



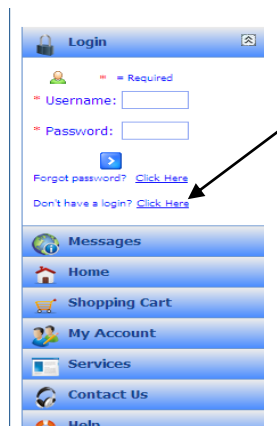
## On-Line Account Maintenance

### Creating, Accessing or Editing an NCCAOM® Personal Account

- A. Go to the NCCAOM website [www.nccaom.org](http://www.nccaom.org) and click on the “Login>>” button on the top right of the page.
- The information below is for an individual who has never submitted an application to the NCCAOM. All Diplomates, applicants or candidates who have submitted an application(s) to the NCCAOM, already have a NCCAOM ID number and profile and should go to “Login Instructions” below.

### Creating an NCCAOM On-Line Account:

- B. Click on the “Don’t have a login?” link under the “Login” tab



- C. Setting Up Your New Profile and Creating Your Login and Password:
- Organization – enter your company name and website address. All information captured on this page will be published in the *NCCAOM® Find a Practitioner* directory (if participating). NEXT
  - Individual – Fields in “Red” are required.
    - List My Information in the *NCCAOM Find® a Practitioner Directory*? The Radio button defaults to “No.” Click “Yes” if you want to be listed in the directory once certification is awarded. Only Certified Active Diplomates are included on the directory listing. NEXT
  - Address – Only the Primary address can be entered at this time.
    - The Primary Address is the contact for all correspondence with the NCCAOM.
    - Alternative Address will be listed in the directory if you have chosen to participate. Type “unlisted” in “Address Line 1” for the street address if you do not want it to appear in the directory. E.g.: Jim Smith

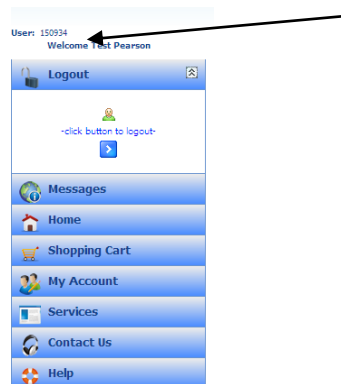


unlisted

Jacksonville, FL 32202

This address will be entered later in the profile setup process.

- Second alternative and third alternative addresses can be stored in the database to allow for additional “primary,” “billing” or “directory” options. NEXT
4. Phone – Enter the phone as (xxx) xxx-xxxx or xxxxxxxxxx
- Primary Phone is the first choice of contact for correspondence with the NCCAOM.
  - Directory Phone must be entered if a phone number is to appear in the NCCAOM *Find® a Practitioner* directory. This number may be the same as the Primary, Alternative or Mobile phone number.
5. Credentials – You will create your own login name and password. These fields are case sensitive.
- Your four-digit PIN will be used for account change verification if needed in the future.
- FINISH
6. NCCAOM ID – An ID is created and can be viewed above the “Logout” bar on the upper left of the “Home” page.



Click on next from this page to create and submit an online application for NCCAOM certification or click on the “Update User Profile” to add or edit an address.

**Login Instructions for Diplomates, Applicants and Candidates who already have an NCCAOM ID number and are logging into the NCCAOM website for the first time:**

- All Diplomates, applicants or candidates, who have submitted an application(s) to the NCCAOM, have a NCCAOM ID number and profile. Your profile is created and NCCAOM ID number assigned when your application is processed by the NCCAOM Certification Services department staff.



1. User Name = NCCAOM ID number. Diplomates can locate this number on their ID card. Approved Candidates will be notified of their ID number on the *NCCAOM<sup>®</sup> Authorization to Test* letter.
2. Password = Enter the first three letters of your last name plus your NCCAOM ID number. The first letter of the last name must be CAPITALIZED. (For example if your ID number is 123456 and your last name is Smith, then your Password = Smi123456). For security reasons the NCCAOM does not display the length of the password field. Continue to type the information in the format indicated and hit Enter. The password can be changed at the first login by clicking on the “My Account” menu button and choosing “Change Password.”

**Adding, editing or changing an address type on the user profile:**

1. Click on the “My Account” menu button and click “Addresses.”
2. To add a new address click on the “New Address” starburst and select the address type. See D. 3 above for a definition of the address types. Enter the address information and “save new address.”  
OR
3. To edit a current address click on the pencil to the right of the address you want to change. The address fields, city, state and zip code will appear. Make necessary edits and “save changes.”  
OR
4. To replace an address type (primary, alternative or directory) address click on the “Edit Address Preferences” pencil and click on the drop down arrow of the address you want to edit. Highlight the address in the list and “save changes.”

Questions: Contact NCCAOM at (904) 598-1005 or email [info @thenccaom.org](mailto:info@thenccaom.org).