

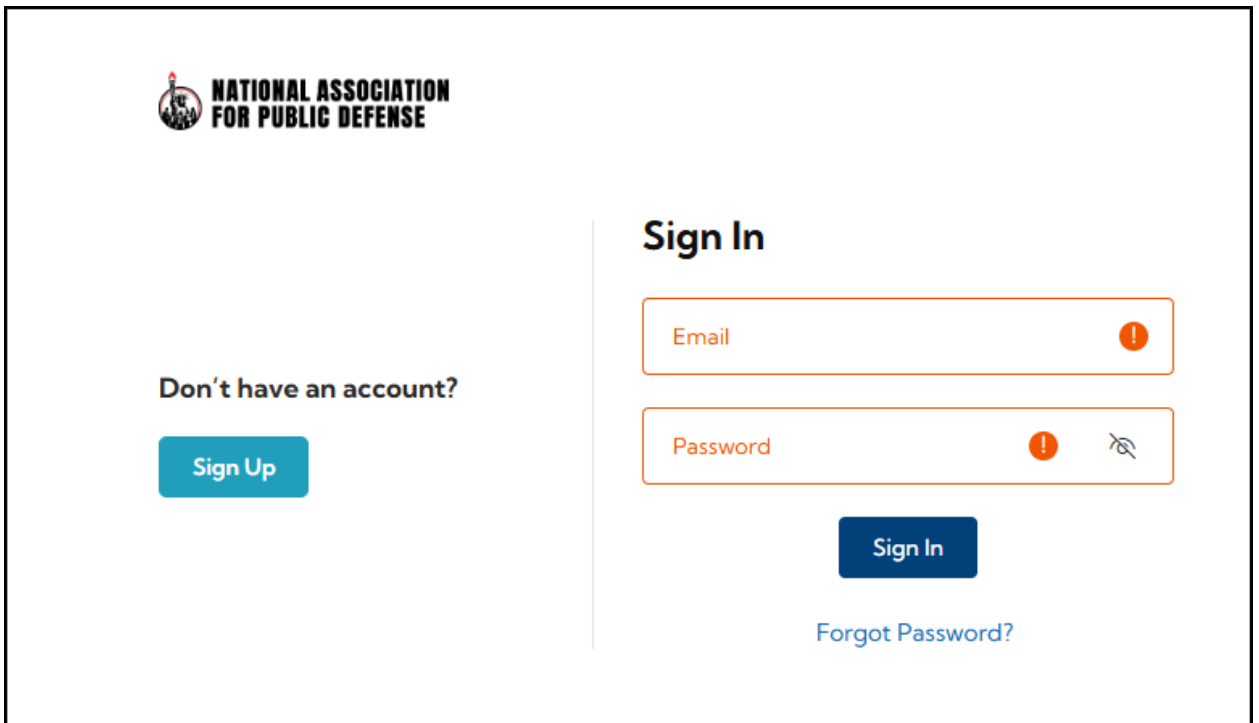
NAPD Membership Portal Guide

Individual User Affiliation & Roster Management Instructions

Part 1: Individual User Instructions

Follow these steps to connect your personal profile account to your organization's primary membership plan.

1. **Create Your Account:** Go to my.thenapd.org and create an individual profile account.

A screenshot of the NAPD Membership Portal login page. The page has a white background. In the top left corner is the NAPD logo, which consists of a circular emblem with a torch and the text "NATIONAL ASSOCIATION FOR PUBLIC DEFENSE" to its right. Below the logo, on the left side, is the text "Don't have an account?" in a dark blue font, followed by a blue rectangular button with the white text "Sign Up". On the right side of the page, the heading "Sign In" is displayed in a bold, dark blue font. Below this heading are two input fields: the first is labeled "Email" in orange text and has an orange exclamation mark icon on its right; the second is labeled "Password" in orange text, has an orange exclamation mark icon, and a small icon of an eye with a diagonal line through it on its right. Below these fields is a dark blue rectangular button with the white text "Sign In". At the bottom right of the sign-in section is a blue link that says "Forgot Password?".

2. **Select Profile Type:** During setup, select the option **“Do not create company profile.”**
Note: You do not need to complete any of the organizational information sections.

Sign Up

System Information

Email

First Name

Last Name

Organization Name

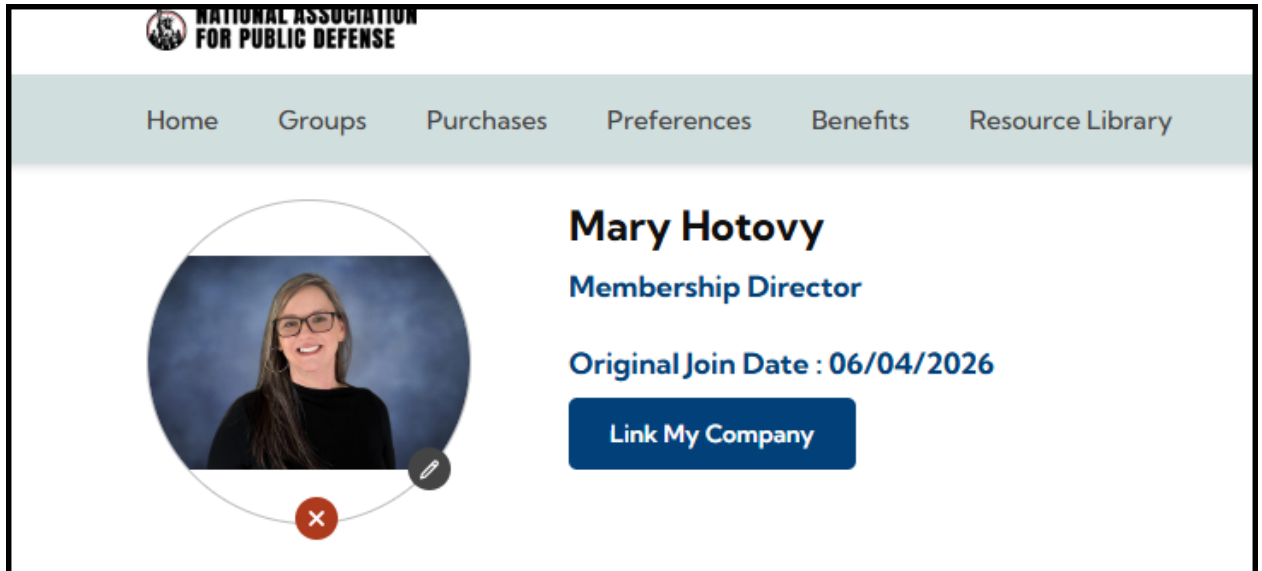
Domain

☐ Do Not Create a Company Record

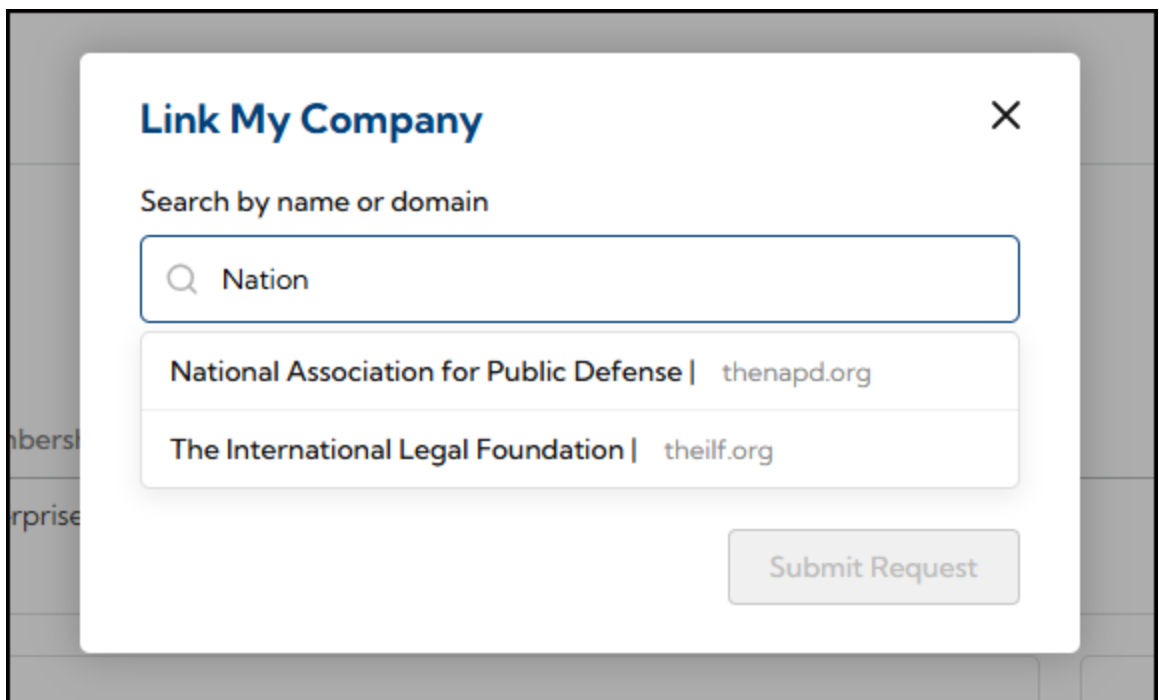
Create Account

3. **Link to Your Organization:** Once logged into your Home screen, click the “**Link to My Company**” button located directly beneath your name.

Note: If your workplace utilizes a uniform email domain with **auto-assignment enabled**, your profile may be linked automatically. Check the “**Primary Company**” field; if your organization is already listed, you may bypass these affiliation steps.



4. **Select Your Organization:** Search for your organization and select it from the automatically populated list. Once selected, click “**Submit Request.**”



What to Expect Next:

Your affiliation status will immediately change to “**Request Pending**” and you will receive an automatic email confirmation. Once your Roster Manager reviews and approves the request, you will receive an update email confirming full access to the organizational membership plan.