



Instructions in Creating Account Login for NCCAOM

1. Proceed to Account Login page by clicking the Account Login button located top right corner of NCCAOM's homepage (www.nccaom.org).
2. Click "Forgot your Username or Password" link next to Username/Password field located near the bottom of the page. This will take you to the Account Recovery page.
3. Enter your Last Name and Email address.
 - a. If the email address matches the record we have on file, an automatic account recovery link along with a temporary Authentication Code will be sent to the email address you provided usually within 10 minutes.
 - b. If the email address does not match, the page will prompt asking for verification information (Last Name / First Name, Birth Date, NCCAOM ID# (if known) and Contact Phone Number) via email: support@nccaom.org. A Staff from NCCAOM will respond within 2 business days.
4. Login to your email account and locate the email from support@nccaom.org.
5. Click on the Account Recovery Link which will lead you to in the Account Activation page. Enter the Authentication Code located under the Account Recovery Link.
6. Once verified, you must create a new Username and Password.
7. Now use the new Username and Password to login and update your contact information and/or Information to be published in the Certification Registry (formerly Find a Certified Practitioner). While updating your information, check only the boxes you would like the published on the Certification Registry. If this step is omitted, only your name will appear and nothing else. You must also select "List" under the Website Directory Listing Preference in order for your information to be posted to the Certification Registry.

After carefully attempting each steps above and yet remain unsuccessful with your login, please call (904-598-1005) or email (support@nccaom.org) NCCAOM so that one of our staff members may assist you immediately!