

INSTRUCTIONS FOR UPDATING YOUR PERSONAL ACCOUNT THE PAASD WEBSITE HAS BEEN UPDATED

Your encrypted password was not able to be migrated to the updated system... therefore, **you will have to re-set your password.**

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

Go to Membership > Update Membership. That should take you to a login screen.

- 1) Do not attempt to login on this screen – click on Forgot Password.
- 2) Enter the email address associated with our PAASD membership and click “Reset Password”
- 3) You should then see a screen that says an email has been sent to you and that you need to click the link in the email.

The email will say:

You must go to paasd.com/Appraisers/Membership/ConfirmPasswordChange.aspx?r=ae4bbde1-2859-4b70-b866-3407d9f8bf37 within 30 minutes to confirm this. The new password will not work until you do.

- 4) When the email is received, copy the URL. For example:

paasd.com/Appraisers/Membership/ConfirmPasswordChange.aspx?r=ae4bbde1-2859-4b70-b866-3407d9f8bf37 Yours will be different, but it will be the same format.

- 5) Paste it into your browser (remember to use Google or Firefox – not Internet Explorer)
- 6) You will now be able to create a new password. Follow the instructions to create a secure password (1 number, 1 letter, 1 character, etc.)
- 7) Click submit and you will be prompted to a screen to login using your email address and new password.
- 8) **YOU MUST populate your ACCOUNT AND CHOOSE THE OPTIONS FOR YOUR PROFILE IN ORDER TO SHOW UP ON THE WEBSITE LIKE YOU WANT and also to be listed in the cities you serve (including where you live).....**

Choose the cities and counties you serve and your specialties.

BE SURE TO CLICK ON THE SINGLE ARROW to move each city, county, or specialty to the right. Clicking on the double arrow will move ALL.

Type information in the bottom box that you want your clients to know about you... a bio or a specialty not listed in the drop-down menu. For example, how long you have been appraising, licensure in other states, etc.

- 9) Click on **SUBMIT** and you can log out.

The submission has to be approved before the changes are made on the website.

To add your photo to your profile, as many have done, send a photo to bkluke@rushmore.com