

# How to Create Your Account

These instructions are to show you how to sign up for your own account on the brand new Real Estate Appraisers Association (REAA) website.

Start by going to this website:

<http://www.reaca.org/>

You should see something similar to this:

The screenshot shows the REAA website homepage. At the top, there is a navigation bar with tabs for HOME, ABOUT, CHAPTERS, DESIGNATION PROGRAM, and MY REAA. Below the navigation bar is a "WELCOME TO REAA" section with a photograph of a group of people. To the left of the photo is a "CALENDAR OF UPCOMING EVENTS" for February 2014, showing dates from 1 to 28. To the right of the calendar is an "EDUCATION" section listing classes such as "Government Appraisals", "Cost Approach", "USPAP 2014-2015", "2 - 4 Unit Appraisals", and "2014 Current Enforcement/Fraud Issues". Further right is a "CHAPTER LEGENDS" section with color-coded boxes for NorthBay, Sacramento, East Bay, Central Valley, Victor Valley, and REAA School. Below the legends is a "REAA FORUM" section with a "FORUM" button. At the bottom of the page, there is a "PRESIDENT'S MESSAGE" section with text about the new website and membership information.

(If you see the old REAA website instead, try clearing out your browser cache.

Try this website for instructions on how to clear your cache for many different browsers.

<http://www.wikihow.com/Clear-Your-Browser's-Cache>

Click on the **MY REAA Link** in the upper right corner of the page

The screenshot shows the REAA (Real Estate Appraisers Association) website. The navigation bar at the top includes links for HOME, ABOUT, CHAPTERS, DESIGNATION, and MY REAA. A red box highlights the 'MY REAA' link, with a red arrow pointing to it from the text 'Click here'. Below the navigation bar is a 'WELCOME TO REAA' section with introductory text and a group photo. Further down, there are sections for 'CALENDAR OF UPCOMING EVENTS' (showing a calendar for February 2014), 'EDUCATION' (listing various appraisal courses), 'CHAPTER LEGENDS' (with a color-coded key for different regions), 'REAA FORUM', and 'PRESIDENT'S MESSAGE'. The footer contains copyright information for 2014 and social media links.

Click here

You should land on the *User Account Page*

The screenshot shows the REAA (Real Estate Appraisers Association) website's user account page. At the top, there is a navigation bar with the REAA logo and links for HOME, ABOUT, CHAPTERS, DESIGNATION PROGRAM, and MY REAA. Below the navigation bar, the page is titled "USER ACCOUNT". There are three links: "Create new account", "Log in", and "Request new password". The "Log in" link is highlighted in blue. Below the links, there are two input fields: "Username" and "Password", each with a small asterisk indicating a required field. Below the "Password" field is a "Log in" button. At the bottom of the page, there is a footer with the copyright notice "© 2014 Real Estate Appraisers Association" and a "Connect With Us" link with a Facebook icon.

Click on the *Create new account* Link to create a new account

This screenshot is identical to the one above, but with a red rectangular box highlighting the "Create new account" link. A red line extends from the top-right corner of the box to the right side of the page, pointing towards the text "Click here to create a new account".

Click here to  
create a new  
account

You should land on the **USER ACCOUNT** Setup Page

Fill out the information on the **Personal** Tab then click on the **Appraiser** Tab to provide information for your appraisal business. The information on these screens automatically populate to the chapter roster so if you see mistakes on the chapter roster, come here to make corrections.

Select your chapter

Fill in the fields

**USER ACCOUNT**

[Create new account](#) [Log In](#) [Request new password](#)

Group membership \*  
 - Select a Chapter -

Personal \* **Appraiser**

Username \*  
Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address \*  
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

First Name

Last Name

Address

City

State  
 - Name -

Zip

Phone  
Please use the format (213) 456-7890

Cell  
Please use the format (213) 456-7890

Fax  
Please use the format (213) 456-7890

[Create new account](#)

Click on the *Appraiser* Tab to fill in information about your business

**USER ACCOUNT**

[Create new account](#) [Log In](#) [Request new password](#)

Group membership \*  
 Sacramento

Personal \* **Appraiser**

Firm Name

Sup. Appraiser Name

Trainees only

License

If applicable, Affiliates leave blank

\* Areas  
 Specialty

Website

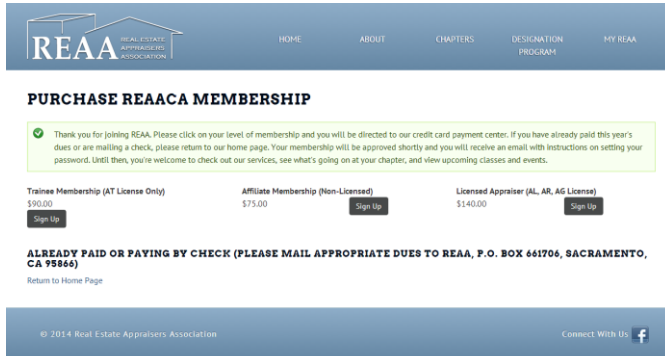
[Create new account](#)

Fill in the fields about your business

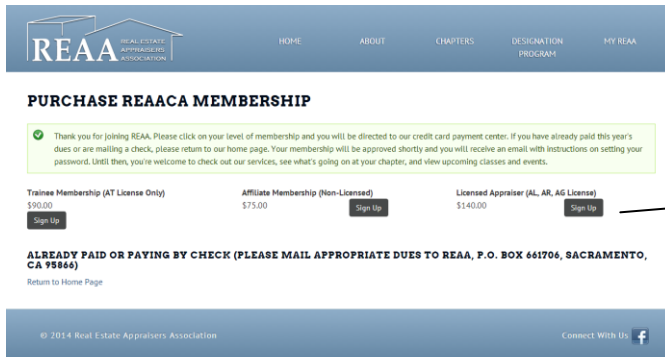
Click on the *Create new account* Button to save changes

Once you have successfully created your REAA User Account, you will land on the

**PURCHASE REACA MEMBERSHIP** Screen:



Click on the **Sign Up** Button if you need to pay your dues.



Click on the appropriate **Sign Up** Button to pay your dues

The *Sign Up* Button will take you to the Yahoo Payment Page

The screenshot shows the checkout page for reaa.org. At the top is a yellow 'Shopping Cart' section with a table containing one item: 'Licensed Appraiser' priced at \$140.00 with a quantity of 1. Below the cart is a yellow 'Billing Information' section divided into 'Shipping Address' and 'Billing Address' forms. The 'Shipping Address' form includes fields for first and last name, street address, city, state, zip code, and phone number. The 'Billing Address' form has a radio button for 'Same as Shipping' and an 'Other' option. Below this is the 'Payment Method' section, which includes a dropdown for 'Credit Card' (set to 'MasterCard'), fields for card number, expiration month/year, and card verification number. A 'Show Card' button is also present. Further down is the 'Other Information' section, which includes a 'Coupon Code / Promotional Code' field, an 'Email Notification' section with a checked box for 'Email me a copy of my order', and a 'License No.' field. At the bottom of the form is a 'Comments (optional)' text area. 'Cancel' and 'Send Order' buttons are located at the bottom of the page.

Item	Unit Price	Qty.	In Stock	Cost
Licensed Appraiser	\$140.00	1	170	\$140.00
				Subtotal: \$140.00
				Total: \$140.00

Fill this page out and submit your payment if you need to.

REAA policy is to approve every new member. Additionally, each new account added to the REAA website requires someone to approve the new account (Hi Jim!). When your REAA website membership account is approved, you will receive an email with instructions on setting your password. Once you have your password set up, you will be ready to take advantage of all of the features of our new website.