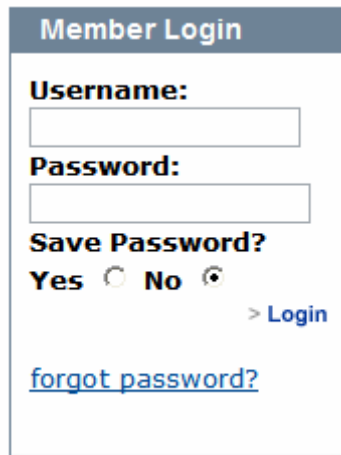


Updating your Public Appraiser Profile

Instructions

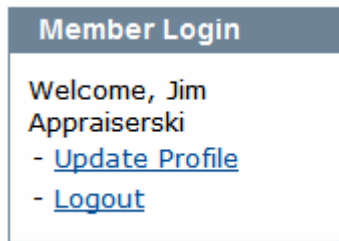
Note: If you have any issues with the instructions below, you may need to turn off your “pop-up” blocker.

- Go to www.naifa.com
- Please enter your login and password in the **MEMBER LOGIN** box located on the left hand side of the home page.



The screenshot shows a 'Member Login' box with a dark blue header. Below the header, there are two input fields: 'Username:' and 'Password:'. Below the password field, there is a 'Save Password?' section with 'Yes' and 'No' radio buttons, where 'No' is selected. To the right of the radio buttons is a '> Login' link. At the bottom of the box is a blue underlined link that says 'forgot password?'.

- Once you are successfully logged in you will see the Welcome Message. Select the **UPDATE PROFILE** link located in the **MEMBER LOGIN** box to the left hand side of the screen.



The screenshot shows the 'Member Login' box after a successful login. The header is the same. The main content area displays 'Welcome, Jim Appraiserski' followed by two blue underlined links: '- Update Profile' and '- Logout'.

- You will now see your **private profile** (this profile provides the source information for your public profile. The public view of your information will have a new format).
- In order to make edits to your profile, you will need to select the **EDIT** button (1st button on the right-hand side of the screen).

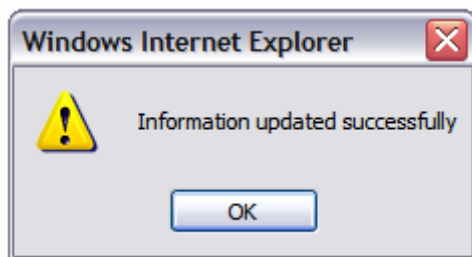


The screenshot shows three buttons in a row: 'edit', 'security', and 'more info'. Each button is a small, rounded rectangle with a light gray background and a dark border.

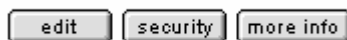
- You may now update any of your fields by placing the cursor in the corresponding box and typing the information you want to appear.
- Be sure and click [SUBMIT](#) at the top or bottom of the form when you have completed entering your information.



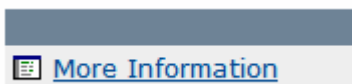
- An [INFORMATION SENT SUCCESSFULLY](#) window will appear on your screen.



- Click [OK](#) and you will be redirected back to your updated profile home page.
- Next click on the [MORE INFORMATION](#) tab (last button in the upper right hand corner)



- Please read the screen for additional instructions and click [MORE INFORMATION](#) again.



- Complete the form by placing the cursor in the corresponding box and typing the information you want to appear. **Note: only populated fields will be visible to the public.**
- You will notice 4 new fields we would encourage you to complete for your new public profile. These fields include: Leadership Positions, Lectures Papers & Presentations, Awards and Distinctions and Education.

Leadership Positions

Lectures Papers Presentation

Awards and Distinctions

Education

- Any of the bullet point fields can be used for any additional information you feel might be important to someone viewing your public profile.

•

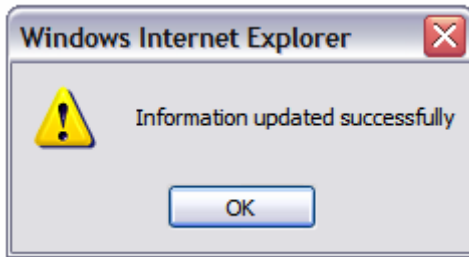
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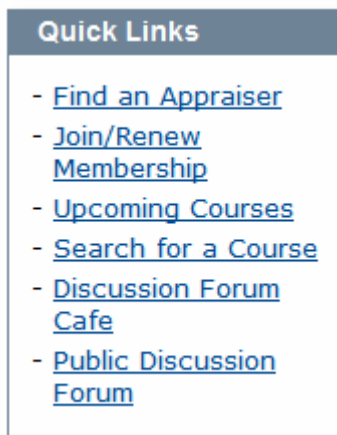
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- When you have entered all your new information or any of the fields on the page, click [UPDATE](#) at the top right of the page.

- An **INFORMATION SENT SUCCESSFULLY** window will appear on your screen.



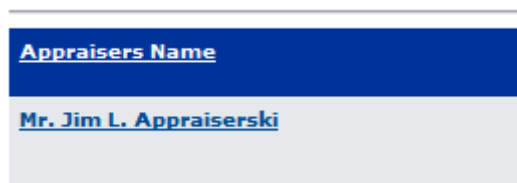
- Click **OK** and you will be redirected back to your More Information personal profile page.
- In order to see the public view of your updated profile, select the **FIND AN APPRAISER** link in the **QUICK LINKS** on the left hand side of the page.



- Search for yourself by typing your last name in the **LAST NAME** line and clicking the **SEARCH** tab.

Last Name:

- Click on your name in the search results to view full your full public profile.



- Your new public profile page will look similar to the one below.

[Back to Search](#)

National Association of Independent Fee Appraisers

Contact Information


Appraiser Name: Mr. Jim L. Appraiserski
Designation: IFA
Email: djanis@sba.com
Contact Phone: 312-673-4789
Fax: 312-673-4444
Company: SBA
Website: www.naifa.com
Street Address: 401 N. Michigan Suite 22
City: Chicago
State or Province: IL
Zip: 60611
Country: USA

Additional Information


Leadership Positions: Position test
Lectures, Papers and Presentations: Lecture test
Awards and Distinctions: Award test
Education: Education test
Description: This is a description of me.


- Bullet 1 test
- Bullet 2 test
- Bullet 3 test
- Bullet 4 test

Service Areas (Zip Codes): 60643,60174,60155
Service Area Counties: Cook,Kane,SBA,Fun
Appraiser Type: Apartments
Commercial
Divorce
ERC



[Update your profile](#)

 [Forward this profile to a friend](#)

 [Email this Appraiser](#)

[Back to Search](#)

After you have completed the update of your profile, you may send a picture of yourself or your company logo to NAIFA headquarters info@naifa.com to be uploaded to the site. Pictures/logos may be in .jpg, .jpeg or .gif format and should be no smaller than 265x330 pixels. Please allow 5 business days for staff to review and upload your picture.