



## NKBA Member Profile and Image Upload Tutorial

Welcome to the new NKBA.org! Below, we outline the basic steps to help you reset your password, create your profile and upload images to your page.

**Below is a list of some ways to unlock your membership's full potential:**

### Resetting your Password

1. Visit NKBA.org/Login to get started.
  - a. If you haven't logged into our new site yet, click "**Forgot Password.**"
2. Reset your NKBA.org Password by entering your email address and clicking "**Send Reset Link.**"
  - a. Note – NKBA is no longer using your ID to login. You must use the email associated with your account.
3. Check your email for the '**Reset Your Password**' from the NKBA and click the "**Please Click Here To Reset Your Password**" link.
4. Enter your New Password in the box. Must contain at least 8 characters and must have at least 1 number.
  - a. Confirm your new password and click "**Change Password.**"
5. Once you get confirmation that your password has been changed, click "**Please Click Here To Login.**"
  - a. On this page, please enter your email address and your new password.

### Creating Your Profile

1. Once logged in, click "**Settings**" in the upper-right hand corner of the page.
  - a. Here you can update your contact information, address or change your password.
2. Click "**Profile**" on the upper-left corner menu
  - a. You can now upload your cover photo, profile picture, select your Membership Categories, Services, your Bio, Company Description, and your Social Media information.
  - b. To make your profile visible and searchable on NKBA.org, make sure to activate the green button under "**Profile Visibility.**"
  - c. If you are the Primary Contact, under "View Profile" click on company name to complete your company profile.

### Uploading Images To Your Profile

1. Click "**Add Photo**" on the upper-right hand menu on NKBA.org (must be logged in).
  - a. Select the image that you'd like to upload from your computer or mobile device.
    - i. Add title, description, room, style, color, size, budget fields (All required) and then select any additional options you'd like to add and then click "Post."
  - b. Repeat the steps above to upload as many images of your work as you'd like.

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