

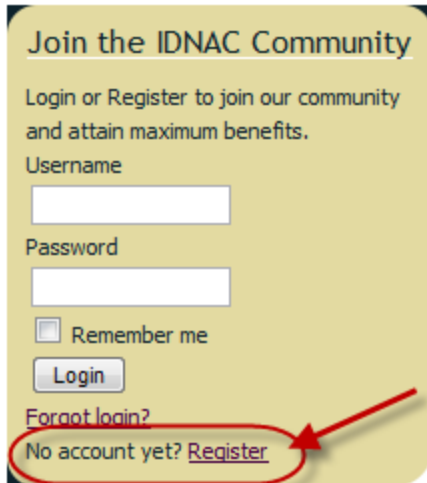


## Creating an Account on the IDNAC Site and Completing your User Profile

Creating a User Account on the IDNAC Site is very simple:

Visit <http://idnac.org>

On the left, find the *Join the IDNAC Community* menu and click the Register link.



Clicking the **Register** link will open a new window.

Complete the information on the Registration Window - ALL of these items are required. Think of your IDNAC Profile in the same way as you think of a LinkedIn Profile, with the resulting goal of creating a professional profile to show off your expertise.

**People with first name or last names containing the following characters:**

**ru, cn, in**

**one after the other, will experience problems until further notice. You will need to email [webmaster@idnac.org](mailto:webmaster@idnac.org) for help in setting up your account.**

Pay close attention to the following 9 items - screen shot follows:

1. **Symbol Key Coding** - these symbols will indicate required fields, fields that will be visible on your profile, fields that will NOT be visible on your profile, and how to obtain information about a specific field.
2. **Indicates that ALL initial User Accounts must be approved and activated by the IDNAC Webmaster. This manual function must be performed and can take 12-24 hours. You will receive a "Welcome" email when your account has been approved and activated and you can then login to the website, download existing articles, submit information about training events, and add a listing to the IDNAC Marketplace for your product or service.**
3. **First Name/Last Name.** Please use your REAL first and last name. Entering a first and last name such as Cruituick Cruituick will definitely cause your account to be blocked.
4. **Email/User Name.** Both your email address and user name will be checked for validity and availability and you will see "flashing bars" below these fields. **This functionality was temporarily disabled on 2/23/10 due to some issues; when the issues are resolved this functionality will be reactivated.**
5. **Occupation.** You can select multiple occupations by first clicking on an occupation and then pressing down the CTRL key, click on an additional occupation.

6. **Web Site/Company Name:** These items will both be checked for validity before your account is approved.
7. **IDNAC Community Newsletter.** Sign up for the newsletter, choosing to receive them in either HTML or plain text formats.
8. You'll also need to accept the Terms & Conditions for use of this website. You can view Terms & Conditions here - <http://www.idnac.org/index.php/component/content/50.html?task=view>
9. **Register.** Click the Register button to complete this initial registration process.

## Registration

1

 Required field |  Field visible on your profile |  Field **not** visible on profile |  Information: Point mouse to icon

Please complete the following information in order to begin your IDNAC Community Website Registration.

Registration for this site is required in order to utilize it's full functionality, such as the ability to post on our forums, download existing articles, submit new articles to share with the community, etc.

**2**

**User Accounts must be approved before you can access the site - this may take 12-24 hours.**

3
**First Name:**

4
**Last Name:**

**Email:**

**Username:**

**Password:**

**Verify Password:**

5
**Occupation:**

IDN Gold Developer
IDN Silver Developer
IDN Community Developer
IPP Developer
SDK & IPP Developer
Certified QuickBooks ProAdvisor
Certified QuickBooks Advanced Advisor
QuickBooks User
ProAdvisor & Developer
CPA

6
**Web site:**

**Company:**

7
**Subscribe to:**  **IDNAC Community Newsletter**  
 Intuit Developer Network Advisory Council (IDNAC) Community Newsletter, bringing you news and information about QuickBooks.  
**Select newsletters format:**  
 Receive newsletters:  as emails formatted in HTML  as plain text emails

8
 **Accept Terms and Conditions**

9

Thank you for taking the time to complete your initial DNAC Community Membership details. Once your membership has been approved you will be able to complete a more detailed Community Profile.

Once you have completed the initial registration form, click the Register button (not shown in screen shot), to be taken to the Registration Complete window.

## Registration Complete!

Your registration requires email confirmation and approval. Please follow the confirmation steps sent to you in email. Once approved you will be sent an acceptance notice to the e-mail address you entered.

When you receive approval then you will be able to log in.

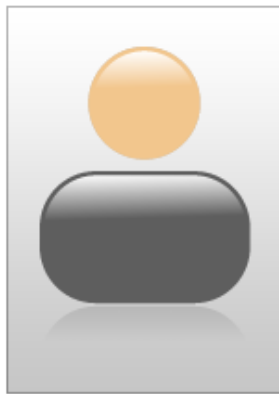
You will receive an email with the following subject line - **Intuit Developer Network Advisory Council (IDNAC) - Your IDNAC Community Registration is Pending Approval.** There is a link within this email that you must click on to confirm that the information you just submitted is correct.

When the Website Administrator has approved your account, you will receive an email with the following subject line - **Intuit Developer Network Advisory Council (IDNAC) - Welcome to the IDNAC Community Website.** You can now return to the IDNAC site and login to finish completing your profile.

Edit

Connections

## Ben Biker (BensBiker) Profile Page



Hits:	0
Online Status:	<span style="color: green;">●</span> ONLINE
Member Since:	13 minutes ago
Last Online:	Now
Connections:	0
Forum Ranking:	-
Total Posts:	-
Karma:	-

Profile Articles Forum Connections

Contact Info Additional Information

**Web site:** [www.qb4contractors.com](http://www.qb4contractors.com)

**Company:** QuickBooks for Contractors

Click the Edit button and choose to either Update your Profile OR Update your Image.

NOTE: There will be more features & functionality in the days ahead implemented into the Profile section.

Once your registration is complete, you will have access to a “Member Menu” - located in the left column.

<p><b>Member Menu</b></p> <ul style="list-style-type: none"><li>• <a href="#">How To Use the IDNAC Site</a></li><li>• <a href="#">Your IDNAC Community Profile</a></li><li>• <a href="#">Benefits for ProAdvisors</a></li><li>• <a href="#">ProAdvisor Product Success Story Template</a></li><li>• <a href="#">Benefits for Developers</a></li><li>• <a href="#">Developer Product Profile Template</a></li><li>• <a href="#">Submit an Article</a></li><li>• <a href="#">Submit a Web Link</a></li><li>• <a href="#">Submit QuickBooks Training Events</a></li><li>• <a href="#">Connect with Other Members</a></li><li>• <a href="#">IDNAC Logout</a></li></ul>	<p>The Member Menu will allow you to have access to other free benefits of membership - such as the ability to submit articles, web links, QuickBooks training events and connect with other members.</p> <p>Instructions for utilizing these options will be featured in upcoming instructional articles which will be available to download from the IDNAC Community Forums at <a href="http://www.idnac.org/index.php/idnac-community/idnac-community-forums.html?func=showcat&amp;catid=5">http://www.idnac.org/index.php/idnac-community/idnac-community-forums.html?func=showcat&amp;catid=5</a>. You can access these training articles by clicking on the “How to Use the IDNAC Site” link in the Member menu.</p>
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Member Menu links:

- **How to Use the IDNAC Site** - clicking this link will take you to the IDNAC Community forums where you can download articles which will teach you how to use this website to it's fullest capacity.
- **Your IDNAC Community Profile** - clicking this link will take you into the profile area where you can add additional details about yourself and your business.
- **Benefits for ProAdvisors** - clicking this link will take you to a webpage where you can view a detailed listing of membership benefits for ProAdvisors.
- **ProAdvisor Product Success Story Template** - clicking this link will take you to an area where you can download a template which interviews you regarding your success with a 3<sup>rd</sup> party application or tool that you frequently use/recommend. You can then submit this article for inclusion in an upcoming newsletter.
- **Benefits for Developers** - clicking this link will take you to a webpage where you can view a detailed listing of membership benefits for Developers.
- **Developer Product Profile Template** - clicking this link will take you to an area where you can download a template which interviews you about a QuickBooks integrated application you have developed. You can then submit this article for inclusion in an upcoming newsletter.
- **Submit an Article** - clicking this link will take you to a section of the website where you can submit your QuickBooks related article. *Click the How to Use the IDNAC Site and download an instructional article called “How to Submit An Article”.*
- **Submit a Web Link** - clicking on this link will take you to a section of the website where you can submit a link to another QuickBooks related website. THIS LINK SHOULD NOT BE A LINK TO YOUR OWN WEBSITE - AS THERE ARE NUMEROUS PLACES WHERE OTHERS CAN FIND ACCESS TO YOUR OWN WEBSITE.
- **Submit QuickBooks Training Events** – clicking this link will take you to our on-line listing of QuickBooks Training & Events, here you can list your own events or events that you are aware of. *Click the How to Use the IDNAC Site and download an instructional article called “How to Submit QuickBooks Training & Events”.*
- **Connect with Other Members** - this option works much like other popular social medium linking mechanisms. There are still a few bugs to be worked out before this feature is live.
- **IDNAC Logout** - click this link when you are ready to leave the IDNAC website.