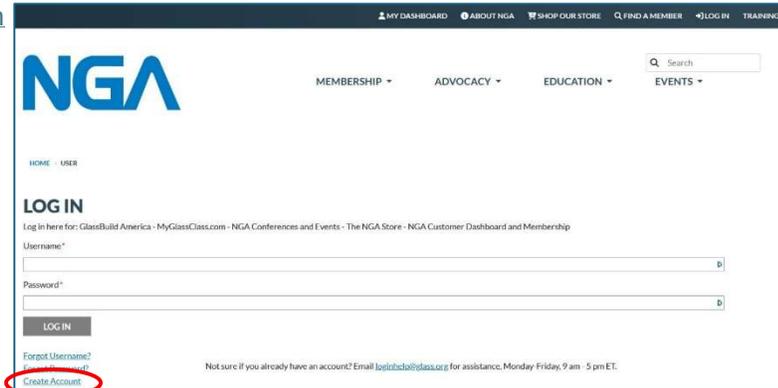


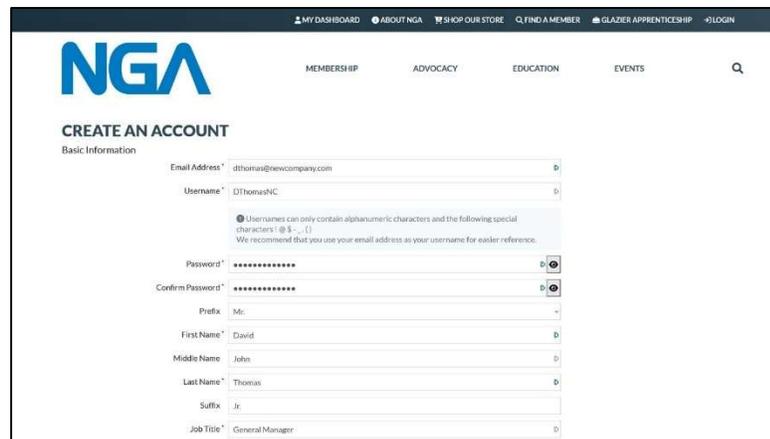
# Follow the steps below to create a new NGA account

- 1) Go to [www.glass.org/user/login](http://www.glass.org/user/login) and click **Create Account** (bottom left).



The screenshot shows the NGA website's login page. At the top, there are navigation links: MY DASHBOARD, ABOUT NGA, SHOP OUR STORE, FIND A MEMBER, LOGIN, and TRAINING. Below the NGA logo, there are menu items for MEMBERSHIP, ADVOCACY, EDUCATION, and EVENTS. The main content area is titled 'LOGIN' and includes a 'Log in here for: GlassBuild America - MyGlassClass.com - NGA Conferences and Events - The NGA Store - NGA Customer Dashboard and Membership'. There are input fields for 'Username\*' and 'Password\*', a 'LOG IN' button, and a 'Forgot Username?' link. At the bottom left, the 'Create Account' link is circled in red. A note at the bottom right says: 'Not sure if you already have an account? Email [loginhelp@glass.org](mailto:loginhelp@glass.org) for assistance, Monday-Friday, 9 am - 5 pm ET.'

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



The screenshot shows the 'CREATE AN ACCOUNT' page. The form is titled 'Basic Information' and includes the following fields: 'Email Address\*' (dthomas@newcompany.com), 'Username\*' (DThomasNC), 'Password\*' (masked with dots), 'Confirm Password\*' (masked with dots), 'Prefix' (Mr.), 'First Name\*' (David), 'Middle Name' (John), 'Last Name\*' (Thomas), 'Suffix' (Jr.), and 'Job Title\*' (General Manager). A note below the password fields states: 'Usernames can only contain alphanumeric characters and the following special characters: @ \$ % - { } We recommend that you use your email address as your username for easier reference.'

- 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.



The screenshot shows a search box for 'Company Name'. The search prompt is 'Enter part of the Company Name to search.' The input field contains 'New Company Inc.'. Below the input field, a dropdown menu shows a search result: 'New Company Inc. | 450 Main Street Vienna VA', which is circled in red. A note at the bottom left says: 'Once your organization is found, select the Company Name to continue.'

- 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.



The screenshot shows two buttons: a blue 'CREATE ACCOUNT' button with a person icon and a 'RESET' button with a circular arrow icon. The 'RESET' button is circled in red.

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



The screenshot shows the same search box as in step 3. The search prompt is 'Enter part of the Company Name to search.' The input field contains 'New Company Inc.'. To the right of the input field, there is a blue button labeled '+ ADD COMPANY'. A note at the bottom left says: 'Once your organization is found, select the Company Name to continue.'

- 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](http://www.glass.org/user/login) with your username and password.

