

Step 1: Log into your administrative account at [NHANOW.com](https://nhanow.com).

Login / Account ▼

Step 2: Locate the **Candidates** section on the left-hand side and select **Send Account Invites**

CANDIDATES

Send Account Invites

View Exam Applications

View Exam Results

Step 3: Type in the candidate email addresses for their logins

- **Best Practice** is to use personal (long-term) emails
- You can drag and drop a list from an excel spreadsheet
- Emails need to be separated by a comma

Invite Candidates to Create Accounts

1

Add Email Addresses

2

Review and Confirm

3

Result

Candidates ⓘ

Check Addresses

Step 4: Select **Check Addresses** to audit the existing NHA candidate database

- Note the icons listed next to each email and in the key above
- Only candidates who have **not yet created an account** will receive an invitation

1

Add Email Addresses

2

Review and Confirm

3

Result

⚠ 2 candidate(s) already have account set up within the system.

✓ 1 candidate(s) will be sent invitation(s) to complete profile and submit applications.

✗ 1 addresses are invalid. (Only candidates can be invited)

Email address	Status	System action
test@nhanow.com	✗ Invalid user, only candidates can be invited	None; will not be added
test2@nhanow.com	⚠ candidate(s) already have existing account	None; will not be added
test43243@nhanow.com	⚠ candidate(s) already have existing account	None; will not be added
test75@nhanow.com	✓ New account will be created	Candidate will be added

Start Over Previous

Send Invitations

Step 5: Press **Send Invitations** and an email will be sent to those who have not yet created an account

Send Invitations

- Best Practice: inform your candidate to monitor their inbox and junk mail for their invitation

Note: Sending an account creation request will **not add a candidate to any NHA materials or rosters.*