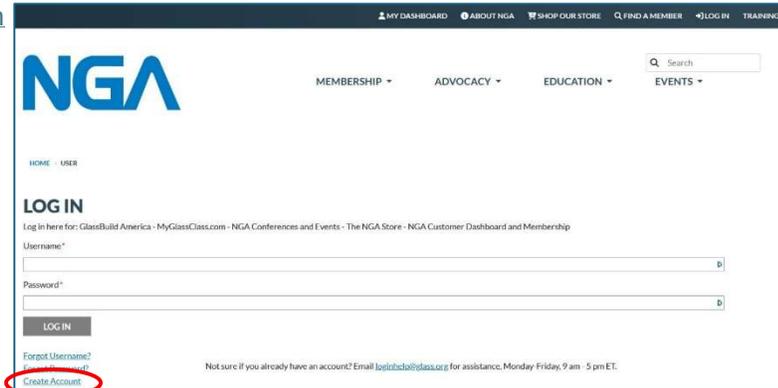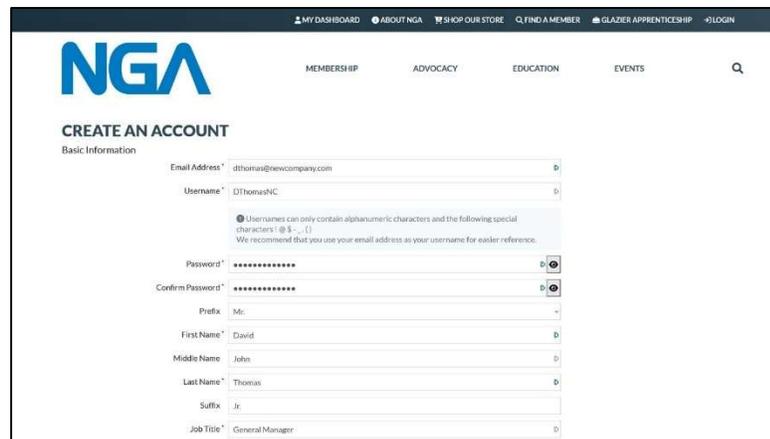# Follow the steps below to create a new NGA account

1) Go to www.glass.org/user/login and click **Create Account** (bottom left).

2) Fill out the first 10 fields, ending with Job Title.

3) You will then need to search for your company in the **Company Name** field whether your company is in our system or not. Start typing your company name. As you type, it will auto populate your company name and address if it is in our system.

4) **If you find your company**, click it and your company's information will populate the rest of the form. Click the blue **CREATE ACCOUNT** button (bottom right) and go to step 9 below.

If your company does not come up, you will see the blue **+ADD COMPANY** box appear on the right.

5) Click **+ADD COMPANY** to bring up the **CREATE COMPANY** form. Fill out the form and click **ADD COMPANY** at the bottom.

6) You will then see the **COMPANY CONFIRMATION** screen. Verify your information, then click **CLOSE** on the bottom right.

7) Search for the company you just created and select it from the dropdown. Your company information will auto populate in the form.

8) Once your personal and company information is filled in, you can click the blue **CREATE ACCOUNT** button on the bottom right.

9) You will then see the **PROFILE CREATED** screen. Verify your information then click the **GO TO NGA CUSTOMER DASHBOARD** button below.

10) You will now be able to log in to your NGA account at www.glass.org/user/login with your username and password.