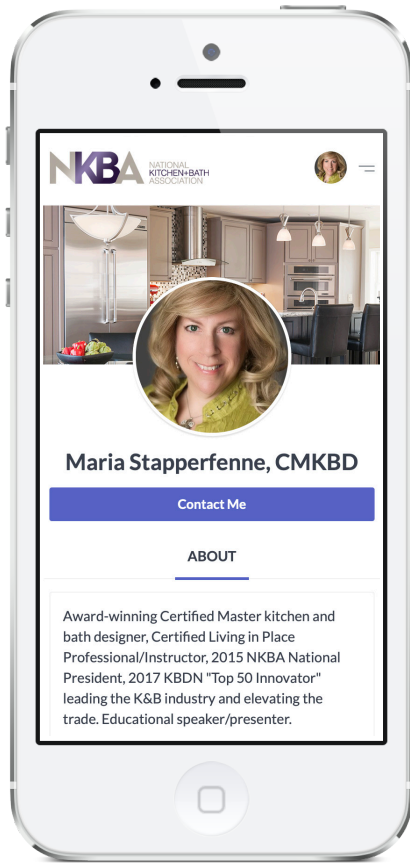


# ► Login and Profile Instructions

Welcome to NKBA.org! Start unlocking your membership's full potential!



## Setting Up Your Login

1. From **NKBA.org**, click **Login** in the upper right corner.  
If you have never logged in, click **Forgot Password**.
2. Set/reset your password by entering your email address and clicking **Send Reset Link**.
3. Check your email for the Reset Your Password email from NKBA and click the **Reset Your Password** link.
4. **Enter your New Password**. It must contain at least 8 characters and have at least 1 number.
5. **Confirm** your password and click **Change Password**.
6. Click **Please Click Here** to login, enter your email address and password and you're ready to go!

## Accessing Personal and Company Profiles

1. To access your **Personal Profile Page** from the Home page, click **Edit** in the right column under your name. This will bring you to the **Edit Profile** section of your Personal Profile page.
2. To access your **Company Profile Page** from the Home page, **click on the company name** to access the **Edit Profile** page for your company. You must have prior permissions to edit the company page for this section to appear.

## Create Your Profile Page(s)

1. From the Edit Profile page confirm/update your contact information.
2. Upload your cover and profile pictures. Select which Membership Categories and Services apply to you.
3. Add your bio, description of services, your social media information and more.
4. Make your profile visibility **PUBLIC**, so people can find you. To do so, click the toggle switch at the bottom of the page to turn it green.
5. Be sure to click **Save Profile** to save all of your changes.

## Upload Photos of Your Work

1. From the **Edit page**, click **View Profile**, then click **Add Photo**.  
Or, from the NKBA homepage, click **Photo**.
2. Select the image that you'd like to upload from your computer or mobile device.
3. Add photo title, description, room type, color. Select any other options you'd like to complete and click **post**.
4. Add as many photos as you'd like, there's no limit.