



HOW TO **ACTIVATE AN ACCOUNT IN THE NCCER SHOP**

1. Existing users of shop.nccer.org will receive an automated activation email.
2. If you do not receive an activation email, visit shop.nccer.org.
3. Click the “My Profile” tab at the top of the page.



4. Select the “Forgot your password?” link underneath the login fields to receive a password reset email.
 - a. If you do not receive an email within a few minutes, be sure to check your junk/spam folders.
 - b. It is important to use the same email recorded in the NCCER Registry System, where applicable.
 - c. If you do not have an existing account, select the “Not a member?” link underneath the login fields to create one.

A screenshot of the login form on the NCCER SHOP website. It features two input fields: "Username" and "Password". Below the fields is a dark blue "Log in" button. Underneath the "Log in" button, there are two links: "Forgot your password?" (highlighted with a red square) and "Not a member?".