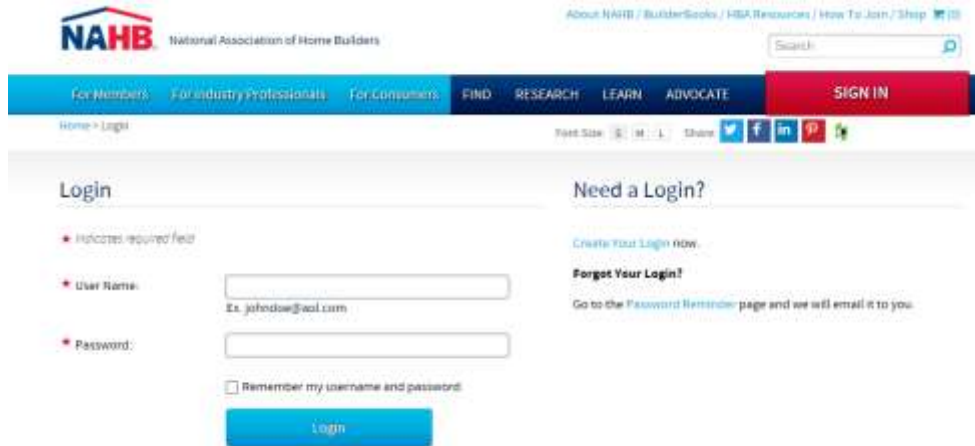


**Instructions For Paying Your Invoice Online At www.nahb.org
(Supported Browsers: Google Chrome, Firefox, Internet Explorer 10+, Safari)**

1. **Sign In** to your online profile at www.nahb.org.

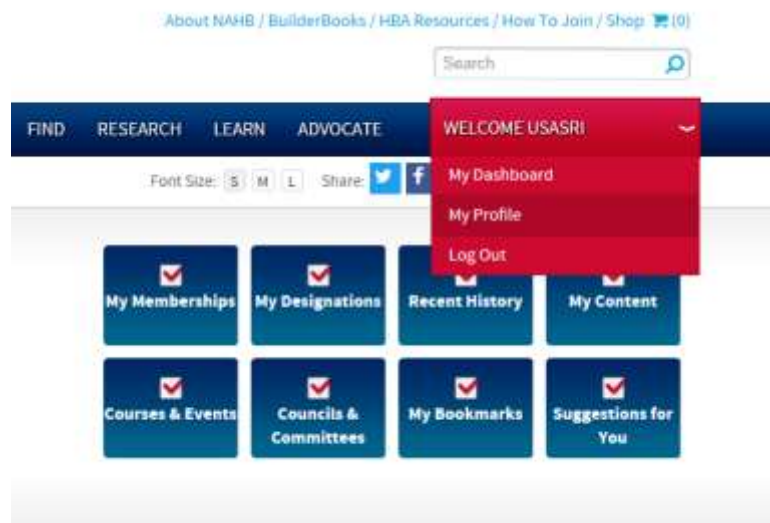


Forgot Your Login? If you have forgotten your login information, contact our Help Desk team at 800-368-5242 x8313 for assistance.

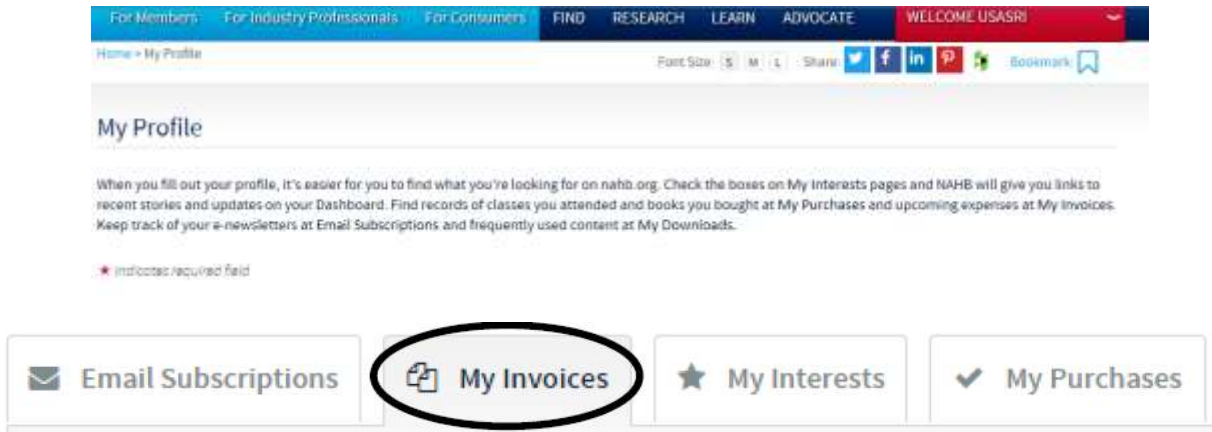
Recent Graduate? Renewing for the first time? If this is your first time accessing your online profile, click on [Create Your Login](#) to set up your online profile. Please use your already existing PIN/Customer ID Number from your invoice to set up your online profile.

For assistance with your PIN/Customer ID Number, contact our Designation Help Line at 800-368-5242 x8154 or email designations@nahb.org.

2. Click on **“My Profile”** from the drop-down menu in the **“Welcome”** box.



- From the “My Profile” page, scroll down towards the bottom of the page to the “My Invoices” tab.



Outstanding invoice(s) will be listed as shown below.



Invoice not listed? If you do not see your invoice listed, there is a chance that you may have multiple accounts in the system and you are logged in to an account not tied to your designation.

Please contact our Help Desk team at 800-368-5242 x8313 for assistance.

Have a Promo Code? If you were provided with a Promo Code for holding multiple paid NAHB designations, enter the Promo Code in the box located above the “Add Promo” button **BEFORE** clicking on “Pay Invoice.”

To apply the Promo Code to your transaction, click on “Add Promo.” The “Add Promo” button will now turn blue and revert to say “Remove Promo.”

NOTE: For the system to recognize the Promo Code, DO NOT use the cut-and-paste function. Please manually enter in the Promo Code.

A green check mark will appear under “Pay Invoice” once the Promo Code has been applied to your transaction.



To complete the payment process, click on “Pay Invoice” to enter your billing information.

Review the item in your cart before entering your billing information. If you have entered a Promo Code and the Promo Code is valid, the promo code will be shown in the cart summary section.

Cart Summary		
Cart Items (1) ▲		
CGB Renewal Fee Quantity: 1		\$55.00
Subtotal	Cart Items (1)	\$55.00
promocode	Cart Items (1)	-\$15.00
Total		\$40.00

Please note that the Promo Code apply only to designees with multiple paid NAHB designations.

Invoices can only be paid one at a time. If you have another invoice to pay, please go back to the “My Profile” section from the welcome box and select the next invoice to be paid.