**Creating a Visto account and purchasing a course**

To take advantage of Visto discounts/promotions, and to receive the discount associated with your company's NAA membership (if applicable), you **must** create a Visto account. If you don't include your NAA ID in your Visto profile, you will **not** be able to receive the NAA discount on credential courses, and other Visto products. Your Visto account and your NAA ID (NAA account) are entirely separate, and in no way connected.
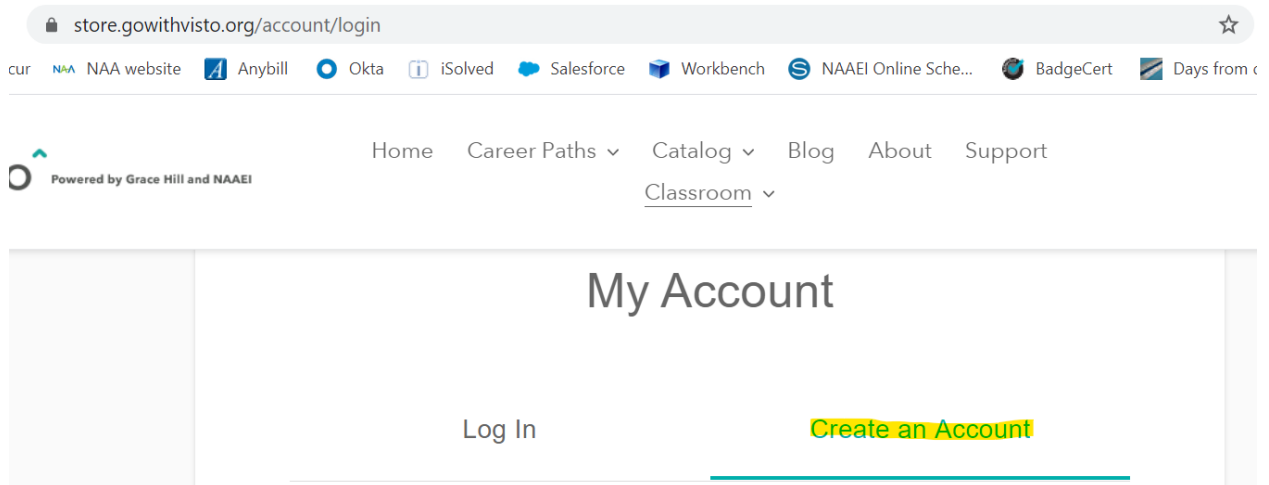
To create a Visto account, please follow steps 1-7 below.

**Creating a Visto account**

1. Go to [www.gowithvisto.org](www.gowithvisto.org) Click on "Classroom." From the drop-down box, click on "Login/Create Account."
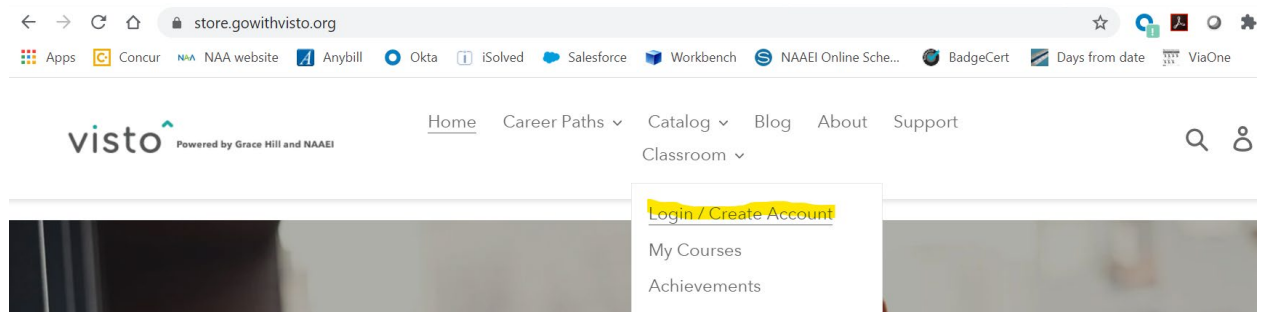


2. On the "My Account" page, click on the "Create an Account" tab.

3. Complete all the required fields (marked with *). Enter your NAA ID into the field called "NAAEI ID", highlighted in yellow below. Including your NAA ID here will allow you to take advantage of your company's NAA discount on credential courses. If you need assistance linking your NAA ID with your company, please call Client Solutions at 1833-86-MYNAA. Anyone who answers the phone will be able to assist. If you don't have a NAA ID, you can create one at [www.naahq.org](www.naahq.org) If you don't include your NAA ID in your Visto profile, you will **not** be able to receive the NAA discount on credential courses, and other Visto products. Please note: your NAA ID and your Visto account are entirely separate, and in no way connected.

4. When finished, click on the green "Create an Account" button at the bottom of the page.



5. You will see a message confirming the creation of your account. Click "ok".
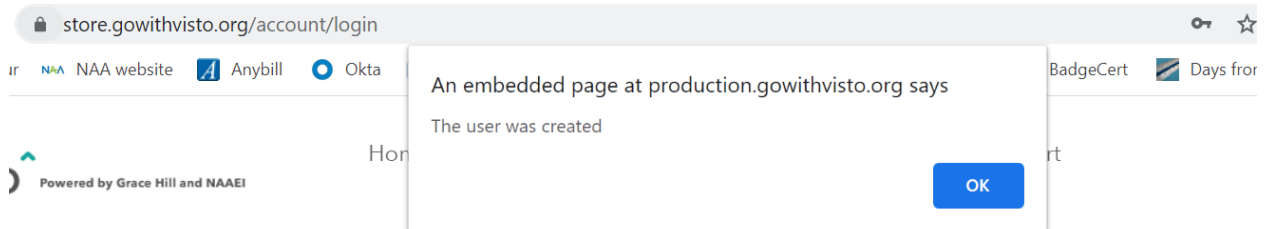
6.  Complete all information on the My Industry Profile page and be sure to include your NAA ID number. The ID number confirms you are a NAA member and your course will be made available at a discount. If you need assistance linking your NAA ID with your company, please call Client Solutions at 1833-86-MYNAA. Anyone who answers the phone will be able to assist. When profile is complete, click the "Save" button. If you don't have a NAA ID, you can create one at [www.naahq.org](http://www.naahq.org) If you don't include your NAA ID in your Visto profile, you will **not** be able to receive the NAA discount on credential courses, and other Visto products. Please note: your NAA ID and your Visto account are entirely separate, and in no way connected.



7.  Click the blue "OK" button that confirms your profile was updated.