

# **NEW WEBSITE IS AVAILABLE NOW — Please read all the instructions before beginning. THANK YOU.**

NEW PAASD WEBSITE INSTRUCTIONS FOR CREATING ACCOUNT TO MIGRATE FROM OLD SYSTEM TO NEW SYSTEM

**YOU MUST CREATE THIS ACCOUNT AND CHOOSE YOUR SEARCH OPTIONS FOR YOUR PROFILE IN ORDER TO SHOW UP ON THE NEW WEBSITE LIKE YOU WANT.....**

- 1) Log into [www.paasd.com](http://www.paasd.com)
- 2) Select MEMBERSHIP from menu ribbon (**Across the top**)
- 3) Click on **Update Membership** from drop down menu
- 4) Click on **REGISTER**
- 5) Choose a **USER NAME** and **PASSWORD** (Better write it down.....)
- 6) Next screen will have you choose your email address from a drop down menu. Be sure it is an email you have access to and is secure as you will have to click on the link provided in an email to that account to complete your registration. **I don't think you are able to enter a different address, so if the email associated with your name on the website is not the one you want to use, please call or email me to change it to the one you would prefer. Some have emails associated with their office and not with their individual one.** ALSO: It is best to register on the same computer you have access to this email address.
- 7) When email is verified, **click on PROFILE** to complete your information. Choose the cities, counties, and specialties – BE SURE TO CLICK ON **SINGLE ARROW** to move each city, county, or specialty to the right. **Clicking on the double arrow will move ALL.**
- 8) Type information in the bottom box that you want your clients to know about you.... A bio – a specialty not listed in the specialties drop down, etc. Perhaps letting clients know how long you have been appraising in South Dakota – anything you would want your potential clients to know about you.
- 9) Click on submit and you can log out.