

PAASD WEBSITE INSTRUCTIONS FOR CREATING A PERSONAL ACCOUNT

It is suggested that you use Firefox or Google – the PAASD website interacts better with those browsers

YOU MUST CREATE THIS ACCOUNT AND CHOOSE YOUR SEARCH OPTIONS FOR YOUR PROFILE IN ORDER TO SHOW UP ON THE WEBSITE LIKE YOU WANT and in the cities you serve (including where you live).....

- 1) Log into 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 type in an email address to send a verification. 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.
ALSO: It is best to register on the same computer you have access to the email you typed.
- 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.
Be sure to select the "Type" of Appraiser: Residential, Agricultural, Commercial/Industrial
- 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 clients and potential clients to know about you.
- 9) Click on submit and you can log out.

To add your photo to your profile, send a photo to bkluke@rushmore.com