

NWFA Member Portal First Time Login Instructions

If this is your first visit to our new portal, you will need to set your password on your account.

1. Please visit <https://www.nwfa.org/forgotmypassword>
2. If you had a profile with NWFA and this is your first time visiting our new portal, enter your **email** as your username and select **Reset my password**.

nwfa
National Wood Flooring Association

Questions?
800.422.4556

Google Chrome recommended
for best experience

Forgot your password?

Enter your Username below and we will send a message to reset your password

Reset my password

Note: If you have already setup your password, enter your username here.

Email goes here

3. The system will send you an email with a verification code to enter into this screen.

If you cannot find the email, please be sure to check your spam filter.

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National Wood Flooring Association

Questions?
800.422.4556

Google Chrome recommended
for best experience

We have sent a password reset code by email to o***@g***.com. Enter it below to reset your password.

Code

New Password

Enter New Password Again

Change Password

Reset NWFA Password Inbox x

no-reply@verificationemail.com
to me

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Reset NWFA Password

To reset your password, enter this verification code when prompted: 401141

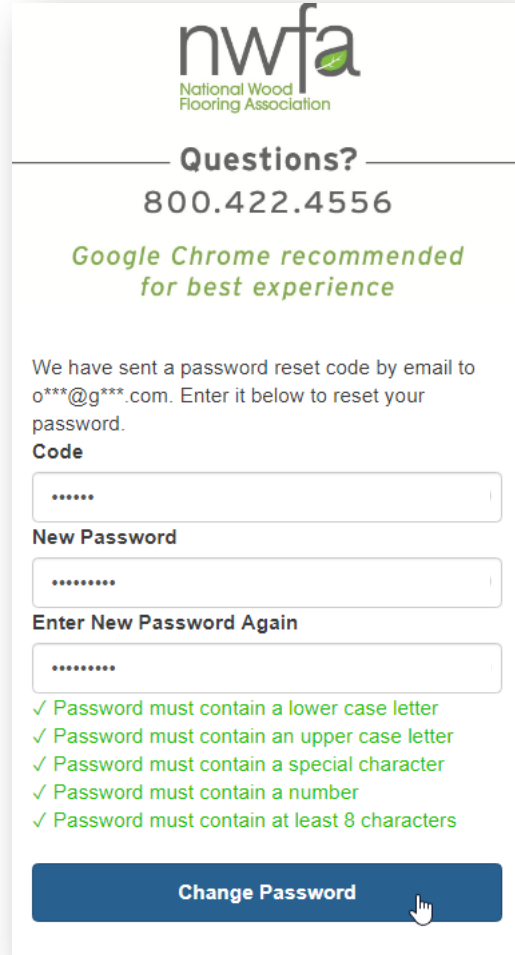
Questions?
Contact us:
info@nwfa.org

111 Chesterfield Industrial Boulevard
Chesterfield, Missouri 63005

**EXAMPLE EMAIL ONLY
YOU WILL RECEIVE A UNIQUE
VERIFICATION CODE**

NWFA Member Portal First Time Login Instructions

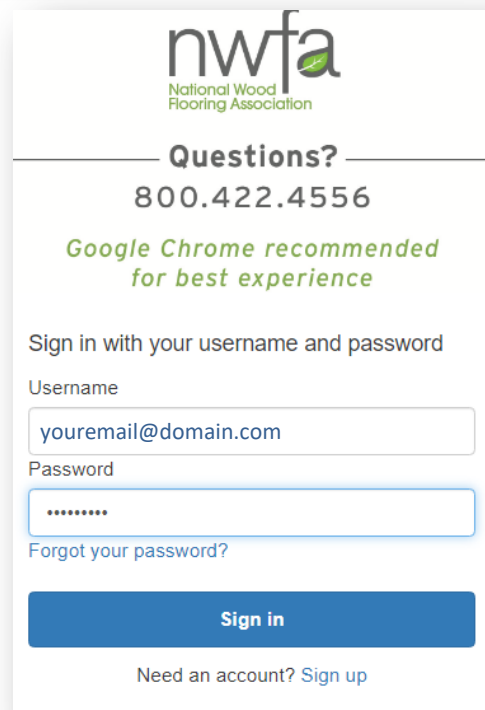
4. Enter the **code** you received in the email and a unique, secure **password**, then select **Change Password**.



The screenshot shows the NWFA password reset interface. At the top is the NWFA logo (National Wood Flooring Association). Below it, the text reads "Questions? 800.422.4556" and "Google Chrome recommended for best experience". The main instruction is: "We have sent a password reset code by email to o***@g***.com. Enter it below to reset your password." There are three input fields: "Code" (with 6 dots), "New Password" (with 8 dots), and "Enter New Password Again" (with 8 dots). Below these fields are five green checkmarks with requirements: "Password must contain a lower case letter", "Password must contain an upper case letter", "Password must contain a special character", "Password must contain a number", and "Password must contain at least 8 characters". At the bottom is a blue "Change Password" button with a mouse cursor over it.

5. Next, **sign in** to gain access to the member portal.

If you experience any problems during this process, please call us at 800-4722-4456



The screenshot shows the NWFA sign-in interface. At the top is the NWFA logo (National Wood Flooring Association). Below it, the text reads "Questions? 800.422.4556" and "Google Chrome recommended for best experience". The instruction is: "Sign in with your username and password". There are two input fields: "Username" (with the placeholder "youremail@domain.com") and "Password" (with 8 dots). Below the password field is a link: "Forgot your password?". At the bottom is a blue "Sign in" button and a link: "Need an account? Sign up".

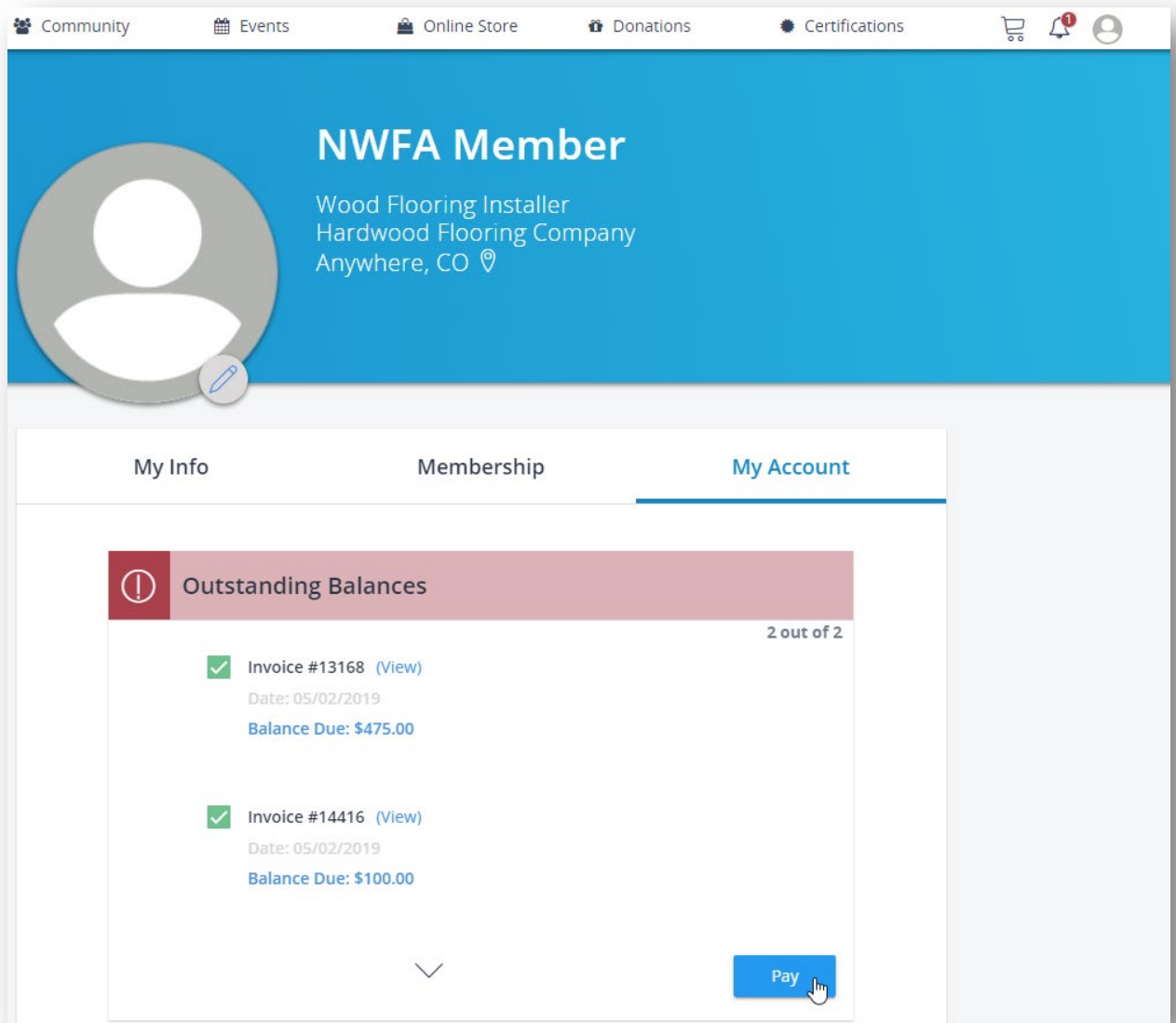
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What can I do from here?

- Visit My Profile > My Account under your organization to review any outstanding balances and pay online.

Note: Many items are billed to your organization. To view these, switch to your organization's profile and then select My Profile > My Account. You must be set as your organization's main contact to view.

- ✓ Annual membership dues
- ✓ Subscription to NWFA University All Access Pass



The screenshot displays the NWFA Member Portal interface. At the top, there is a navigation bar with icons for Community, Events, Online Store, Donations, and Certifications, along with a shopping cart, a notification bell, and a user profile icon. Below this is a blue header section with a large circular profile picture placeholder and the text "NWFA Member" followed by "Wood Flooring Installer", "Hardwood Flooring Company", and "Anywhere, CO".

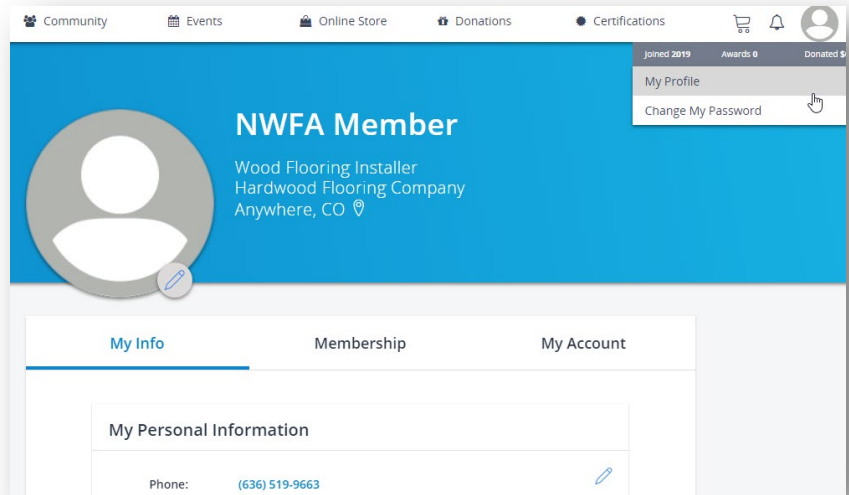
The main content area is divided into three tabs: "My Info", "Membership", and "My Account", with "My Account" being the active tab. Under the "My Account" tab, there is a section titled "Outstanding Balances" with a red warning icon and a "2 out of 2" indicator. This section lists two invoices:

- Invoice #13168 (View) with a date of 05/02/2019 and a balance due of \$475.00.
- Invoice #14416 (View) with a date of 05/02/2019 and a balance due of \$100.00.

At the bottom right of the "Outstanding Balances" section, there is a blue "Pay" button with a hand cursor over it.

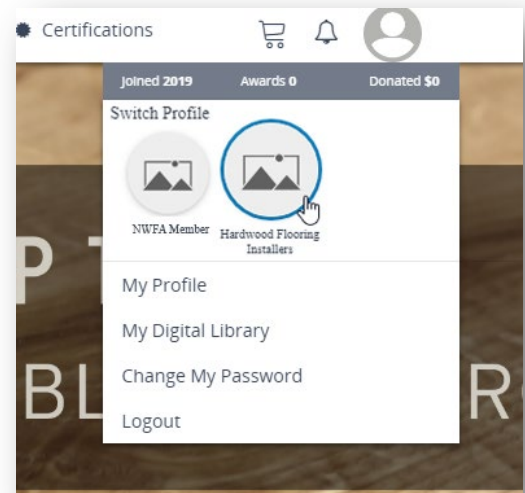
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- Select the profile button on the top right and visit “My Profile” to make sure your contact information is up to date.

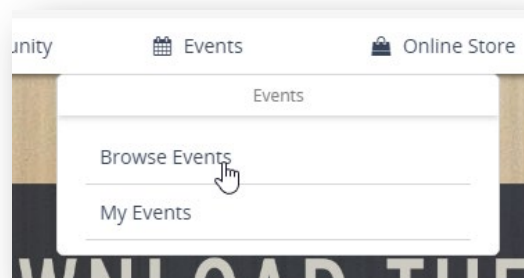


- If you are the main contact for your organization, you can now manage not only your personal profile, but also your organization’s profile.

Simply select the profile button and switch to your organization’s profile.

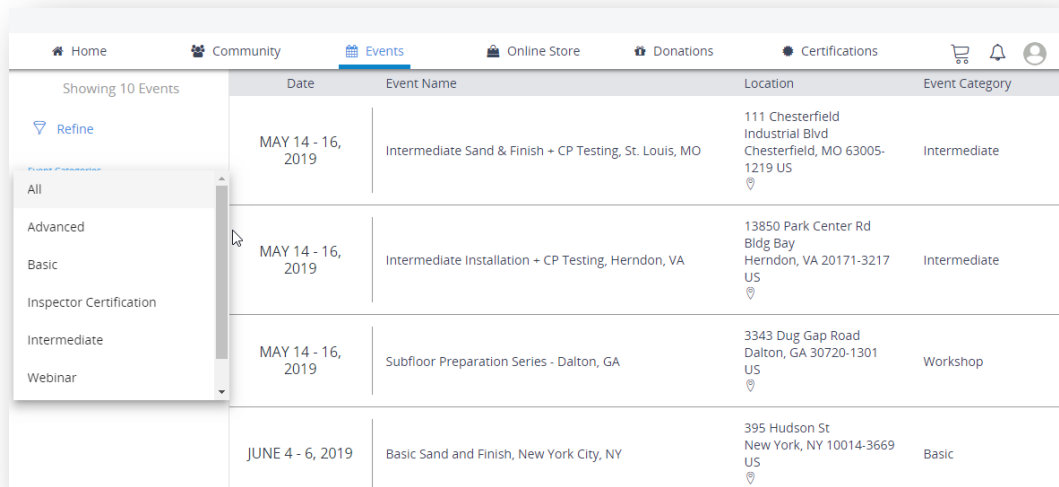


- Browse through our list of training events by selecting Events > Browse Events.

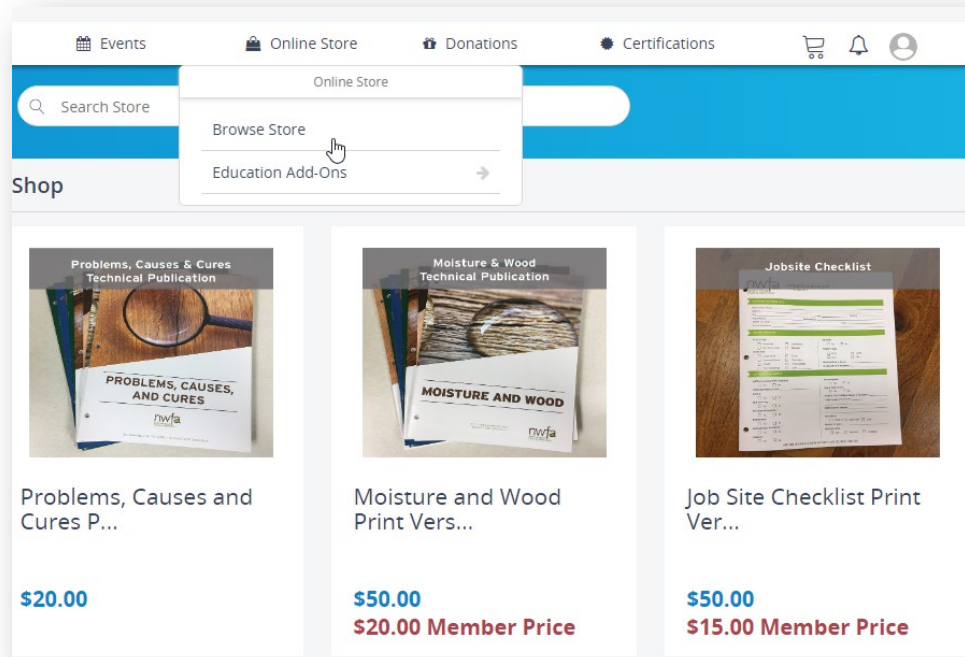


NWFA Member Portal First Time Login Instructions

- You can refine your search by the event category (Basic, Intermediate, etc.)



- Browse the Online Store to purchase technical publications and digital badges



New features are being rolled out frequently. Stay tuned for more!