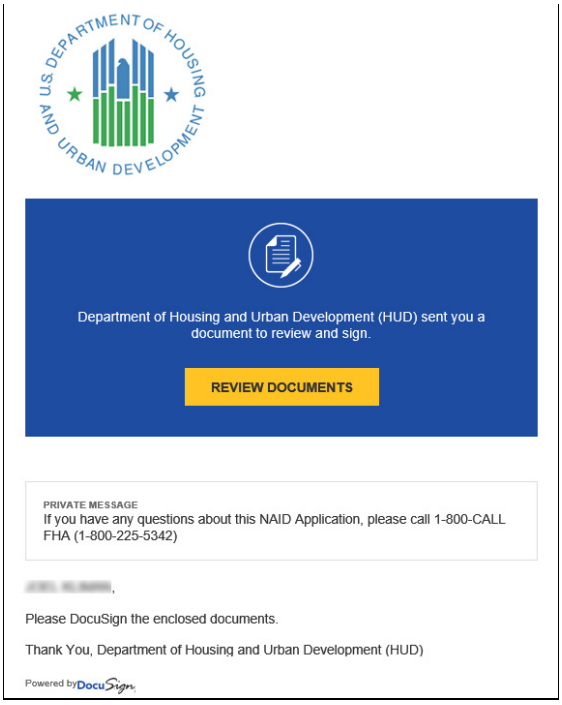
Resubmitting Rejected Applications

If the application is rejected, you have the opportunity to make changes and resubmit the application for approval. If corrections are needed on the form, you can make the changes and then resubmit for review. If one or more of the uploaded documents are rejected, you will be able to view the documents and see which ones were rejected and review HUD's comments. You can then re-upload the documents and then resubmit the application to HUD for review.

Step 2 – 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 a SAMS-1111 form, a 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 submitted by the Principal Broker, the following signatures are required:

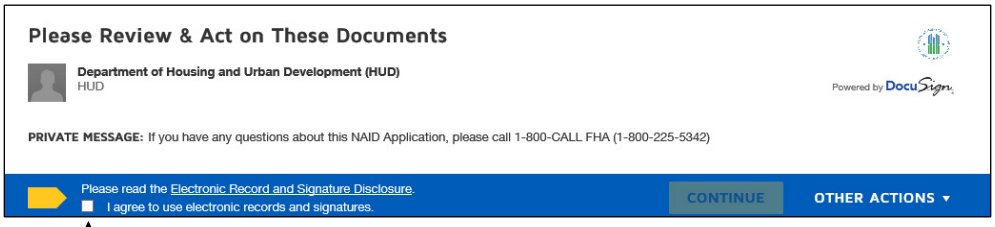
- **Principal Broker** – signs the SAMS-1111 and SAMS-1111-A
- **HUD Reviewer** – signs the SAMS-1111
- **HUD Approver** – signs the SAMS-1111

If the application was submitted 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
- **HUD Approver** – signs the SAMS-1111

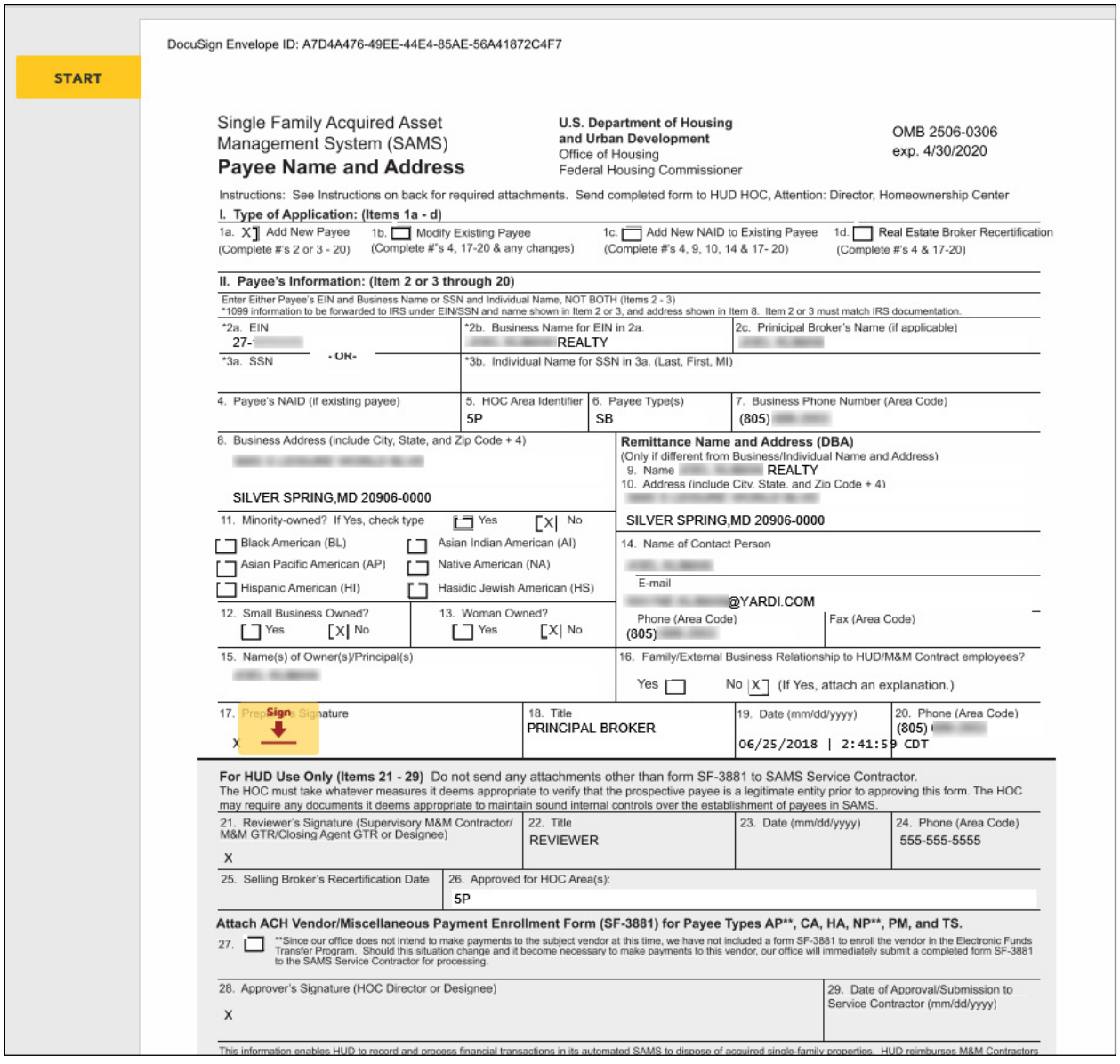
E-Signature Signing Ceremony

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 button.



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.

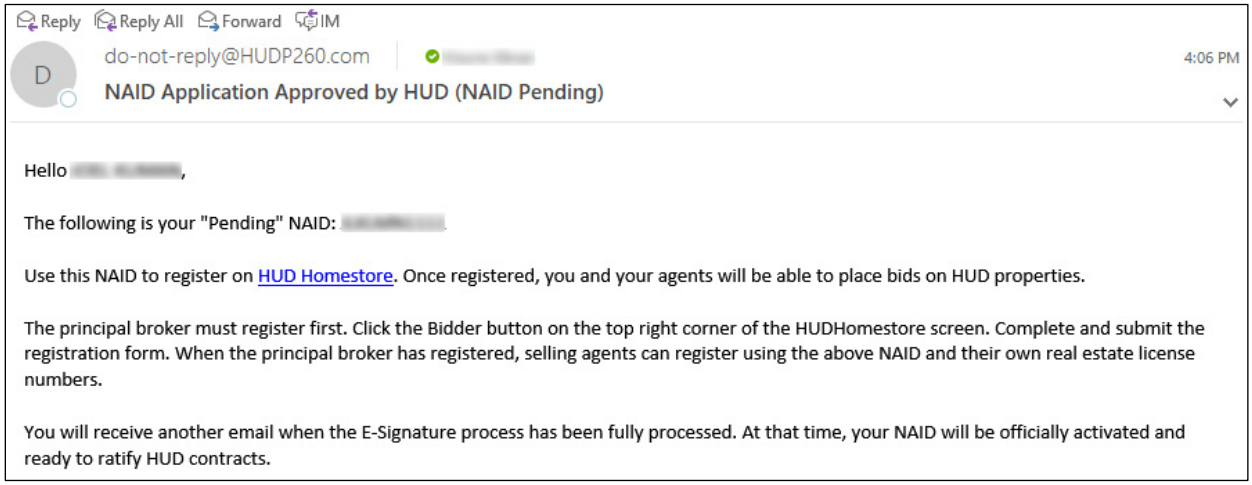
Once all signatures have been completed, click **FINISH**.

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

Principal Broker Signature/Pending NAID Creation

After the Principal Broker signs the document and clicks the **FINISH** button, the following occurs:

- A "Pending" NAID is created which lets the Selling Broker register on HUD Homestore and place bids on properties.
- The Principal Broker receives an email with the NAID 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.
- The HUD Reviewer responsible for reviewing the application receives the envelope to sign.


Reply Reply All Forward IM

D do-not-reply@HUDP260.com 4:06 PM

NAID Application Approved by HUD (NAID Pending)

Hello [redacted],

The following is your "Pending" NAID: [redacted]

Use this NAID to register on HUD Homestore. Once registered, you and your agents will be able to place bids on HUD properties.

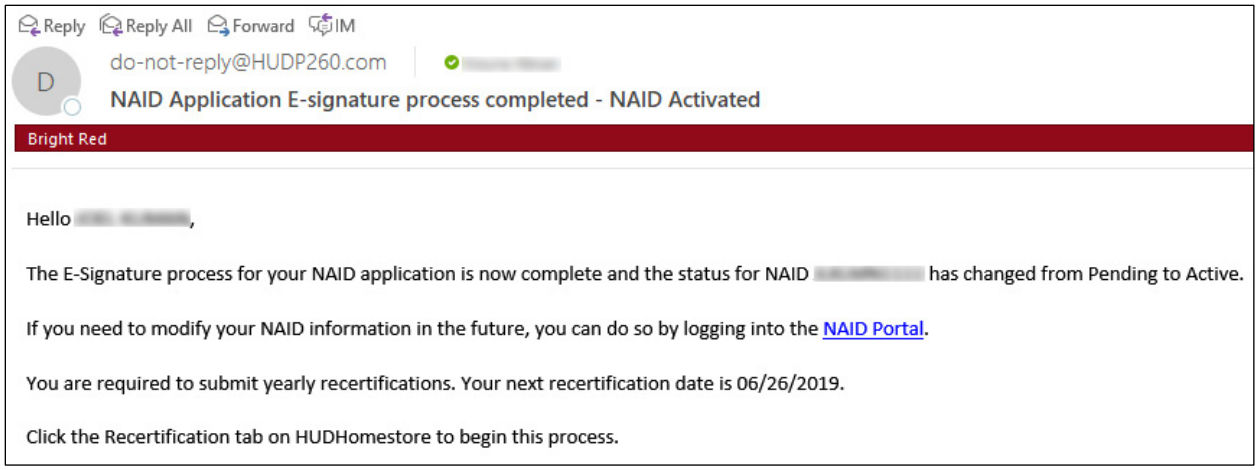
The principal broker must register first. Click the Bidder button on the top right corner of the HUDHomestore screen. Complete and submit the registration form. When the principal broker has registered, selling agents can register using the above NAID and their own real estate license numbers.

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.

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.
- The Certification Date is set to the date the Approver signs and the Recertification Date will be the Certification Date plus 365 days.
- The Principal Broker receives an email indicating the NAID is now active. The email 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 is added as an attachment on the NAID Application screen.


Reply Reply All Forward IM

D do-not-reply@HUDP260.com

NAID Application E-signature process completed - NAID Activated

Bright Red

Hello [redacted],

The E-Signature process for your NAID application is now complete and the status for NAID [redacted] has changed from Pending to Active.

If you need to modify your NAID information in the future, you can do so by logging into the NAID Portal.

You are required to submit yearly recertifications. Your next recertification date is 06/26/2019.

Click the Recertification tab on HUDHomestore to begin this process.

Adding State Licenses and Modifying NAID Information

Now that the NAID is active, the applicant can modify the NAID information and add additional state licenses using the Add/Replace Real Estate License link in the Functions drop-down at the top (middle) of the NAID Application screen.

Selling Broker—Recertification

During the Recertification process, the Selling Broker is asked if the Business (1099) Address has changed. If so, they are required to update it and provide updated IRS documentation. Other information may be updated as well.

Once the information is updated (if there are any updates) and any needed documents are uploaded, the Recertification process is completed by clicking the "Save and Submit Application to HUD for Review" button. For a minor update, the Certification Date is immediately updated to the current date and the Recertification Date is set to the current date plus 365 days. When documents need to be reviewed by HUD, the process may take several business days to complete.

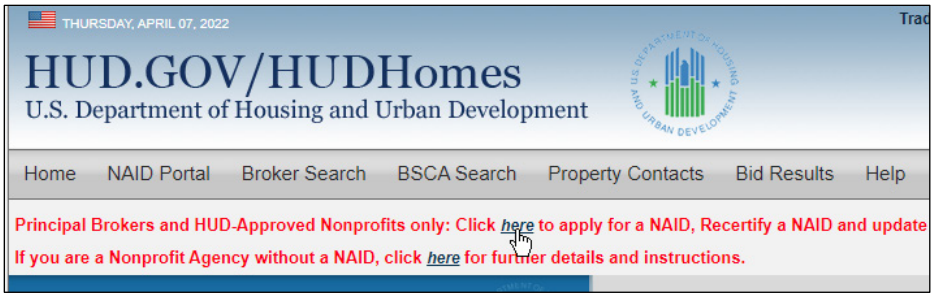
> If the NAID Recertification Date is 90 days or less from today's date and you need to update broker information, be sure to use Selling Broker Recertification, not Modify Existing Payee, to make the changes.

Step 1 – Log into the NAID Application Portal

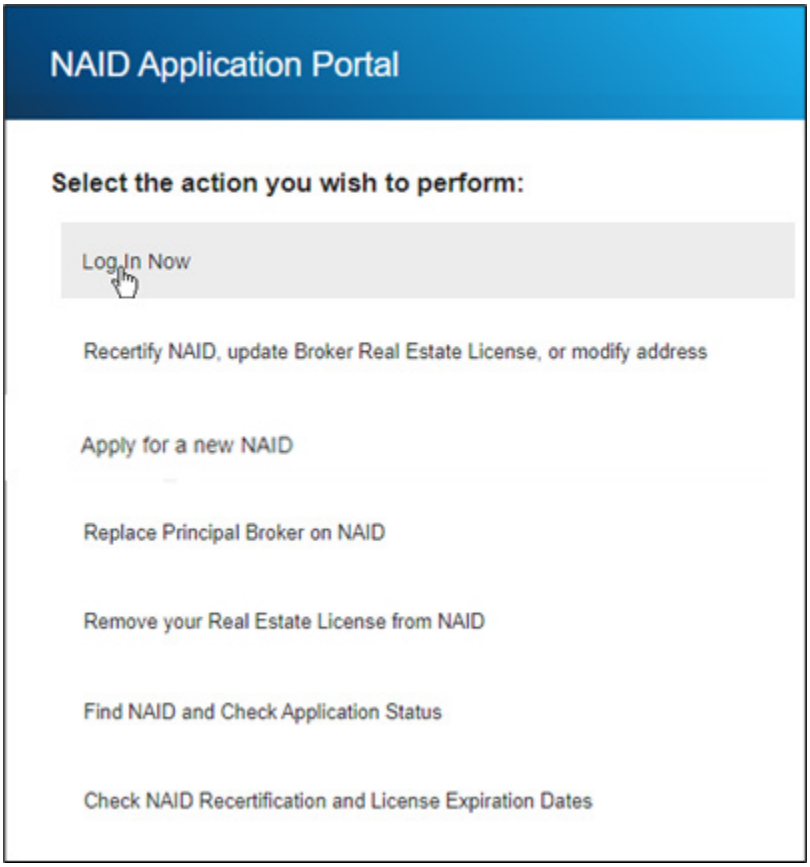
If you need to register for access to the NAID Application Portal, please see page 9.

If you already have a login, start at HUDHomestore.gov

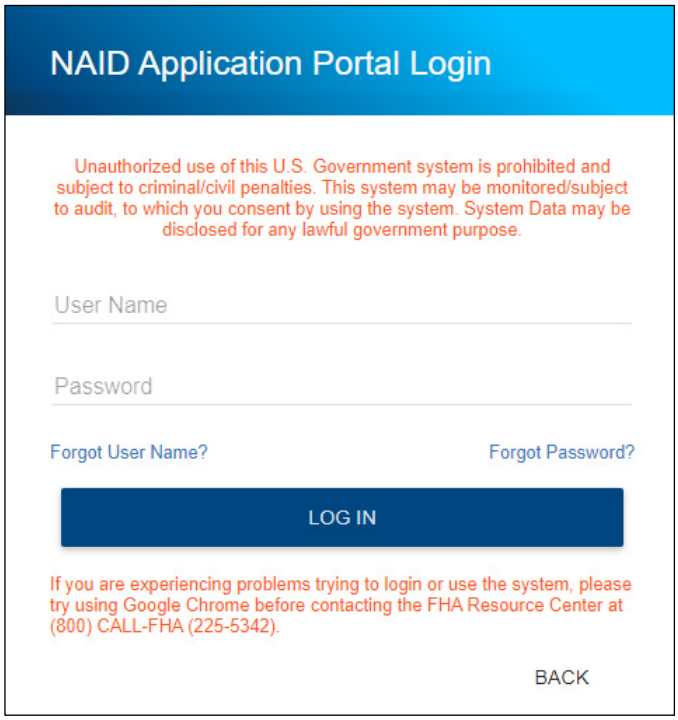
On the Home screen, just below the menu bar, locate the red text that says "Principal Brokers and HUD-Approved Nonprofits only: Click here to apply for a NAID…."



Click the word here to display the NAID Application Portal list of actions.



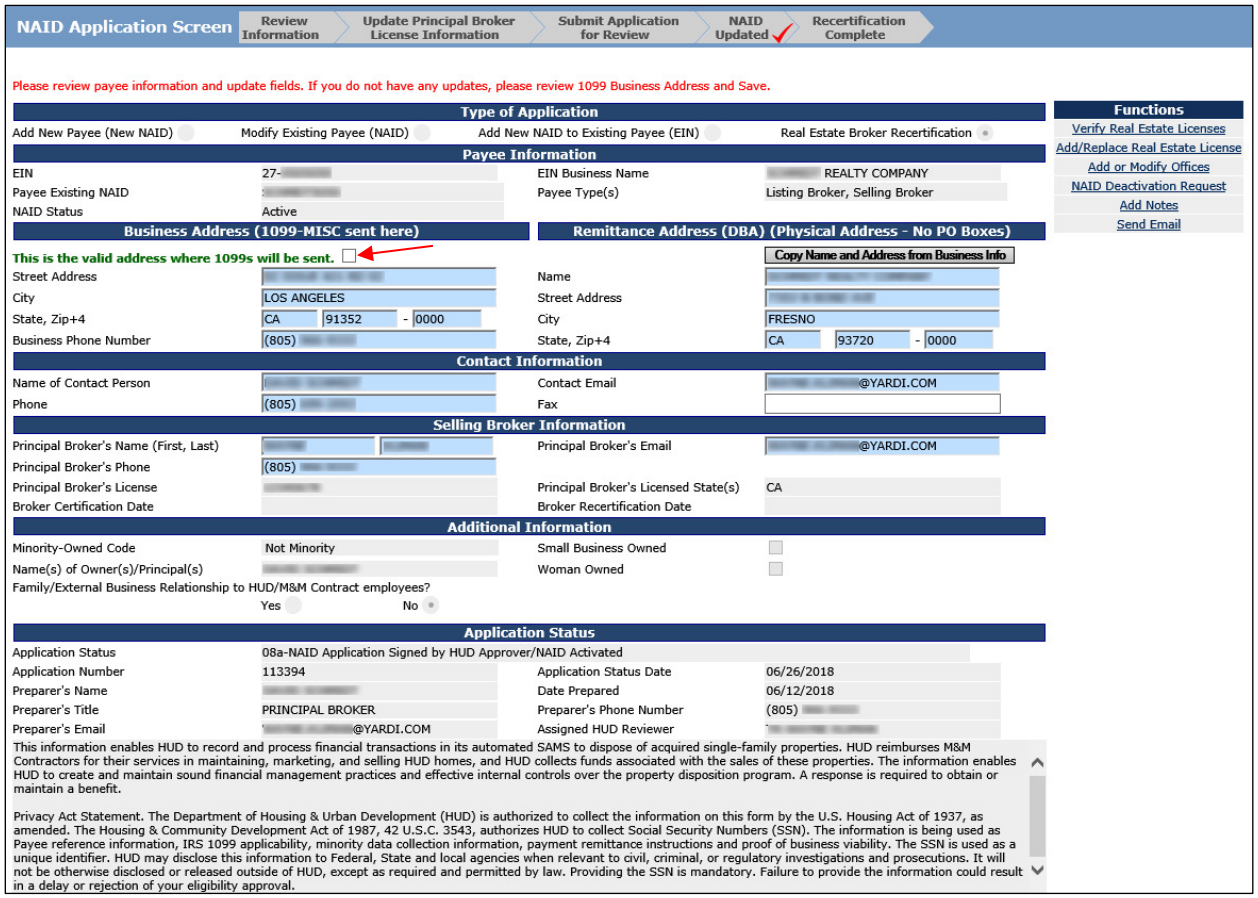
Select “Log In Now.”



Step 2 – Select Selling Broker Recertification

Once you're logged in, click the Selling Broker Recertification button. The NAID Application screen appears.

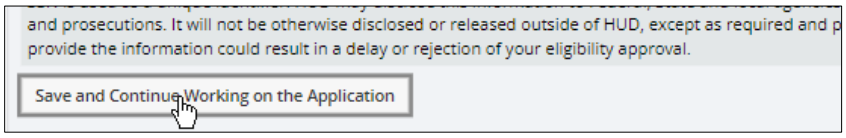
Step 3 – Make any needed updates and uploads



If there are no updates

In the Business Address area, review the 1099 Business Address, check the "valid address where 1099s will be sent" check box.

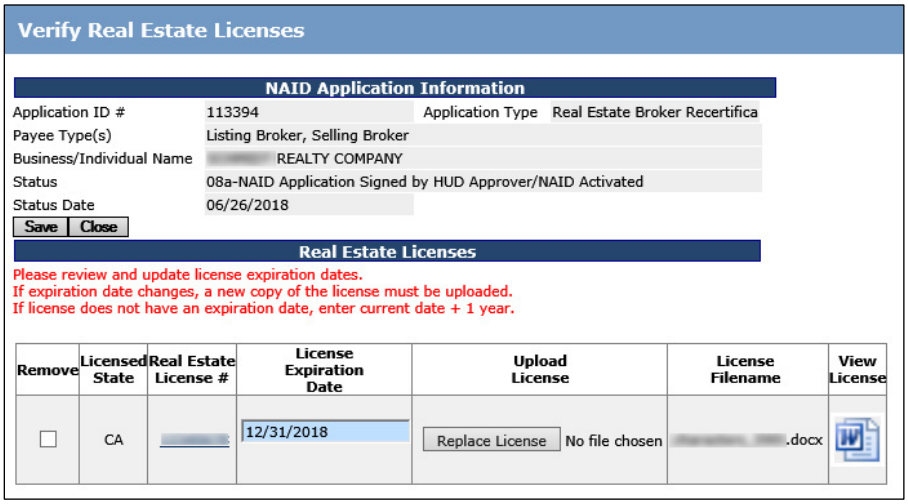
Just below the two paragraphs at the bottom, click the "Save and Continue Working on the Application" button.



Then click the **Save and Submit Application to HUD for Review** button which will appear to the right of the "Save and Continue…" 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.

If you need to update your license expiration date

Click the Functions drop-down at the top (middle) of the screen, then select Verify Real Estate Licenses to display the Verify Real Estate Licenses screen.



Verify Real Estate Licenses

NAID Application Information

Application ID #	113394	Application Type	Real Estate Broker Recertifica
Payee Type(s)	Listing Broker, Selling Broker		
Business/Individual Name	[redacted] REALTY COMPANY		
Status	08a-NAID Application Signed by HUD Approver/NAID Activated		
Status Date	06/26/2018		

Save | Close

Real Estate Licenses

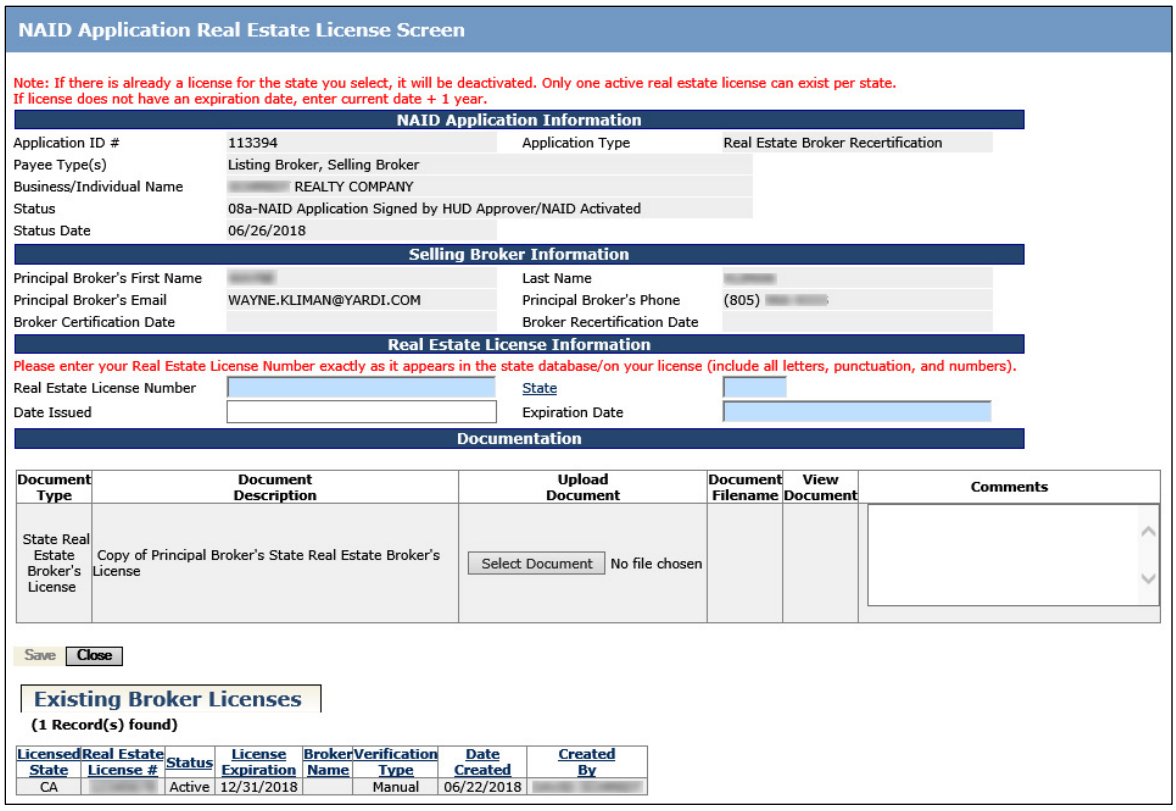
Please review and update license expiration dates.
If expiration date changes, a new copy of the license must be uploaded.
If license does not have an expiration date, enter current date + 1 year.

Remove	Licensed State	Real Estate License #	License Expiration Date	Upload License	License Filename	View License
☐	CA	[redacted]	12/31/2018	Replace License No file chosen	[redacted].docx	

Enter the new expiration date, upload a new copy of your new license, and click the Save button at the top left of the screen. Be sure to have only spaces or underscores in the file name.

If you need to change your license number or add another state license

Click the Functions drop-down at the top (middle) of the screen, then select Add/Replace Real Estate License to display the NAID Application Real Estate License screen.



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.
If license does not have an expiration date, enter current date + 1 year.

NAID Application Information

Application ID #	113394	Application Type	Real Estate Broker Recertification
Payee Type(s)	Listing Broker, Selling Broker		
Business/Individual Name	[redacted] REALTY COMPANY		
Status	08a-NAID Application Signed by HUD Approver/NAID Activated		
Status Date	06/26/2018		

Selling Broker Information

Principal Broker's First Name	[redacted]	Last Name	[redacted]
Principal Broker's Email	WAYNE.KLIMAN@YARDI.COM	Principal Broker's Phone	(805) [redacted]
Broker Certification Date		Broker Recertification Date	

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).

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			

Save | Close

Existing Broker Licenses

(1 Record(s) found)

Licensed State	Real Estate License #	Status	License Expiration	Broker Name	Verification Type	Date Created	Created By
CA	[redacted]	Active	12/31/2018		Manual	06/22/2018	[redacted]

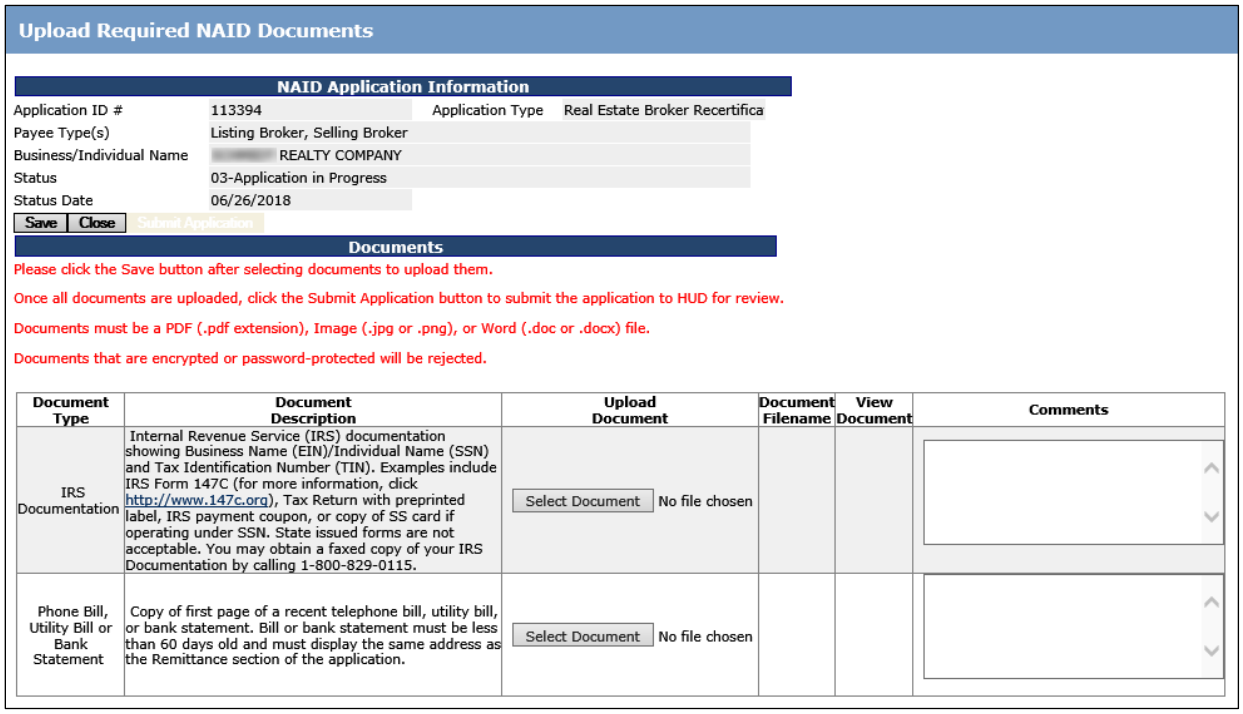
After entering all the required information and uploading your license, click **Validate License** .
Note: Some states cannot be automatically validated and the screen will offer only a Save button.

If you need to update the Business Address (1099) and/or the Remittance Address (DBA)

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

The Functions drop-down at the top (middle) of the screen adds an Upload Required Documents link. Select this link to display the Upload Required NAID Documents screen

- For the updated Business Address (1099), you must upload a copy of the IRS documentation for HUD to review.
- For the updated Remittance Address (DBA), you must upload a copy of a recent (within the last 60 days) phone bill, utility bill, or bank statement for HUD to review.



When the documents are selected, click the Save button in the upper left of the screen.

Step 4 – Submit the Application

Once any needed changes are saved and, if needed, 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 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.

Updates to the Broker Certification Date and Broker Recertification Date are seen in the Broker Information area of the NAID Application screen.



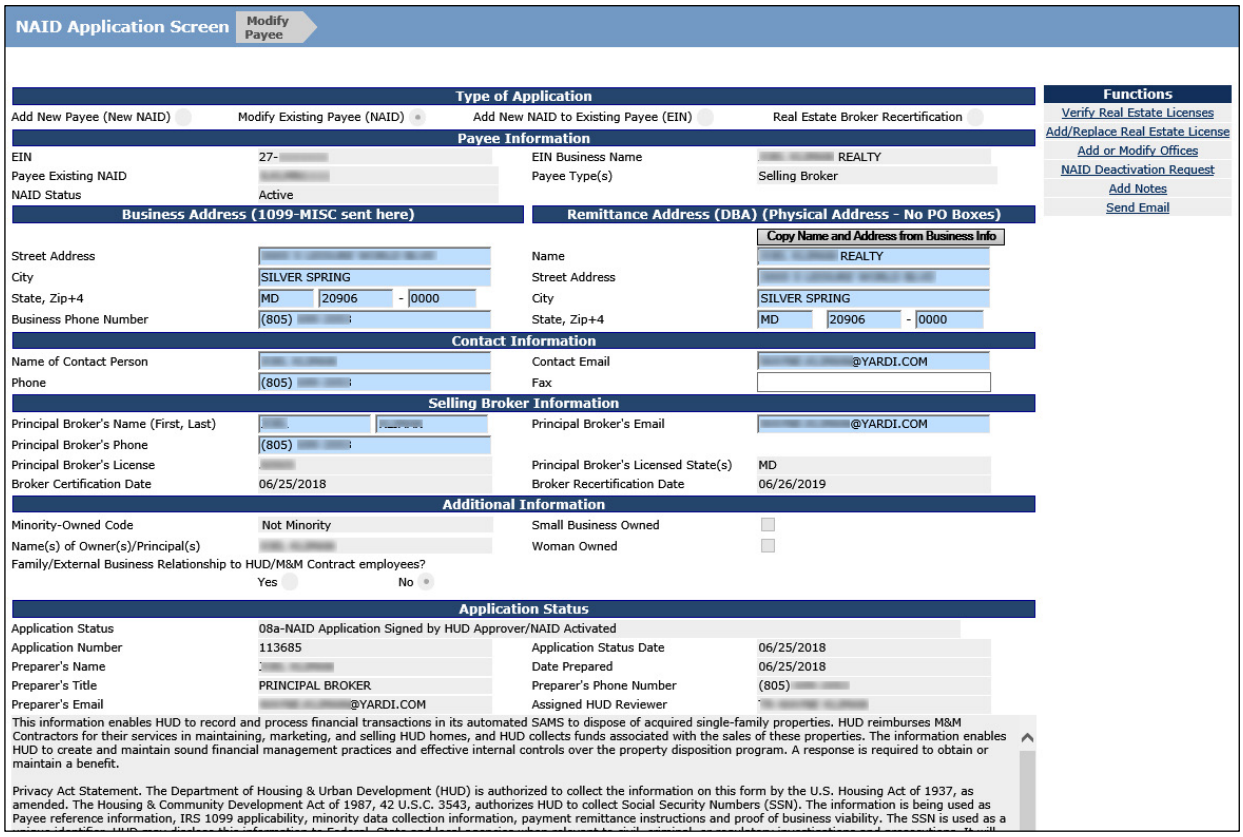
Selling Broker—Modify Existing Payee (NAID)

You should generally choose Selling Broker Recertification (see page 21) since it adds only a check box in the Business Address area (to validate that the Business Address can receive 1099s).

Step 1 – Updating Information on the NAID

To update information on an existing NAID, click the Modify Existing Payee button to display the NAID Application screen.

Note: If the broker registration is tied to a Social Security number and the Selling Broker changes, then a new NAID application is required. There is no way to change the Selling Broker on an individual NAID tied to a Social Security number. The previous Selling Broker can put in a NAID Deactivation Request whenever they would like.



Updating the NAID Information on the NAID Application screen

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 on 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 Documentation (for example, 147C Letter for EINs or signed Social Security Card for SSN-based NAIDs)	**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 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

Requirements for Address changes

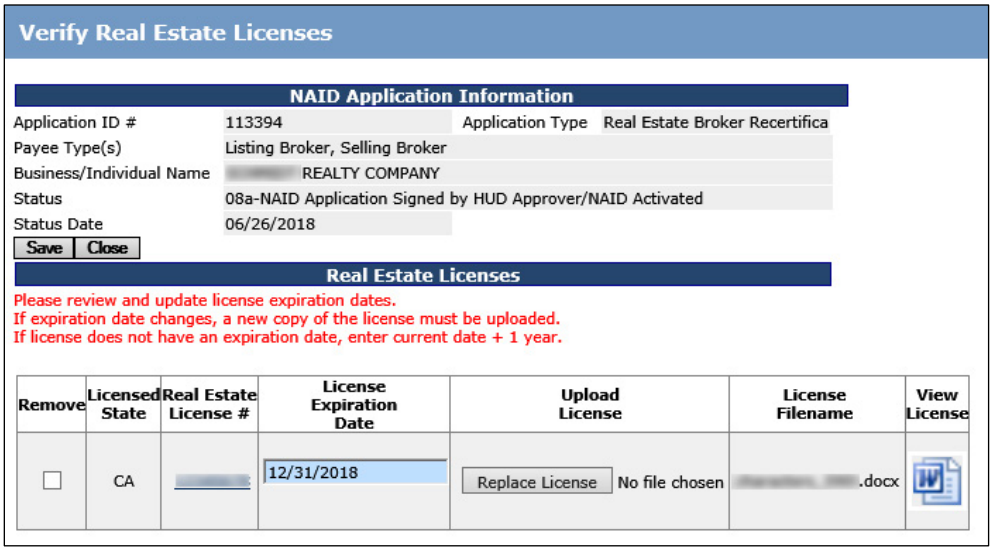
If the Business (1099) Address or Remittance (1099) Address changes, the user receives an on-screen message asking them to upload the required documents. Users then click the Functions drop-down at the top (middle) of the screen and select the Upload Required Documents link to review which documents require uploading.

Once any changes are saved and, if needed, required documents are uploaded, the 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 application to HUD or click "Cancel" to review the application and submit to HUD at a later time.

If you need to update your license expiration date

Users click the Functions drop-down at the top (middle) of the screen.
Click Verify Real Estate Licenses to display the Verify Real Estate Licenses screen.



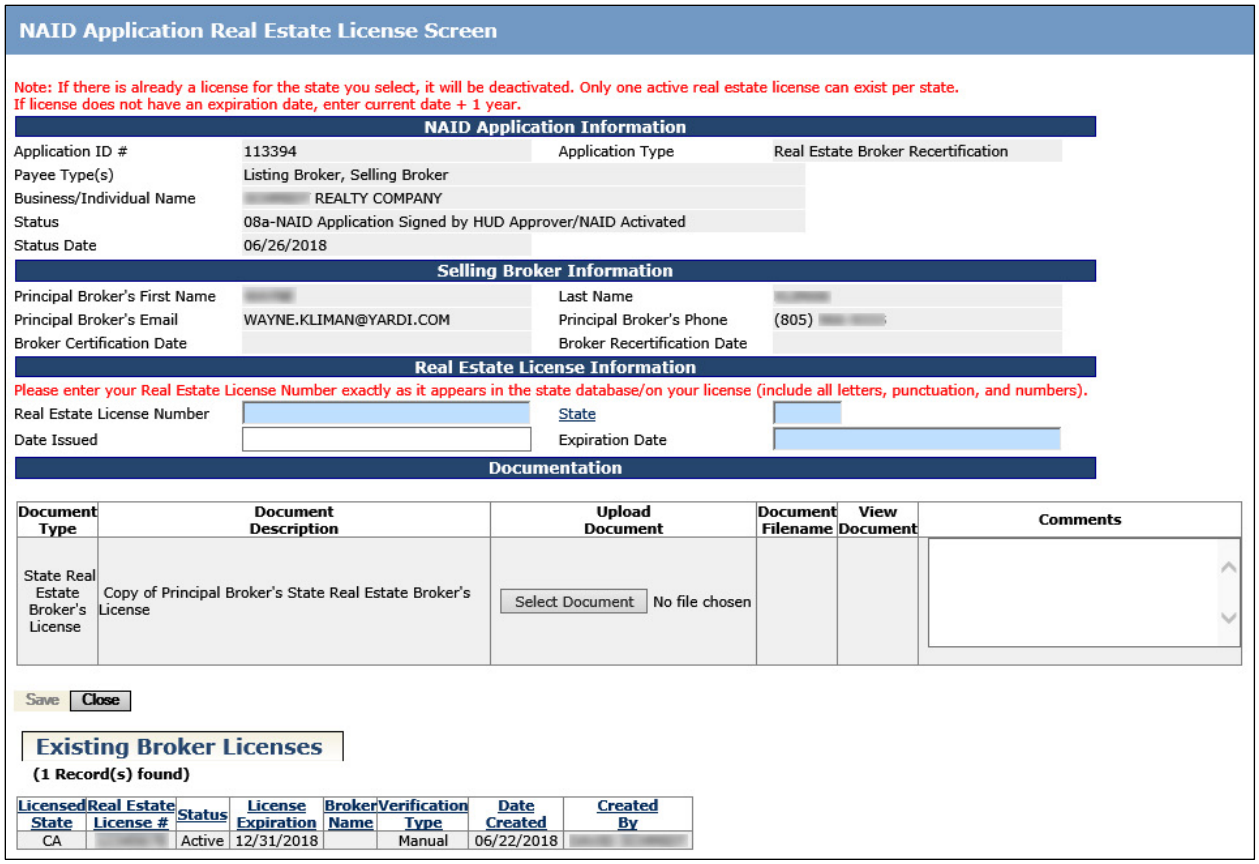
Enter the new expiration date, click "Replace License" to link to the new copy of your license, and click Save to complete the document upload and update to the expiration date.

Requirements for Changing a License Number or Adding a new Real Estate License

If the Principal Broker's License Number changes or they wish to add a license for another state, they need to use the Function drop-down's Add/Replace Real Estate License link to add the new Real Estate License Information (License Number, Licensed State, License Expiration Date) and upload a copy of the new Real Estate License.

If the new license is automatically verified against the online Real Estate License website, the Principal Broker is able to start placing bids on properties in that state immediately.

If the new license cannot be verified, HUD staff will need to review and approve the license.



If the Principal Broker changes

If the Principal Broker changes, you must update the Real Estate License Information (License Number, Licensed State, License Expiration Date), upload a copy of the Real Estate License, and upload a copy of the Principal Broker's Driver's License.

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.

Clicking "OK" prompts HUD staff to review the updated information.

Note: *Once the license is updated, the license for the current 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.*
Once the NAID is fully active again, it is recommended that the Principal Broker register a new broker bidding account on HUDHomestore.gov.

HUD Staff Rejection of Modified NAID Application

If HUD staff rejects any of the updated form data or the uploaded documentation, the user receives an email with the reason(s) for rejection. They then have the opportunity to go back into the NAID Application Portal and make any needed corrections to the application.

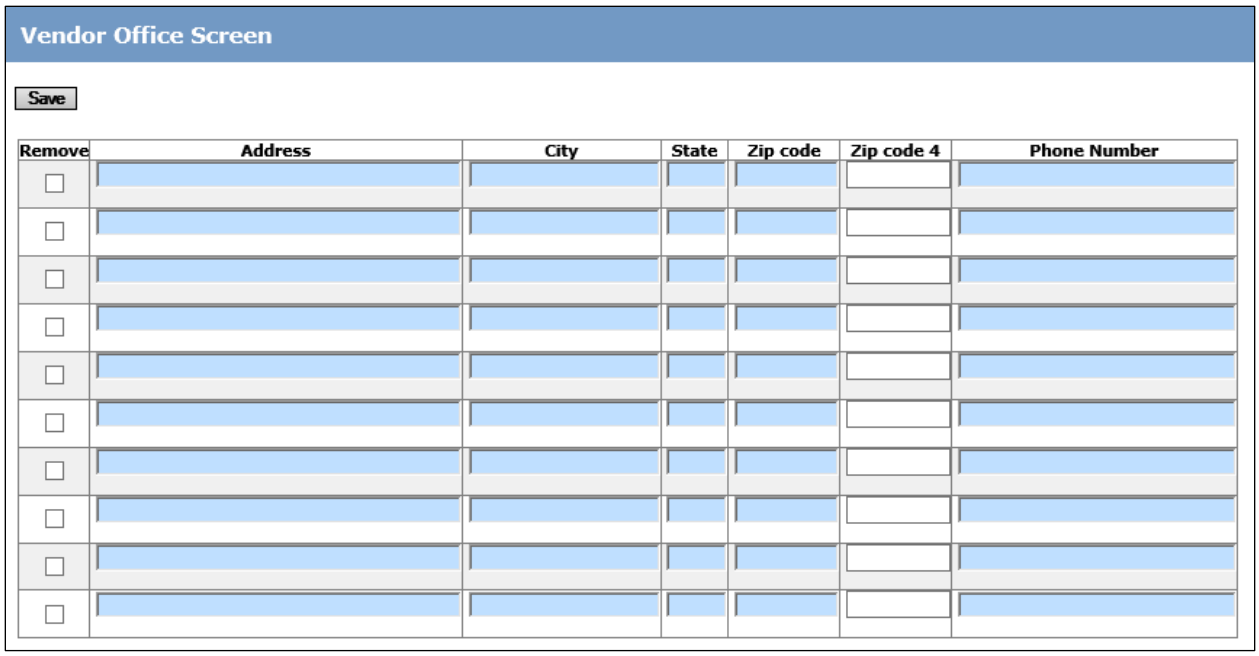
Selling Broker—Add or Modify Offices

On the NAID Application screen, the Add or Modify Offices link under the Functions drop-down at the top (middle) of the screen permits you to add one or more offices to your NAID. These are offices that are under the same principal broker in the same state.

For offices in the same state 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 each office (see page 35).

Add one or more offices

- Log into the NAID Application Portal.
- Click the Modify Existing Payee button to display the NAID Application screen.
- Click the Add or Modify Offices link in the Functions drop-down. The Vendor Office screen appears.



- Enter the required information for each office.
- Click **Save**.

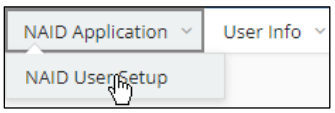
Remove one or more offices

- Log into the NAID Application Portal.
- Click the Modify Existing Payee button to display the NAID Application screen.
- Click the Add or Modify Offices link in the Functions drop-down at the top (middle) of the screen. The Vendor Office screen appears.
- Click the Remove check box to the left of each office you want to remove.
- Click **Save**.

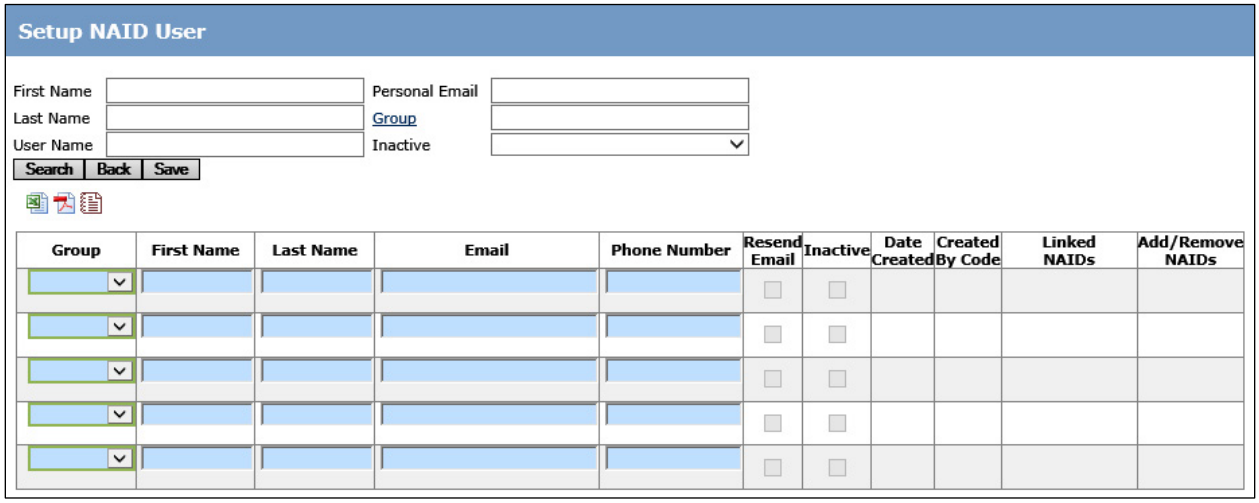
Selling Broker—Manage User Access

Once a NAID is created, both the Principal Broker and the person who initially registered on the NAID Application Portal (if that person is not the Principal Broker) manage who has access to the NAID for recertification and updates to any information.

To access the screen, go to the NAID Application menu and click NAID Application > NAID User Setup.



The empty fields at the top allow you to search for users who have access to the NAID Application Portal. The first row of empty blue fields is where you can add a user.



The Setup NAID User screen allows for the following:

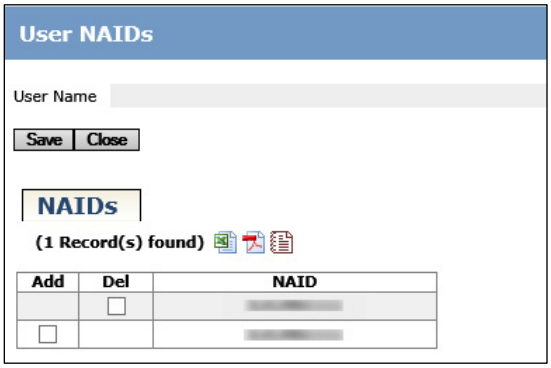
- Set up new users
- View existing users and manage access to the NAID Application Portal
  Note: The user who is logged in will not be able to see themselves on this list. Their account is active, and they do not need to add themselves to the list to gain access to the NAID Application Portal.

Set up new users

The following is required when setting up new users:

- **Group**
  - **NAID** Group – Access to application for updates and recertifications. This group can see only a single NAID.
  - **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.
- **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 inviting them to register.
  Note: The user stays inactive until they respond to the email and complete their registration by selecting a username, password, and security questions.
- **Phone Number** – Enter the phone number for the user.
- **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 may be inactivated.
- NAIDs may be added or removed.

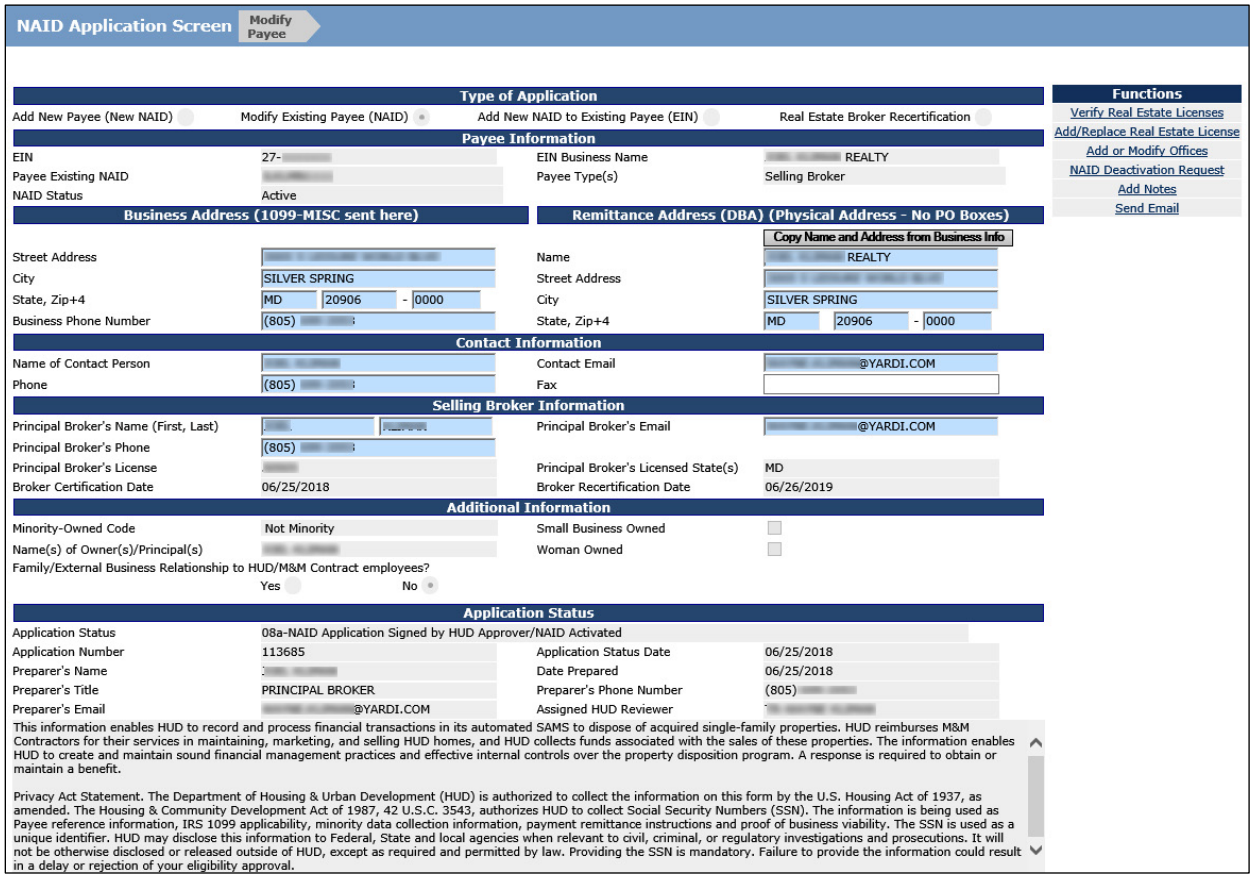
Selling Broker—Request NAID Deactivation

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.

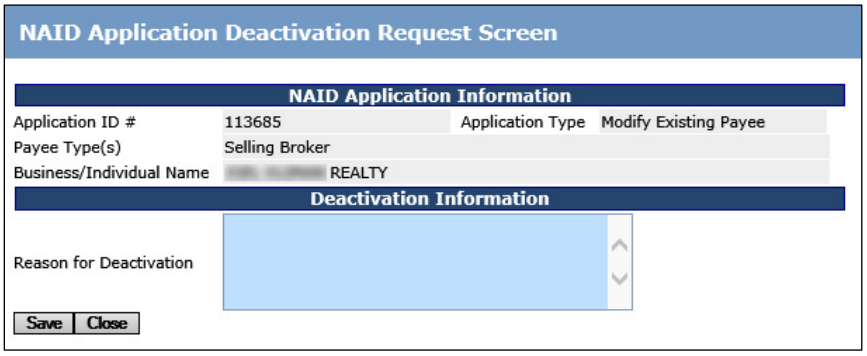
Should you want to have an active NAID in the future, you will be required to go through the process of submitting an application for a new NAID.

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

To request your NAID be deactivated, click the Modify Existing Payee button to display the NAID Application screen.



On the Functions drop-down at the top (middle) of the screen, select NAID Deactivation Request .



Enter the reason why you are requesting your NAID to be deactivated, and click **Save**.
You are asked to confirm your request. Once confirmed, your request is sent to HUD.
HUD staff will decide whether to honor the request or not.

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 to deactivate your NAID, 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.

Selling Broker—Add New NAID to Existing Payee (EIN only)

The Add New NAID to Existing Payee function is appropriate for multiple offices within the same state if each office has a different principal broker. It can also be used if offices are in different states either under the same broker or a different broker.
Note: If the offices are within the same state and have the same broker, use the Add an Office functionality (see page 30).

Step 1 – Completing the Application for the New NAID

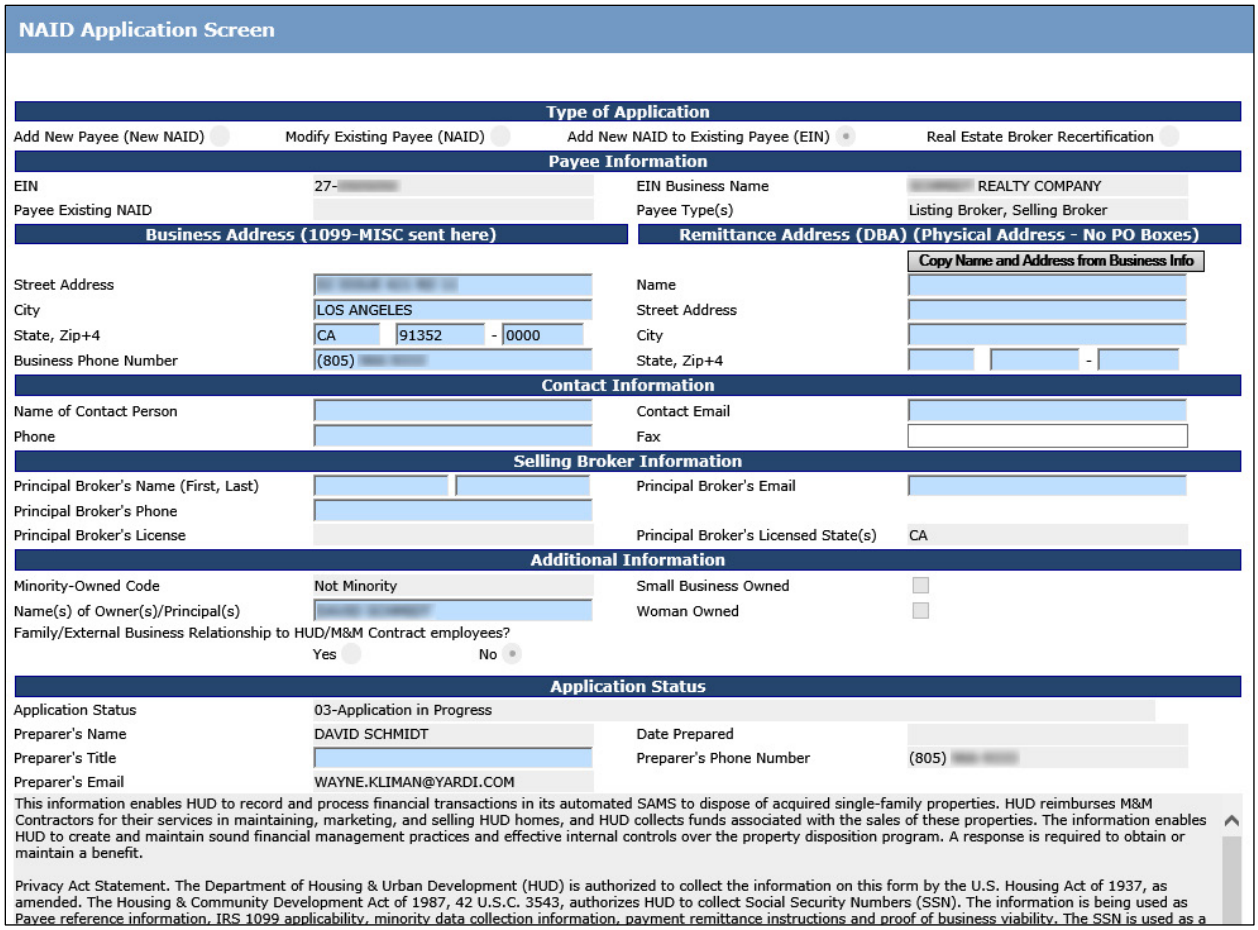
If the NAID is associated with a Business (EIN), a new Payee (NAID) can be created for a different Principal Broker and/or Office location by clicking the "Add New NAID to Existing Payee (EIN)" button.

The NAID Application screen appears with partial information pre-populated from the existing NAID including:

- EIN
- EIN Business Name
- Business Address and Phone Number
- Name of Owner(s)/Principal(s)

You are required to supply the following information for the new Payee (NAID):

- Remittance Name and Address
- Principal Broker Name, Email Address and Phone Number
- Contact Name, Email Address and Phone Number
- Preparer's Title


NAID Application Screen

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	27-[redacted]	EIN Business Name	[redacted] REALTY COMPANY
Payee Existing NAID		Payee Type(s)	Listing Broker, Selling Broker

Business Address (1099-MISC sent here)		Remittance Address (DBA) (Physical Address - No PO Boxes)	
			Copy Name and Address from Business Info
Street Address	[redacted]	Name	
City	LOS ANGELES	Street Address	
State, Zip+4	CA 91352 - 0000	City	
Business Phone Number	(805) [redacted]	State, Zip+4	-

Contact Information

Name of Contact Person		Contact Email	
Phone		Fax	

Selling Broker Information

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

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	03-Application in Progress		
Preparer's Name	DAVID SCHMIDT	Date Prepared	
Preparer's Title		Preparer's Phone Number	(805) [redacted]
Preparer's Email	WAYNE.KLIMAN@YARDI.COM		

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.

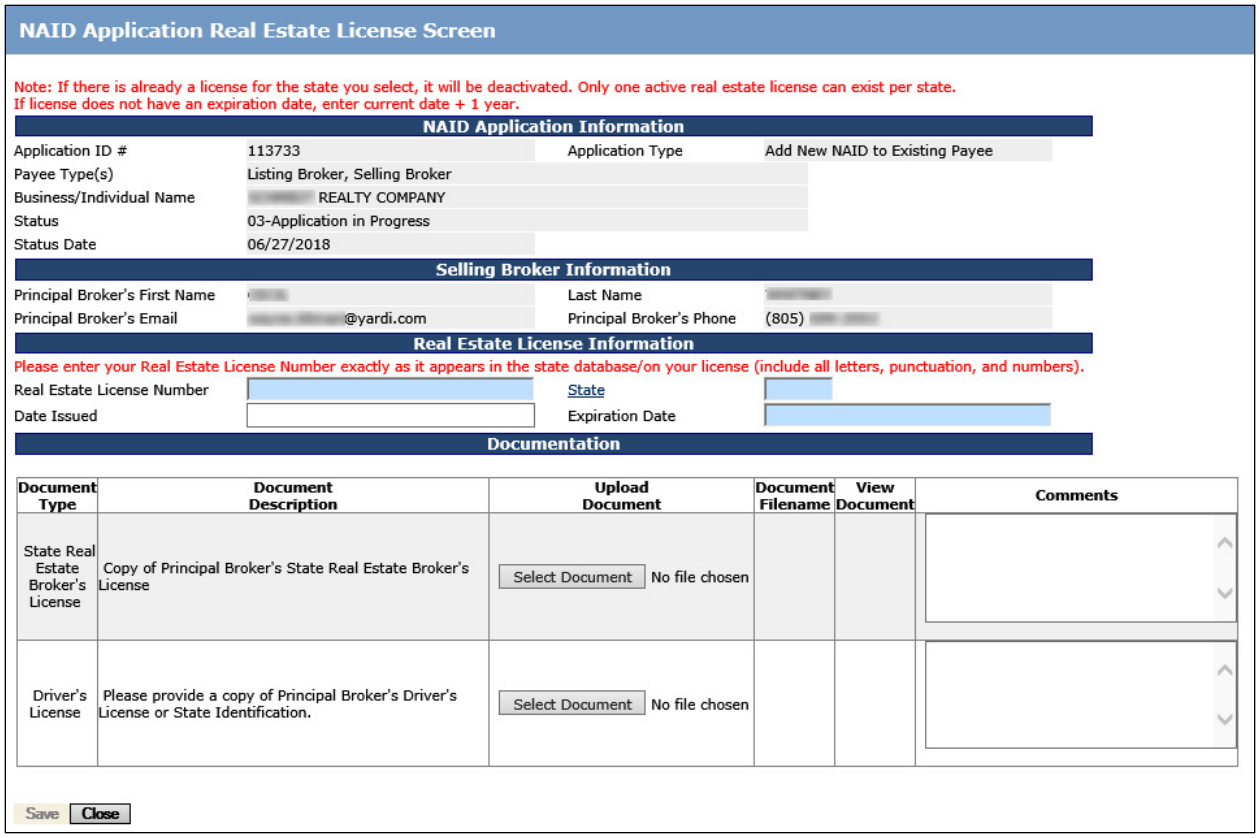
Privacy Act Statement. The Department of Housing & Urban Development (HUD) is authorized to collect the information on this form by the U.S. Housing Act of 1937, as amended. The Housing & Community Development Act of 1987, 42 U.S.C. 3543, authorizes HUD to collect Social Security Numbers (SSN). The information 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

Once the information is added and the form is saved, an alert appears on-screen asking the applicant to upload required documentation.

Add Principal Broker's Real Estate License

On the Functions drop-down at the top (middle) of the screen, select Add/Replace Real Estate License to add the Principal Broker's Real Estate license information and upload copies of their State Real Estate Broker's License and their Driver's License or State Identification.

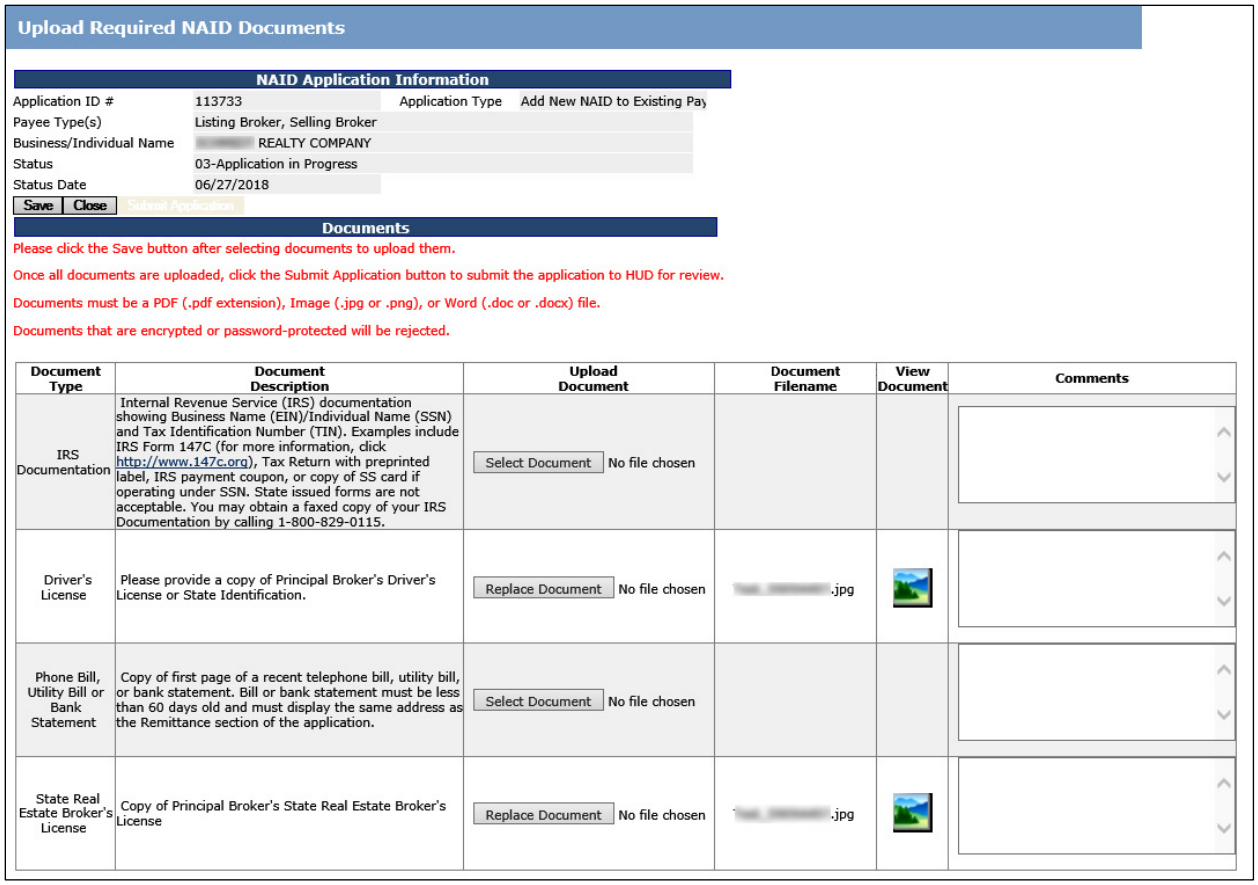
***Note**: Allowable document types are those with .pdf, .doc, .docx, .jpg, or .png file extensions. Files may not be encrypted or password-protected.*



Upload Required Documentation

On the Functions drop-down at the top (middle) of the screen, select Upload Required Documents to display a screen which lists the documents that are required to complete the application. Selling Brokers are required to submit the following additional documents:

- IRS Documentation – Document showing the Business Name/Individual Name and Tax Identification Number (TIN). Examples include the IRS 147C Letter or a Tax Return with preprinted label from the IRS.
- Copy of first page of recent (with the last 60 days) telephone bill, utility bill, or bank statement



Upload Required NAID Documents

NAID Application Information

Application ID #	113733	Application Type	Add New NAID to Existing Pay
Payee Type(s)	Listing Broker, Selling Broker		
Business/Individual Name	[redacted] REALTY COMPANY		
Status	03-Application in Progress		
Status Date	06/27/2018		

Save | Close | Submit Application

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.

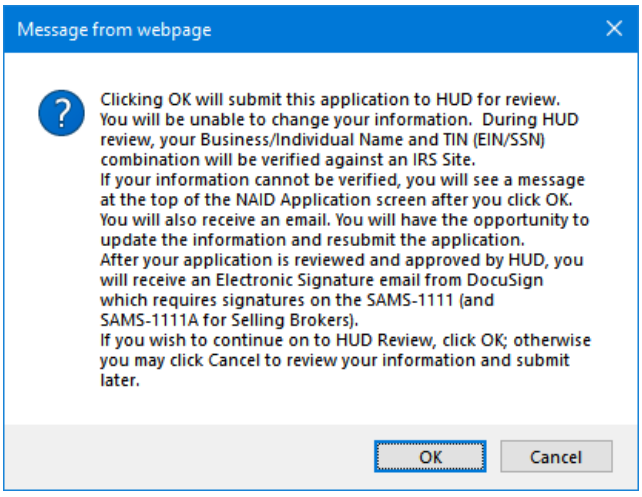
Documents must be a PDF (.pdf extension), Image (.jpg or .png), or Word (.doc or .docx) file.

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

Document Type	Document Description	Upload Document	Document Filename	View Document	Comments
IRS Documentation	Internal Revenue Service (IRS) documentation showing Business Name (EIN)/Individual Name (SSN) and Tax Identification Number (TIN). Examples include IRS Form 147C (for more information, click http://www.147c.org), Tax Return with preprinted label, IRS payment coupon, or copy of SS card if operating under SSN. State issued forms are not acceptable. You may obtain a faxed copy of your IRS Documentation by calling 1-800-829-0115.	Select Document No file chosen			
Driver's License	Please provide a copy of Principal Broker's Driver's License or State Identification.	Replace Document No file chosen	[redacted].jpg		
Phone Bill, Utility Bill or Bank Statement	Copy of first page of a recent telephone bill, utility bill, or bank statement. Bill or bank statement must be less than 60 days old and must display the same address as the Remittance section of the application.	Select Document No file chosen			
State Real Estate Broker's License	Copy of Principal Broker's State Real Estate Broker's License	Replace Document No file chosen	[redacted].jpg		

Once you click **Save** and the required documents are uploaded, the application is complete and ready to submit to HUD for review. The **Save and Submit Application to HUD for Review** button becomes "live." When you click the button, a message appears letting you know you can click "OK" to submit the application to HUD or click "Cancel" to review the application and submit it to HUD at a later time.

You can submit the application at the Upload 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.

Rejected Applications

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

Resubmitting Rejected Applications

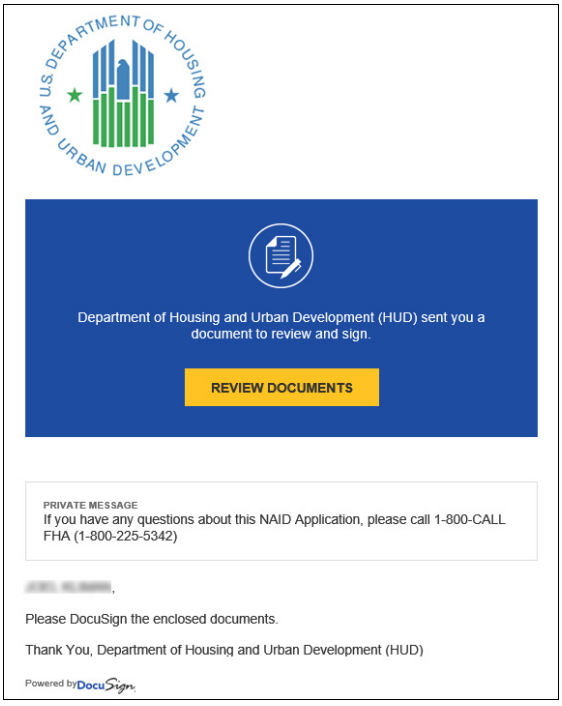
If the application is rejected, you have an opportunity to make changes and resubmit for approval. If corrections are needed on the form, you can make the changes and then resubmit for review.

If one or more documents are rejected, you can review the uploaded documents and see which ones were rejected and the HUD rejection comments. You can then delete and re-upload the documents and then resubmit to HUD for review.

Step 2 – 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 a SAMS-1111 form, a SAMS-1111-A, 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:

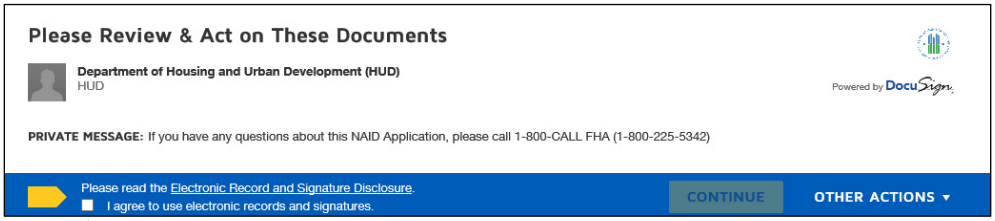
- **Principal Broker** – signs the SAMS-1111 and SAMS-1111-A
- **HUD Reviewer** – signs the SAMS-1111
- **HUD Approver** – signs the SAMS-1111

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
- **HUD Approver** – signs the SAMS-1111

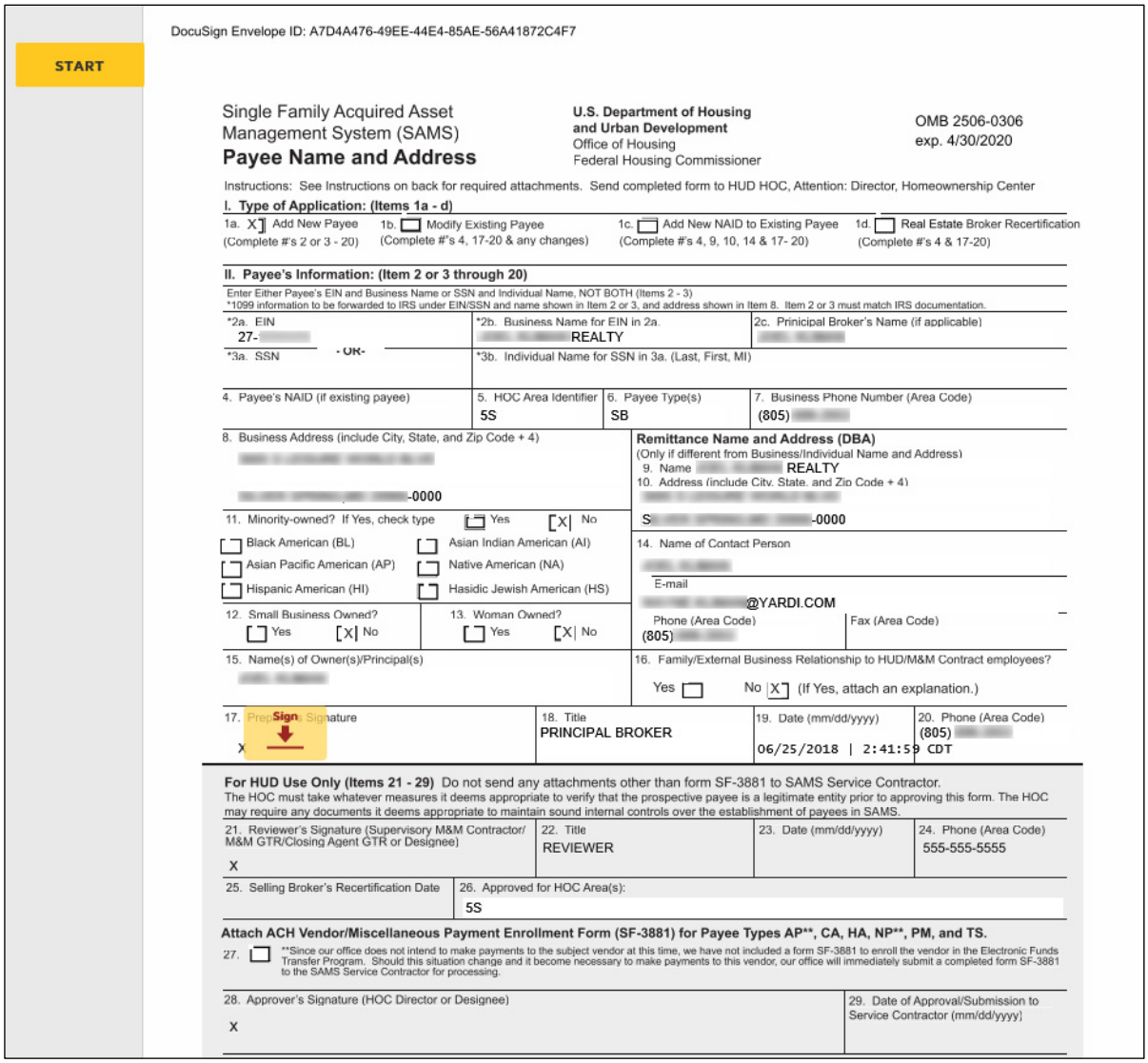
E-Signature Signing Ceremony

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 button.



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**.

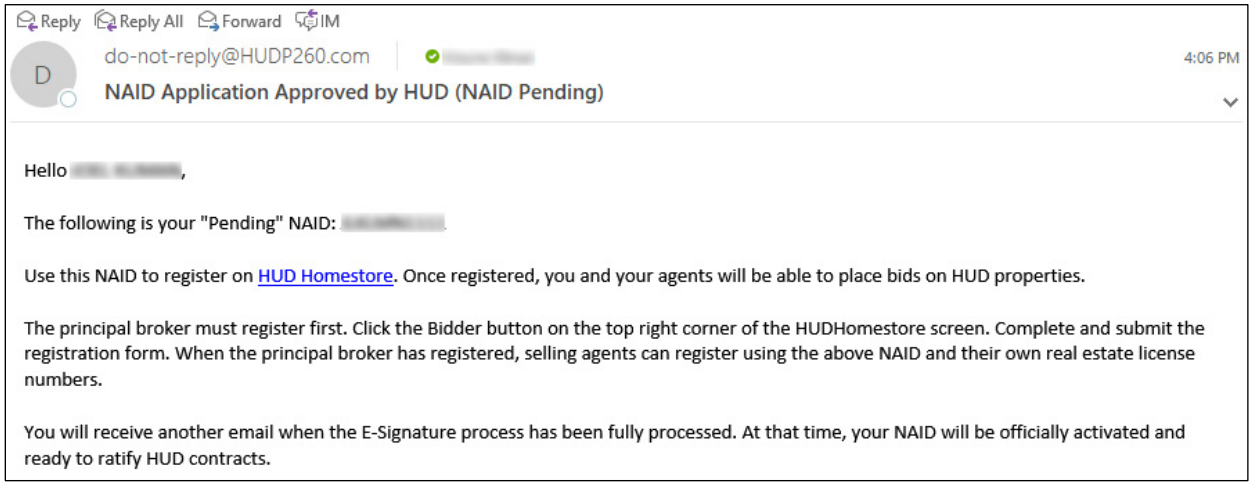
You can then close the document. You are not required to create a DocuSign account.

Principal Broker Signature/Pending NAID Creation

After the Principal Broker signs the document and clicks the **FINISH** button, the following occurs:

- A "Pending" NAID is created which permits the Selling Broker to register on HUD Homestore and place bids on properties.
- The Principal Broker receives an email with the NAID 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.

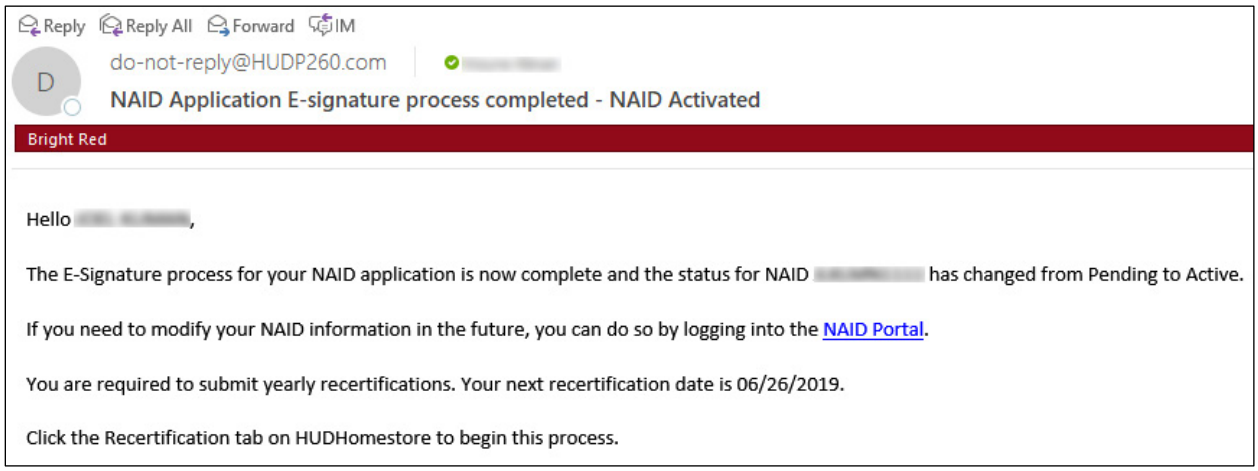
- The HUD Reviewer responsible for reviewing the application receives the envelope to sign.



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.
- The Certification Date is set to the date the Approver signs and the Recertification Date will be the Certification Date plus 365 days.
- The Principal Broker receives 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 is added as an attachment on the NAID Application screen.



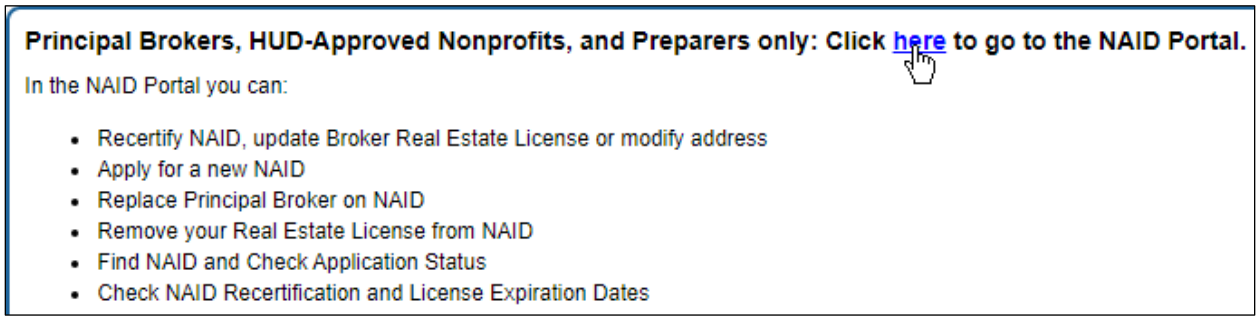
Adding State Licenses and Modifying NAID Information

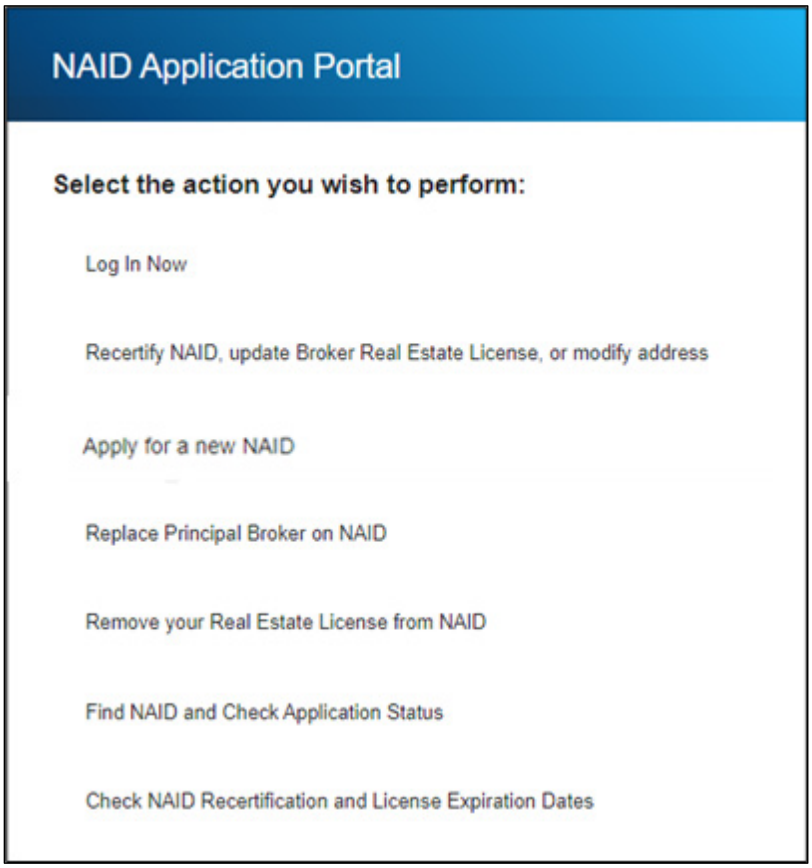
Now that the NAID is active, you can modify NAID information and add additional state licenses using the Add/Replace Real Estate License link on the Functions drop-down at the top (middle) of the NAID Application screen.

HUD Homestore Changes

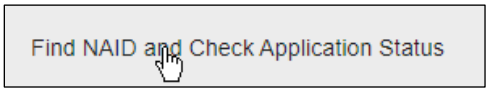
NAID Application Tab

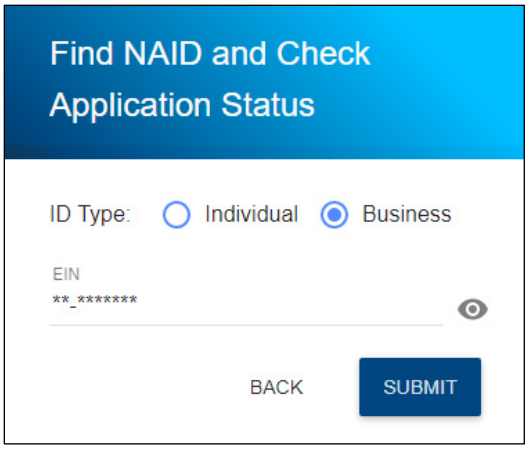
The NAID Application tab has been updated with wording related to the new Online NAID Application process. Click the word here to display the NAID Application Portal list of actions.

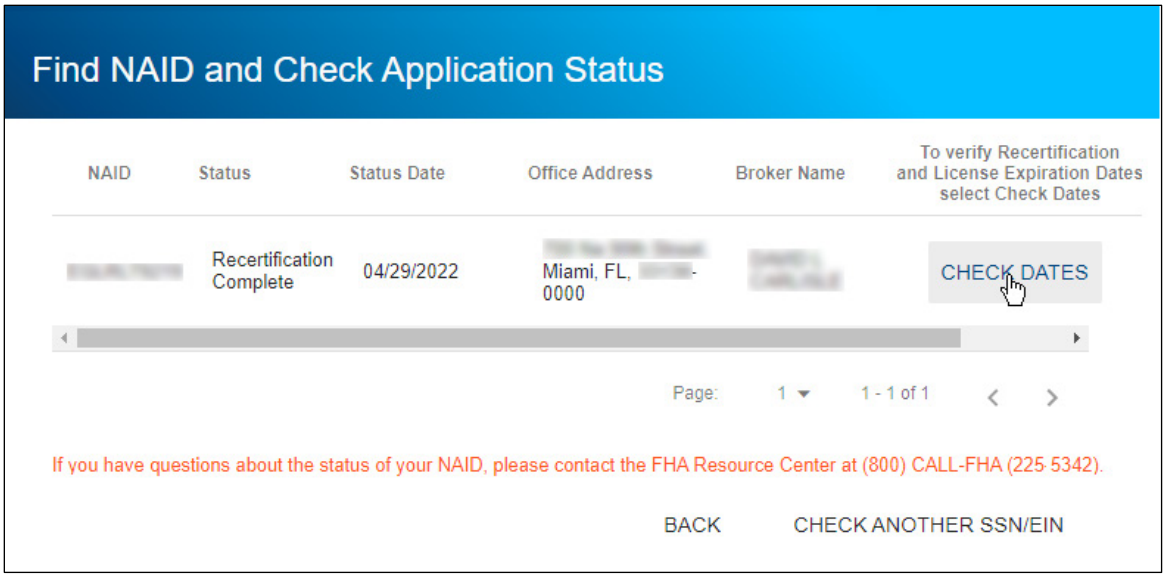




To find a NAID using the SSN/EIN number and check the status of the application and the Real Estate license expiration date, select the "Find NAID and Check Application Status" button.





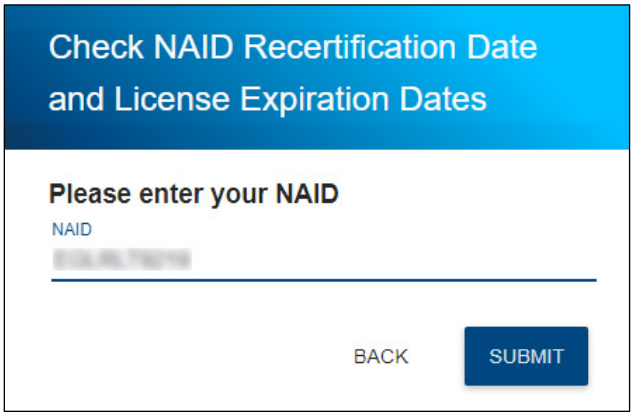


Click “CHECK DATES” to verify the Recertification Date and the License Expiration Dates.



To check the NAID Recertification and License Expirations Dates using the NAID, select the "Check NAID Recertification and License Expiration Dates" button.

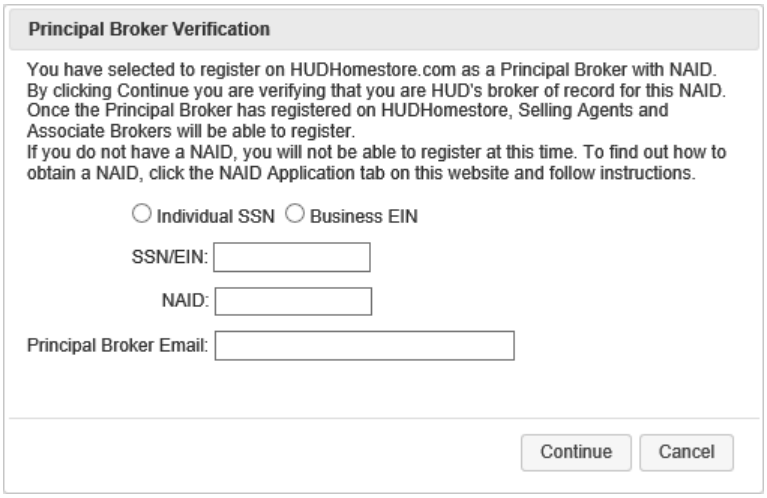






Broker Registration

When a Principal Broker registers on HUD Homestore, they enter the SSN/EIN, NAID, and the Principal Broker email address.



Once the information is verified against the information entered on the NAID Application screen, the Broker's License Information and Contact Information are pre-populated.

The following information can be updated in HUD Homestore via the Manage Profile tab:

- State License Date (date license was originally granted)
- Office Information
- Email Address
- Phone Number
- Fax Number

The following information must be done using the NAID Application Portal:

- Updating the State License Expiration Date
- Modifying the current Real Estate License Number
- Adding a license for a different state

Bid Submission

Selling Brokers and Agents can no longer place bids if either their Real Estate License has expired or the NAID recertification date has passed. If the Selling Broker attempts to place a bid and one of those items has expired, an explanatory message will display when the bidder clicks the **Verify NAID** button.