

# Create an Online Profile

## Create New Account

Click the **Create New Account** button.

Portal

Not Logged In

## Secure Certification Management Portal



**ADVOCATING** FOR NATIONALLY BOARD-CERTIFIED ACUPUNCTURISTS.  
**PLANNING** FOR THEIR FUTURE.



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### Welcome to our new certification portal

**DON'T HAVE AN ACCOUNT?**

If you don't have an account, it's easy to create one.  
(PDA Provider Responsible Parties: You also will start here to obtain an NCCAOM® ID.)

[Create New Account](#)

**ALREADY HAVE AN ACCOUNT?**

If you have registered online with us before, please continue to use your existing login information.

### Login

[Login](#)[Forgot Password?](#)

#### Forgot your Username and Password

- If you have registered with us before but do not remember your login information, click [here](#) for password assistance.

#### Questions

If you have questions or need further assistance, please contact us at (888) 381-1140 or [info@thenccaom.org](mailto:info@thenccaom.org).

# Create an Online Profile

## Demographic Info

Enter your demographic information and click **Next**.

### Create New Individual Account

**Step 1:** Please enter your demographic information below.

The required fields are marked with \*.

First Name*	<input type="text"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text"/>
Email*	<input type="text"/>
Confirm Email*	<input type="text"/>

Next

# Create an Online Profile

## Personal Information

Continue to enter your demographic information and click **Next**.

### Add Individual

Personal Information   Address

Name

Title  (Salutation)

First Name\*

Middle Name

Last Name\*

Suffix  (Jr., Sr., Credentials)

Contact

Email Address\*

For U.S. and Canada numbers, please enter the area code with the phone number (e.g. 123-456-7890x111). For international numbers, please also indicate country and city codes (e.g. 41-11-xxx-xxxx).

Home Phone\*

Work Phone

Cell Phone

Alternate Email

Additional Information

Web Address  Must start with http://

SSN\*  (Last 4 Digits Only)

Date of Birth\*

Gender\*

◀ Prev   Next ▶

# Create an Online Profile

## Addresses (1/2)

Enter your primary mailing address where you want to receive NCCAOM correspondences. Use the button to copy this to address to your work address listed below.

### Add Individual

Personal Information | Address

Mailing Address

Please provide your primary mailing address. This address will be used for communications between you and NCCAOM® only.

Country  If USA, leave blank

Company

Address Line 1\*  Street / PO Box

Address Line 2  Suite / Apt# / Floor

City/Town\*

State/Province\*

Zip/Postal Code\*

Work Address

**Please Note:** This address will be shown in our 'Find A Practitioner' directory

**PDA Providers:** If you are setting up a profile in order to be a responsible party for a PDA Provider, please provide your work address in this section. This information transfers into the PDA Provider system. If it is the same as your Primary mailing address above, simply use the "Copy from Mailing address" option.

# Create an Online Profile

## Addresses (2/2)

Here you can specify a Work Address and a Home Address. **NOTE:** The Work Address can be publicly viewable if you opt into NCCAOM's Find a Practitioner Directory. Click **Save** when this is complete.

Work Address

**Please Note:** This address will be shown in our 'Find A Practitioner' directory

**PDA Providers:** If you are setting up a profile in order to be a responsible party for a PDA Provider, please provide your work address in this section. This information transfers into the PDA Provider system. If it is the same as your Primary mailing address above, simply use the "Copy from Mailing address" option.

Country  If USA, leave blank

Company

Address Line 1

Address Line 2

City/Town

State/Province

Zip/Postal Code

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Home Address

This address should be used to store primary place of residence. This address is kept private if different from Primary Mailing address.

Country

Address Line 1

Address Line 2

City/Town

State/Province

Zip/Postal Code

# Create an Online Profile

## Account Creation Confirmation

Please keep a record of your new account info. You can change these after entering the portal.

### Create New Individual Account

**Individual account created  
successfully**

Your NCCAOMCERT individual account has been created and is assigned the following information:

Login information for: Sample User

Contact ID: 841673

Username: 841673

Password: 26\$06@11

You can now access your account by using the above credentials. An email has also been sent to [sampleuser@thenccaom.org](mailto:sampleuser@thenccaom.org) with the account information.

For security purposes, we recommend that you change your password upon login. Please [click here](#) to continue to the main menu.