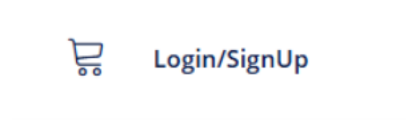
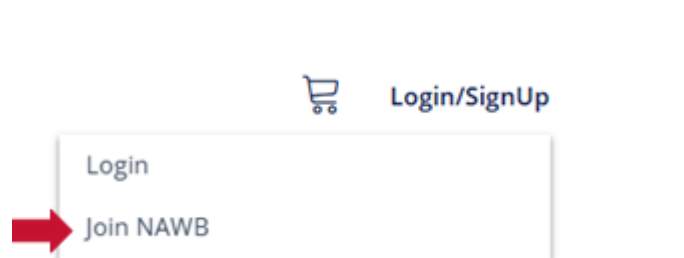


First Time using the Member Portal

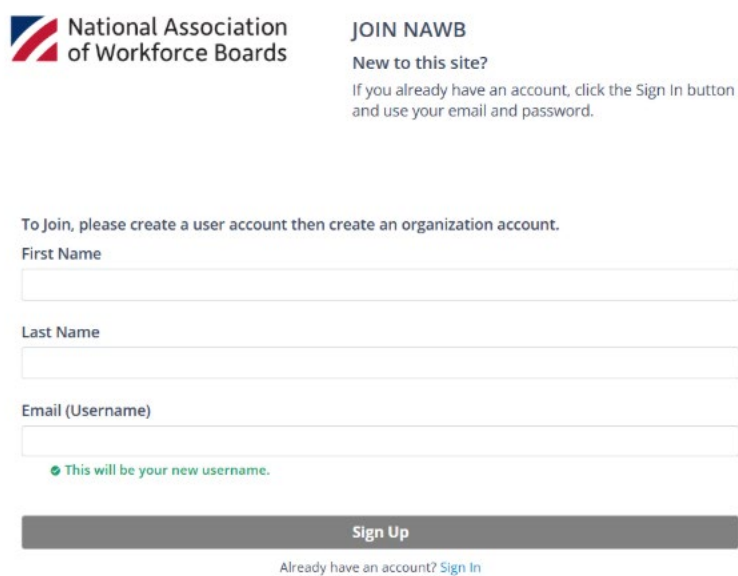


Click on the Login/SignUp link on the upper right side of the page:



From the drop-down menu, select Join NAWB.

First time users will need to create a log in using their email address.

A screenshot of the 'Join NAWB' sign-up page. At the top left is the NAWB logo (National Association of Workforce Boards). To the right of the logo, the text reads 'JOIN NAWB' and 'New to this site?'. Below this, a message states: 'If you already have an account, click the Sign In button and use your email and password.' The main form area contains the instruction 'To join, please create a user account then create an organization account.' followed by three input fields: 'First Name', 'Last Name', and 'Email (Username)'. Below the 'Email (Username)' field, a green message says 'This will be your new username.' At the bottom of the form is a dark grey 'Sign Up' button. Below the button, a link says 'Already have an account? Sign In'.

This will take you to the Create Account screen. The Create Account screen is where you will be able to upload your profile picture, set your password, enter your business phone number, add your business address (*required*), and job title (*also required*).

From there, you will be asked to enter your organization's information. This is an important step as NAWB is an organizational based association. **Please note: all workforce development boards are already listed in the system under their legal names.**

Once registered, you will have the ability to let NAWB know if we can contact you via email or postal mail and what kind of emails and mail you would like to receive.

Congratulations! You are now ready to use the Member Portal to register for events and participate in the Community message boards