

# How to Edit Membership Info / Reset Passwords

## 1) Login to the Admin Side of REAA.org

You can gain access to our old website at <http://reaa.org> and log in with your account credentials to access old CE Certificates.

Friends of REAA



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[Admin Login](#)

## 2) Enter your Admin Username and Password

(This is different than your REAA.org. The login is first initial followed by your last name. e.g. "John Smith" username would be "JSmith") If you need help contact [info@reaa.org](mailto:info@reaa.org)

### Naylor Client Login

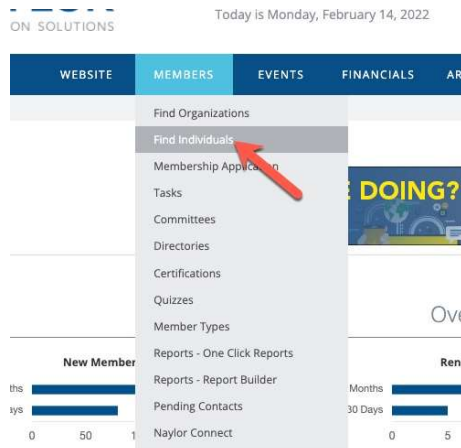
Remember Me

[Forgot your Password?](#)

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**New Users:**  
Please obtain your username and password from your Naylor Association Solutions administrator.

3) Navigate to Members>Find Individuals



4) Search by whatever field you'd like to. The easiest way is to search by first name or last name.

Find Individuals

Contact Type  Organization Record  Individual Record  Both

Name First Name Last Name

Title

Username

Organization

Organization ID/Member ID

5) Click View Contacts

Find Individuals

Organization Record  Individual Record  Both

View Contacts

First Name Last Name

6) The list of members fitting the criteria is displayed.

Organization	First Name	Last Name	Contact ID	Contact Type	Prefix	City	State/Province	Email	Phone	Expiration	Suspension	Member Type	Action
Advantage Appraisals	Bryan	Lynch	106	Primary	----	APPLEGATE	CA	bryanlynch@gmail.com	(916) 765-6785	1/1/2023	OFF	Licensed Appraiser Member	...
Joseph Lynch Appraisal Services	Joseph	Lynch	9	Primary	----	Woodland	CA	josephlynchappraiser@gmail.com	(530) 304-8471	1/1/2023	OFF	Licensed Appraiser Member	...

7) Click on the First Name or Last Name to View the members profile, or the email address to send them an email (via your computers default email program).

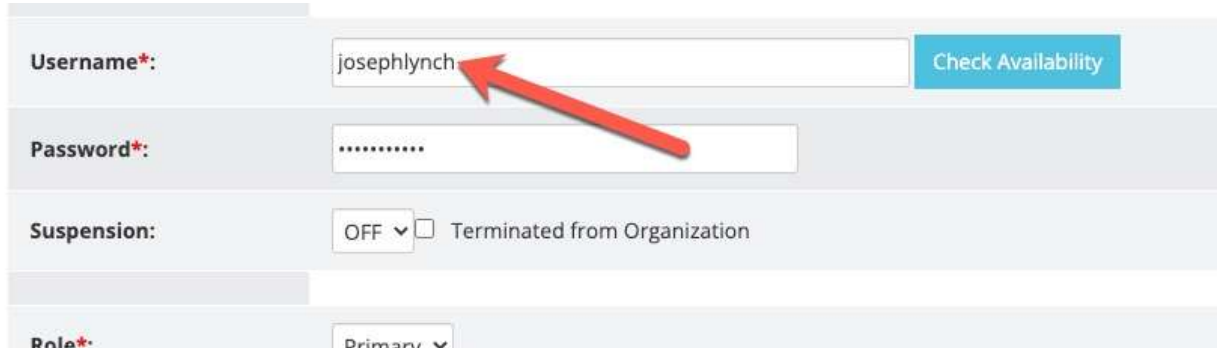
Organization	First Name	Last Name	Contact ID	Contact Type	Prefix	City	State/Province	Email	Phone	Expiration	Suspension	Member Type	Action
Advantage Appraisals	Bryan	Lynch	106	Primary	----	APPLEGATE	CA	bryanlynch@gmail.com	(916) 765-6785	1/1/2023	OFF	Licensed Appraiser Member	...
Joseph Lynch Appraisal Services	Joseph	Lynch	9	Primary	----	Woodland	CA	josephlynchappraiser@gmail.com	(530) 304-8471	1/1/2023	OFF	Licensed Appraiser Member	...

8) Any/All contact info can be edited by the Admin for that member. Members can also do this themselves when they log into REAA.org.

[Save](#)

Organization	Joseph Lynch Appraisal Services
Login As Contact	<a href="#">Login</a>
Last Updated:	1/18/2022
Prefix:	----
First Name*:	Joseph
Middle Name:	M
Last Name*:	Lynch
Suffix:	
Title:	Owner
Member Type:	Licensed Appraiser Memb
Contact ID:	9
Inactive:	07/01/2023
Expiration Date:	1 / 1 / 2023 (m/d/yyyy)
Affiliation Date:	1 / 3 / 2022 (m/d/yyyy)
Last Renew Date:	-- / -- / -- (m/d/yyyy)

9) To view REAA.org username scroll down to Username and it is displayed

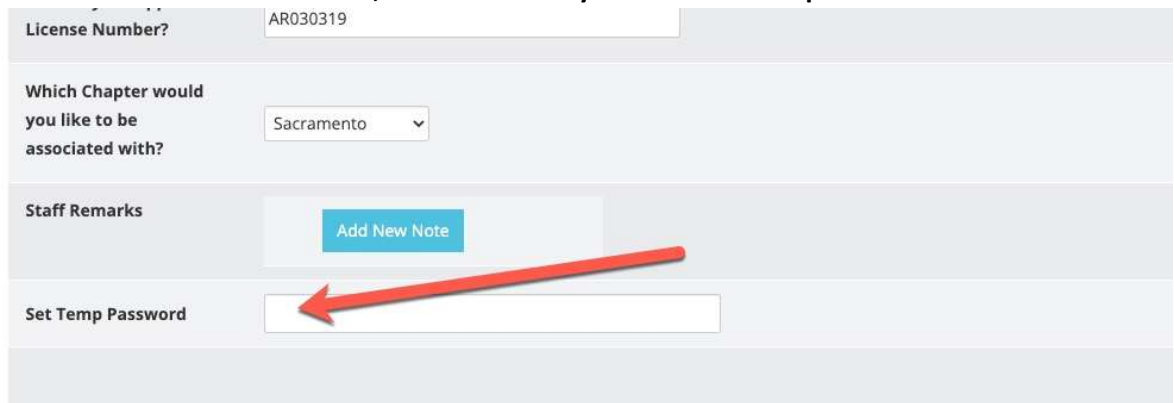


The screenshot shows a user profile form with the following fields:

- Username\*:** A text input field containing 'josephlync'. A red arrow points to this field.
- Check Availability:** A blue button next to the Username field.
- Password\*:** A text input field with masked characters (dots).
- Suspension:** A dropdown menu set to 'OFF' and a checkbox labeled 'Terminated from Organization'.
- Role\*:** A dropdown menu set to 'Primary'.

The username can be changed by a chapter admin. Click Check Availability to ensure that username is available.

10) To Reset the Password for a member, scroll all the way down to Set Temp Password.



The screenshot shows a user profile form with the following fields:

- License Number?:** A text input field containing 'AR030319'.
- Which Chapter would you like to be associated with?:** A dropdown menu set to 'Sacramento'.
- Staff Remarks:** A section with an 'Add New Note' button.
- Set Temp Password:** A text input field. A red arrow points to this field.

11) Set a Temporary Password (Example FirstName1234 – Joe1234) and click Save  
The Temp Password is Case Sensitive



The screenshot shows a user profile form with the following fields:

- Staff Remarks:** A section with an 'Add New Note' button.
- Set Temp Password:** A text input field containing 'joe1234'.
- Save:** A blue button at the bottom right of the form.

12) The next time the user logs into REAA.org they will use the Temp Password and be prompted to change their password.