

Annual Renewal Instructions



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Certification@naec.org

QEI Renewal Instructions

The following is required to renew your QEI certification:

- Update your profile information. (**Important for sending your certification ID*)
- Pay your renewal invoice.
- Sign and submit your [QEI Code of Ethics](#)
- Submit your 1.0 CEU [ten 0.1 CEUs].

Step 1: Logging In

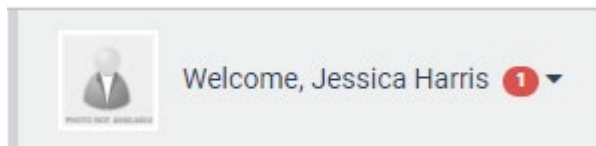
- Click on the NAEC Account Link and login
 - [National Association of Elevator Contractors Inc. \(site-ym.com\)](http://www.naecom.com)
 - **Please email Certification@naec.org if you need assistance with your login information.**

Step 2: Updating Profile

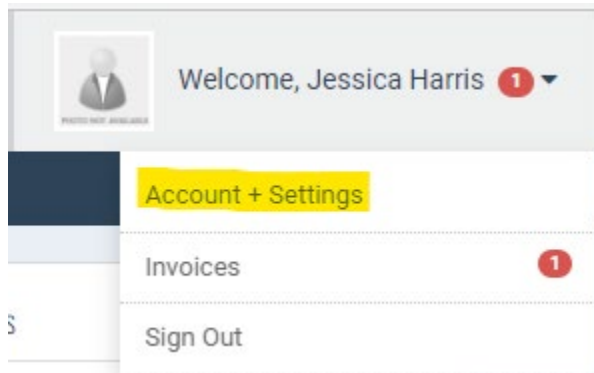
Once you are logged in, you will be directed to your NAEC feed.

*If you see the city skyline, please click MyFeed on the banner above to continue the below steps.

- In the top right-hand corner, Click on the down arrow behind the **Welcome, first name last name.**




- **Click on Account + Settings on the drop-down**










- Update the following information in order.
 - Primary Email Address
 - Home Address
 - Verify your Credly Email Address
 - Employer Name

Examples shown below.

○ Account Information

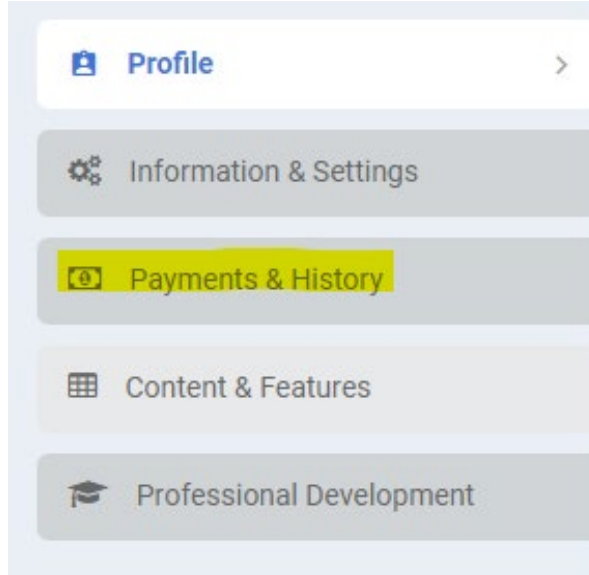
Account Information	
Your Personalized URL	(create a personalized url)
Username	(change)
Password	(change)
 E-Mail Address *	<input type="text"/>
Confirm E-Mail *	<input type="text"/>
Email Preference	Manage Email Preferences

○ Personal Information

Personal Information	
Full Name *	<input type="text" value="Chad"/> <input type="text" value="Constable"/>
 Home Address	<input type="text"/>
 Home Address Cont.	<input type="text"/>
 City/Town	<input type="text"/>
 State	<input type="text"/>
 Postal Code	<input type="text"/>
 Country	<input type="text"/>
 Renewing Candidates: Please provide the email address to receive your Credly Badge. *	<input type="text"/>

Step 3: Paying Renewal Invoice

- On the left-hand tab, click **Payments & History**



- Click the box beside the dollar bill symbol. Once selected, the **Pay Selected Invoices** will turn blue which you will then click.

[Invoices](#) | [Event Registrations](#) | [Membership](#) | [Donation History](#)


Filter by status:

Store & Events

<input type="checkbox"/>	<u>Order Date</u>	<u>Status</u>	<u>Name on Invoice</u>	<u>Invoice Type</u>	<u>Total</u>	<u>Balance</u>
<input checked="" type="checkbox"/>	7/1/2023	Open	[Redacted]	Store Order	[Redacted]	[Redacted]

Pay Selected Invoices

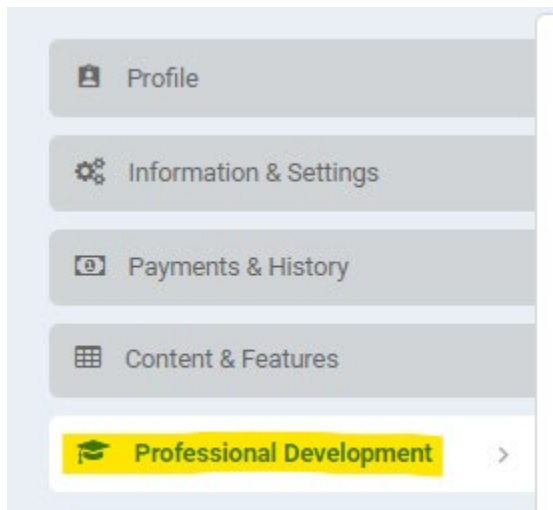
- Enter the credit card information and provide the billing address for the specific credit card in use. Select Submit Payment when completed.

Payment Information		
Payment Amount *	\$115.00 	
Payment Type	Credit Card	
Name on Card *	<input type="text"/> FIRST / M.I.	<input type="text"/> LAST
Card Type *	<input type="text"/>	
Card Number *	<input type="text"/>	
Card CVV Number *	<input type="text"/>	
Exp. Date *	<input type="text"/> mm / <input type="text"/> yyyy	
E-mail Address *	<input type="text"/>	
Organization:	<input type="text"/>	
Address:*	<input type="text"/>	
	<input type="text"/>	
City/Town:*	<input type="text"/>	
Country: *	<input type="text"/>	
State: *	<input type="text"/>	(Reset)
Postal Code:*	<input type="text"/>	
Phone:*	<input type="text"/>	

*** NAEC no longer charges the 3% processing fee when paying with a credit card.**

Step 4: Submitting QEI Credits

- On the left-hand tab, click **Professional Development**



- To upload your QEI credits, click **+Add Entry**

+ Add Entry

➤ You will now fill out your journal entry.

Add Entry ✕

Is this entry for a Certificate or Program? * Yes No

Certification/Program * ?

Credit Type * ?

Entry Date * ?

Description * ?

Credits * ?

Credits Expire ?

Score (%) ? (if applicable)

Activity Code ?

Attachments ? No file chosen

- Certification/ Program: **2024/2025 QEI Certification Renewal**
- Credit Type: **QEI CEU**
- Description: **QEI CEU, Name of Course provider, Name of course**
- Credits: **Credits earned from course**
- Attach course certificate and click submit.

5. Submitting QEI Code of Ethics

Add Entry

×

Is this entry for a Certificate or Program? * Yes No

Certification/Program * ?

2024/2025 QEI Certification Renewal ▼

Credit Type * ?

QEI Code of Ethics ▼

Entry Date * ?

7/1/2024 📅

Description * ?

Signed QEI Code of Ethics

Credits * ?

0

Credits Expire ?

📅

Score (%) ?

(if applicable)

Activity Code ?

Attachments ?

Choose File No file chosen

Submit

Cancel

- Certification/ Program: **2024/2025 QEI Certification Renewal**
- Credit Type: **QEI Code of Ethics**
- Description: **Signed QEI Code of Ethics**
- Credits: **0**
- Attach course certificate and click submit.