

*If you do not already have your user name and password,
e-mail onlineregistration@atlantahomebuilders.com or call 678-775-1460.*

Address/Phone/Email Changes

1. Log in using your personalized user name and password.
2. Click on My Profile in the menu bar at the top left of the page.
3. Make changes to any contact information listed. The user name and password can also be changed.
4. Be sure to click Save at the bottom of the page after making any changes.

Company Primary Business Activity Changes—Note, ONLY the primary contact for the company's membership will be able to make Business Activity changes.

For Builder Members Only:

1. After logging in, click on My Profile.
2. Then click on NAHB Info.
3. Choose your primary building activity from the drop-down box labeled "Primary" underneath Business Activity. Choose only your primary activity.
4. Be sure to click Save at the bottom of the page after making any changes.

For Associate Members Only:

1. After logging in, click on My Profile.
2. Then click on Business Activities.
3. Choose your primary business activity from the chart box labeled Business Activity. If you already have an activity chosen, you must first unselect that activity, then select a new activity. You are limited to only one business activity.
4. Be sure to click Save at the bottom of the page after making any changes.

Company Chapter Affiliation—This applies to Builder members only.

1. After logging in, click on My Profile.
2. Then click on Additional Info.
3. From the drop-down menu labeled Local Chapter, choose the area of town in which your company does the most business.
4. Be sure to click Save at the bottom of the page after making any changes.

Removing Employees Who are No Longer With the Company and Adding New Employees—Note, ONLY the primary contact for the company's membership will be able to make changes to employee records.

Removing Employees

1. After logging in, click on My Profile.
2. Locate the drop-down menu near the top of the right side of the page labeled "Go To:"
3. Click on Dependants in the drop-down menu.
4. Check any names of employees to delete and click Save at the bottom of the page.

Adding Employees

1. Within the Dependant page, click Add Dependants at the bottom of the page.
2. Provide contact information as required for employee and click Save after making changes.
3. Repeat steps to add more employees.

Changing Employee Contact Info

1. Within the Dependant page, click on name of employee.
2. Change contact info such as email, phone and fax.
3. Be sure to click Save at the bottom of the page after making any changes.

In addition to managing company information (if you are the primary contact), **you also can do the following for yourself:**

Register for Classes and Events

1. After logging in, click on Events in the menu bar at the top left of the page.
2. In the calendar, browse to the name and date of the event you want to register for and click the name.
3. Click on Register at the bottom of the event description.
4. Be sure to click Save at the bottom of the page after making any changes.

Cancel Existing Registrations

1. After logging in, click on My Profile in the menu bar at the top left of the page.
2. Locate the drop-down menu near the top of the right side of the page labeled “Go To:”
3. Click on Event Registrations in the drop-down menu.
4. Click on the name of event that you want to cancel. Note, if you are past the cancellation date, you will not be able to cancel.
5. Be sure to click Save at the bottom of the page after making any changes.

Get Transcripts of Classes and Events You’ve Attended

1. After logging in, click on My Profile in the menu bar at the top left of the page.
2. Then click on Transcript.
3. You will see classes and events you have attended within a specific time period, and you can change the dates to see a broader or narrower view of classes and events that you have attended.
4. Be sure to click Save at the bottom of the page after making any changes.

Add Educational Designations to Your Membership Record

1. After logging in, click on My Profile in the menu bar at the top left of the page.
2. Then click on Additional Info.
3. Next to National Designations, choose the designation(s) that you have earned. Hold the Control key down on your keyboard to select multiple designations.
4. Be sure to click Save at the bottom of the page after making any changes.

Place Orders Through the Online Bookstore

1. After logging in, click on Online Store in the menu bar at the top left of the page.
2. Browse to the name of the publication or item you want to purchase. The item’s current inventory will be displayed so you can see if the item is in stock or not.
3. Click on the check box next to the name and enter the quantity.
4. At the bottom of the page, click on the shipping method of your choice. Tax and shipping are automatically calculated. Click Next to enter your payment information and place the order.