NKBA

**NATIONAL
KITCHEN+BATH
ASSOCIATION**

NKBA Login and Profile Instructions

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

Set up your login:

1. From **NKBA.org**, click **Login**, in the upper right corner. If you 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 the 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 and password, and you're ready to go!

Access 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** - If you have authority to access the company profile page, you will see your company name under **Organization Settings** in the left column. Click on the company name to access the Edit Profile page for your company.

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 your changes.

Upload photos of completed work:

1. From the **Edit** page, click **View Profile**, then click **Add Photo**, **or** from the NKBA **Home page**, 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, Style, Color, Size, Budget fields (required fields). Select any other options you'd like to complete and click **Post**.
4. Add as many photos as you like, there's no limit.

If you have any questions, please call the **NKBA Member Relations** team at **1-800-THE-NKBA**.