

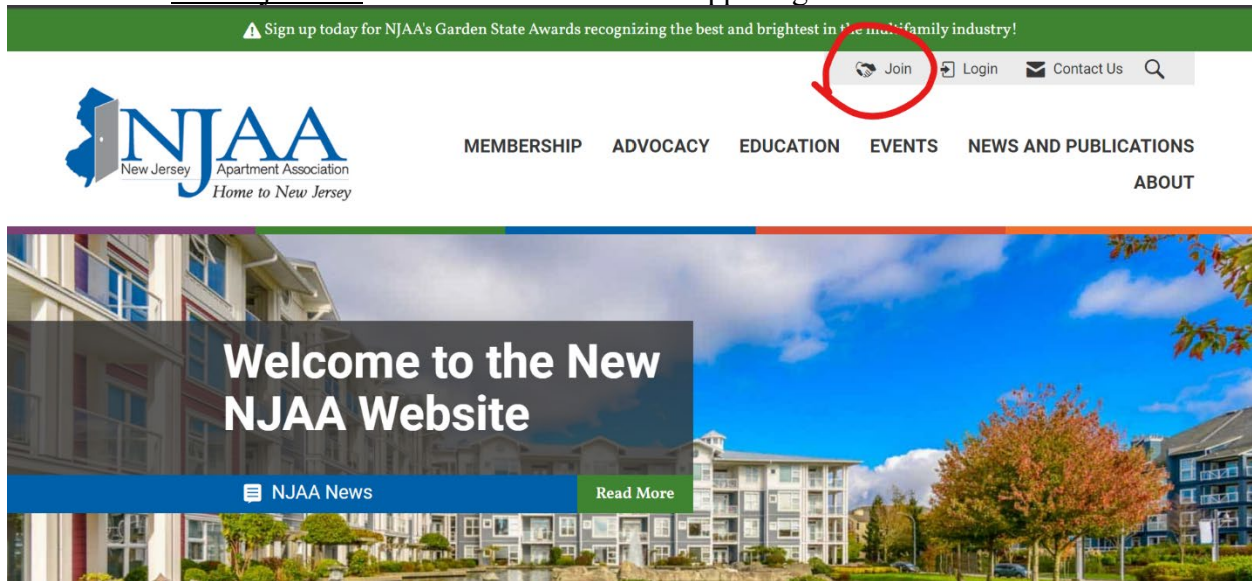


CREATE YOUR NEW WEBSITE CREDENTIALS!

August 29, 2024

Welcome to our newly launched NJAA website! We welcome you and hope that you will enjoy the new functionality and amazing benefits of our new system!
Some of you may be familiar with our website (created and hosted by Novi) as many Apartment Association's across the country are on this same platform.
There is much to explore on our new site as we are still migrating data and information.
With our new website, you will be required to create a NEW log-in and password. Your old sign-in credentials will not be compatible with this website. Don't worry, we have created a handy step-by-step document to assist you with this process.

1. Visit www.njaa.com and select "JOIN" in the upper right corner of the NJAA website.





2. Click the “Create an Account” button. This action will link YOU to your company.

Membership & Account Access

Need To Create An Account?

If you are already a member, please set up and log in to your member account by clicking "Create an Account" below. This option is also for current individual members and staff of company members who need to login, but do not have a user account set up.

Once logged in, you can:

- Update Your Member Profile
- Access Members-only Events
- Enroll in Continuing Education Courses
- Get Updated on Legislation and Regulatory Issues
- Access NJAA's Interactive Online Membership Directory
- Receive NJAA Members-only Publications
- View & Pay Invoices

Create an Account

Applying for Membership?

Membership in the New Jersey Apartment Association affords members with a multitude of benefits, as well as discounts on products and services. Benefits and offers are exclusively available to NJAA members in good standing.

Once you become a member you will have access to:

- Create Your Member Profile
- Access Members-only Events
- Enroll in Continuing Education Courses
- Get Updated on Legislation and Regulatory Issues
- Access NJAA's Interactive Online Membership Directory
- Receive NJAA Members-only Publications
- View & Pay Invoices

View Membership Information

3. Type in your email address in the email field. When you type in your email address you may see that you already have an account in the system. **IMPORTANT:** *When you type in your email address you may see that you already have an account in the system. This may be because you are the main dues contact for your company, or you've been active with the NJAA in the past and your record has transferred over. If you receive this message, you will need to click on the forgot password button and you will be directed on how to access your account. At that time you can edit any information in your profile that you'd like.*

If you don't receive the message below under your email address, please proceed to #4.

Login Info **Link Property / Company** **Key Info**

EMAIL *
kelly@njaa.com

⚠ It looks like you already have an account with us. Great news, all you need to do is login! Not sure what your password is? Please follow our [forgot password](#) process or [contact us](#) for help in accessing your account.

FIRST NAME * LAST NAME *

PASSWORD * 🔒

CONFIRM PASSWORD *

Confirm Password

- At least 8 characters
- At least 1 uppercase letter
- At least 1 number
- At least 1 special character
- Passwords match



4. Click on the PASSWORD field and create and confirm a password of your own choosing. Be sure to follow the required password guidelines listed below the confirm password box.

50 characters remaining

Available email address

FIRST NAME *

LAST NAME *

PASSWORD *

CONFIRM PASSWORD *

At least 8 characters

At least 1 uppercase letter

At least 1 number

At least 1 special character

Passwords match

I AGREE TO THE [TERMS & CONDITIONS](#)

Save and Continue →

5. Begin typing your property or company name into the box as seen below. Please be patient as you may see the box circling to locate your company.

[Login Info](#) [Link Property / Company](#) [Key Info](#)

Hi Test, please let us know under which Property / Company you're signing up.

The name of the property/company you belong to:

Property / Company
Type the name of a Property / Company and press enter.

If you have no Property / Company, skip this step by clicking Save and Continue.

Can't find your Property / Company?

Learn more about membership options. [Get More Information](#)

Please reach out. We would be happy to help. [Contact Us](#)



- 6. You will be brought to a new screen where you can fill in your key information. Once you have filled out your information, you will be all set with your own account on the new NJAA website!

PREFIX	FIRST NAME *	MIDDLE NAME	LAST NAME *	SUFFIX
Prefix	Test	Middle	Test	Suffix

PROPERTY / COMPANY *
*The name of the property/company you belong to:
Please type the name of a Property / Company and press enter.*

New Jersey Natural Gas

EMAIL *
accounting@njaa.com

PHONE * Allow International
(###)###-#### x####

MOBILE Allow International
(###)###-####

WEBSITE
http://

BILLING ADDRESS *

.....

Should you have any questions or run into any issues, please do not hesitate to contact membership@njaa.com and a member of the NJAA team will be more than happy to assist you!

Managing Your Account and Taking Advantage of Your Member Compass

Learn how to utilize your Member Compass to get the most of your NJAA membership benefits. These features allow you to manage your membership information conveniently and efficiently. Keeping your profile up to date in the Member Compass ensures your membership is in good standing and that you have access to all the benefits we provide to our members.

What is my Member Compass:

Once logged into the website, you will be redirected to your Member Compass. Along with information about your current membership status, you'll also see several tabs to the left including your profile and account history. You may also see dynamic information boxes that show the current number of upcoming events you're registered for, or a box displaying how many outstanding invoices you have. Note: if you are not registered for any upcoming events or do not have outstanding invoices, that corresponding information will not display.



Access Levels: Any Logged in user can see their Dashboard, which includes their membership status, personal profile information, event registrations (current and past), plus any orders and transactional history. You may see company information if your account is granted certain access permissions. Primary Contacts, Billing Contacts, or users designated with Management Access can update company information, such as contact information, staff, and company profile fields.

Learn the Member Compass: Dashboard (Seen Above): This serves as the home page for your Member Compass. You can click this at any time to get back to this main screen.

Pay Balance and Account History: To pay open invoices select the Pay Balance tab. Need to view past transactions, or print an invoice? Go to the Account History tab. From there you can get detailed information on your invoice history. Instead of having to call or email staff to make a payment or send an invoice, you can find those here.

My Events: At the top of this tab are any upcoming events you're currently registered for. To the right of each event is a link that will allow you to add it to your calendar (iCal, Google, Outlook, and others.) Below that section lists past events.

Continuing Education: Here you'll see any continuing education credit you've earned with NJAA (credits you've accumulated after our launch). You can also run a Continuing Education Report for a set time frame to see all credits in one transcript. For past continuing education credits that predate our new website, contact education@njaa.com for assistance.

Profile: Upload your headshots, links to social media profiles, and any other information you'd like to share with other NJAA members.

Payment Methods: Add or edit your saved payment methods here (if applicable).

Company/People: If you see the words Company and People in your sidebar, your account has access to update the Company profile. The Primary Contact, Billing Contact, and anyone on staff with Management Access can update the information found here. This includes the company logo, contact information, staff list, website, address, description, etc. Changes made here will be reflected on the company's Member Directory listing as well.

If you need to update company information and do not have access, please do not hesitate to contact membership@njaa.com and a member of our team will assist you!