

Instructions for Applying for NAERIC Advantage Payouts

***Accounts MUST be created by the owner of record on the breed registry papers.**

Begin by Creating an Owner's Account at naericportal.com.

Fill in your contact information and create a password. Passwords must be at least 8 characters and contain at 3 of 4 of the following: upper case (A-Z), lower case (a-z), number (0-9) and special character (e.g. !@#\$%^&*).

Upload Horse Information.

Before filling out payout applications for Advantage money you have earned at approved events, you must first identify your NAERIC horse(s) by entering their NAERIC horse number(s) found on your horse's NAERIC certificate(s). After you submit the horse number, make sure the search results list your horse. If it is not your horse, you have used the wrong NAERIC horse number. If you need to look up your horse's number, click on the search link provided.

Upload the horse's breed registry papers, front and back (unless blank). Papers are NOT complete unless both sides are uploaded. Please check to make sure your uploaded papers are easy to read. Uploaded papers that are too small or too blurred to read are NOT acceptable.

If the horse is non-registered (grade), upload a completed Horse Identification Form (<http://www.naeric.org/assets/pdf/Horse-Identification-Form.pdf>) that has been signed by your veterinarian and color photos showing all markings.

Complete Payout Applications.

After you have created an account as a NAERIC horse owner and identified your NAERIC horse(s), you will be able to login and edit information or add and edit applications for payouts at your convenience.

After logging in, proceed to the owner's module. On your Dashboard, you can see all approved events by clicking on the Events link on the sidebar or the Events folder.

To submit applications for payouts, **start by clicking on Applications/Create New.**

You may submit applications to NAERIC as complete them, or you can save them for your review and submit them later.

Click on Applications/Unsubmitted to see applications you have entered but not submitted. You can edit or delete these applications.

Click on Applications/Submitted to see completed applications you have already submitted to NAERIC.

Upload Results and Show Records.

To submit your show record and any results NAERIC may need to verify your class placings, click on Results/Create New and upload the information. Please open and review your uploaded files to make sure they are readable. All AQHA approved shows require the official AQHA show record from AQHA to verify placings (Get your show record at www.aqha.com or call AQHA in TX). The secretary's statement from each show is NOT an official record.