

# 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 these sections is a "PRESIDENT'S MESSAGE" section with text about the new website. At the bottom of the page, there is a footer with the copyright notice "© 2014 Real Estate Appraisers Association" and a "Connect With Us" button with a Facebook icon.

(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.

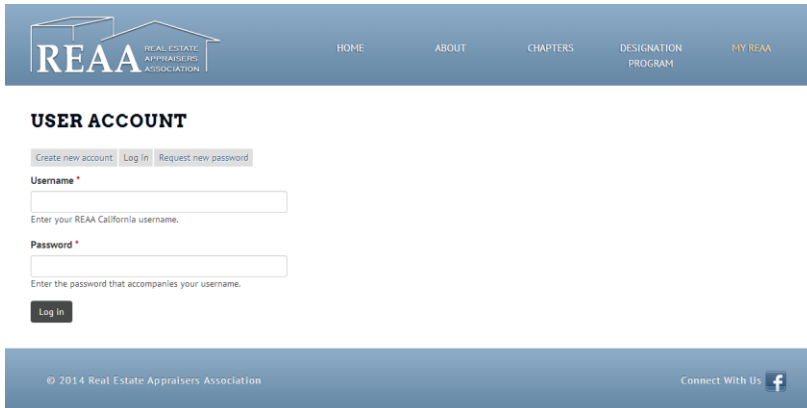
<http://www.wikihow.com/Clear-Your-Browser's-Cache>

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

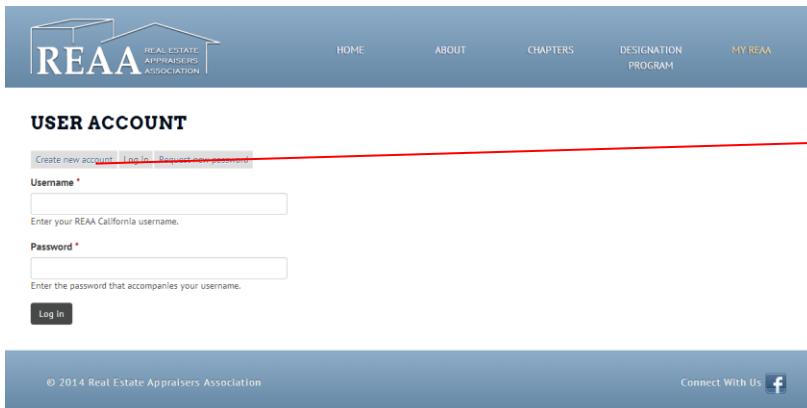
The screenshot shows the REAA (Real Estate Appraisers Association) website. The navigation bar at the top includes links for HOME, ABOUT, CHAPTERS, DESIGNATION PROGRAM, and MY REAA. A red box highlights the MY REAA link, with a red arrow pointing to it from the text 'Click here'. Below the navigation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

Click here

You should land on the *User Account Page*



Click on the *Create new account* Link 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 e-mail.

First Name

Last Name

Address

City

State

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

Sig. Appraiser Name

Trainees only

License

If applicable, Affiliates leave blank

\* Areas

Specialty

Website

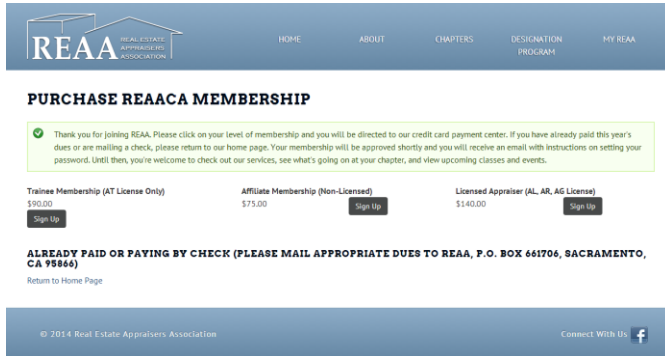
Create new account

Fill in the fields about your business

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

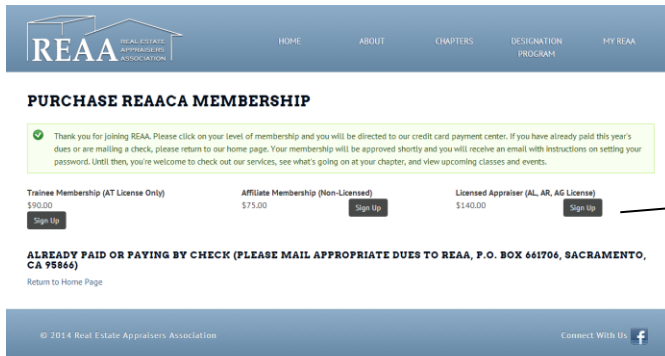
Once you have successfully created your REAA User Account, you will land on the

**PURCHASE REACA MEMBERSHIP** Screen:



**IF YOU DO NOT PLAN TO BECOME A MEMBER, STOP HERE.**

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 (reaa.org). At the top, there is a yellow 'Shopping Cart' section with a table containing one item: 'Licensed Appraiser' with a unit price of \$140.00, a quantity of 1, and a total cost of \$140.00. Below the cart is a yellow 'Shipping Information' section with two columns: 'Shipping Address' and 'Billing Information'. The 'Shipping Address' section includes fields for first and last name, street address (two lines), city, state (a dropdown menu), zip code, and phone number. The 'Billing Information' section has radio buttons for 'Same as Shipping' and 'Other'. Below this is the 'Payment Method' section, which includes a dropdown for 'Credit Card' (currently set to 'MasterCard'), a field for 'Card or account number', and dropdowns for 'Expiration month' and 'Expiration year'. There is also a field for 'Card Verification Number' with a 'Show Card' button and a small image of a credit card. Below the payment section is the 'Other Information' section, which includes a 'Coupon Code / Promotional Code (optional)' field with an 'Apply' button, an 'Email Notification' section with an 'Email Address' field and a checked checkbox for 'Email me a copy of my order', and a 'License No (Example: AR02345)' field with a note: 'Please Enter Your Appraisal License Number if you do not have a license please enter N/A'. At the bottom of the form is a 'Comments (optional)' section with a text area. The page ends with 'Cancel' and 'Send Order' buttons, and a copyright notice: 'Copyright © 2014 Yahoo Inc. All rights reserved. Yahoo! Privacy Policy | Yahoo! Terms of Use'.

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. 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.

**Please allow two business days for your REAA website account to be approved.**