Instructions for Logging into the NANM Cloud and viewing your NANM Commission Statements

After clicking on the "Access your statements" link from the NANM.com website (choose Tools - Commissions) – you will be directed to Amazon Web Services screen. Click the Sign In to the Console button in the top right corner.

You will be directed to Amazon Web Services Sign In screen.
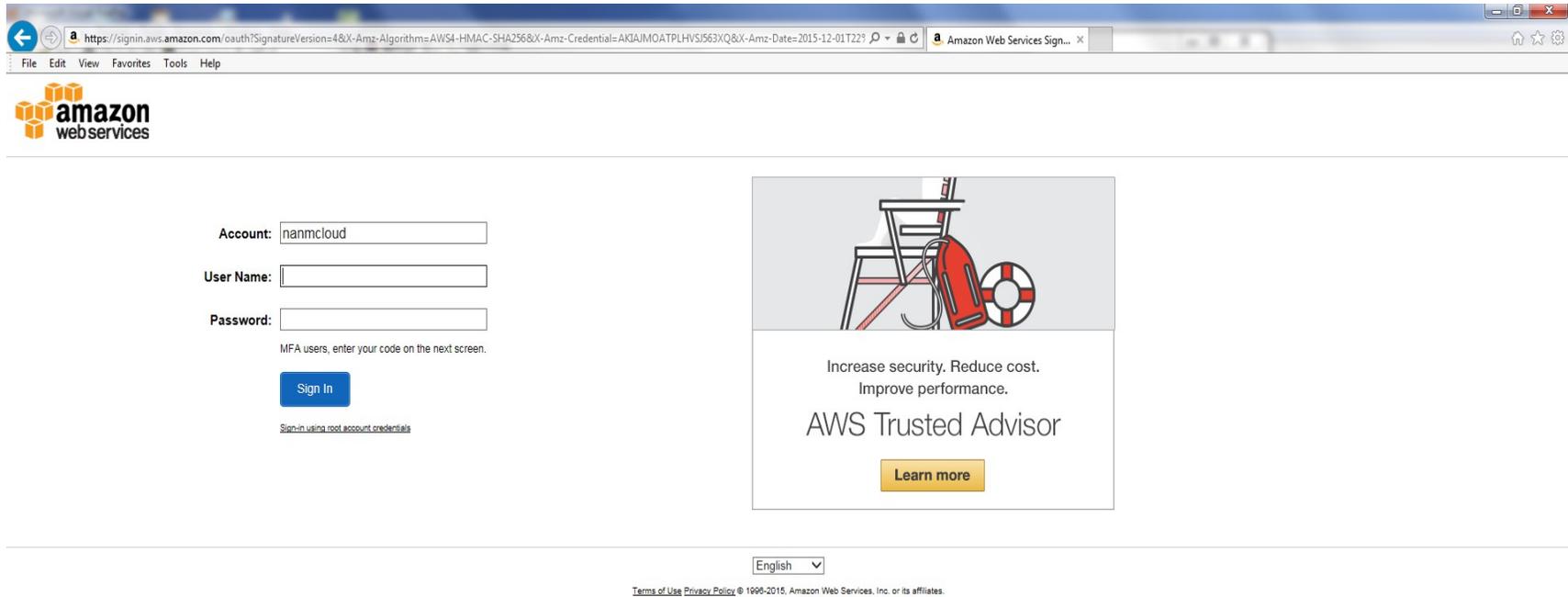
Your "account" should be pre-filled with nanmcloud. Enter your User Name and Password that was provided by NANM and click Sign In. Note: Password is case sensitive. Also, you will be required to change your password upon initial login (you will then be directed to the screen below, as normal, after creating a new password [Min Length of 6, 1 upper case, 1 lower case, 1 number is required for passwords]

Amazon Web Services has many features and functions. The only function you'll have access to is the S3 (Scalable Storage in the Cloud). It is in the first column on the left hand edge about 5 options down. By clicking the S3 option you'll be directed to the NANM storage cloud below.

Click on the **nanmra** bucket/folder (all other buckets may be visible but are not available for Statement access).
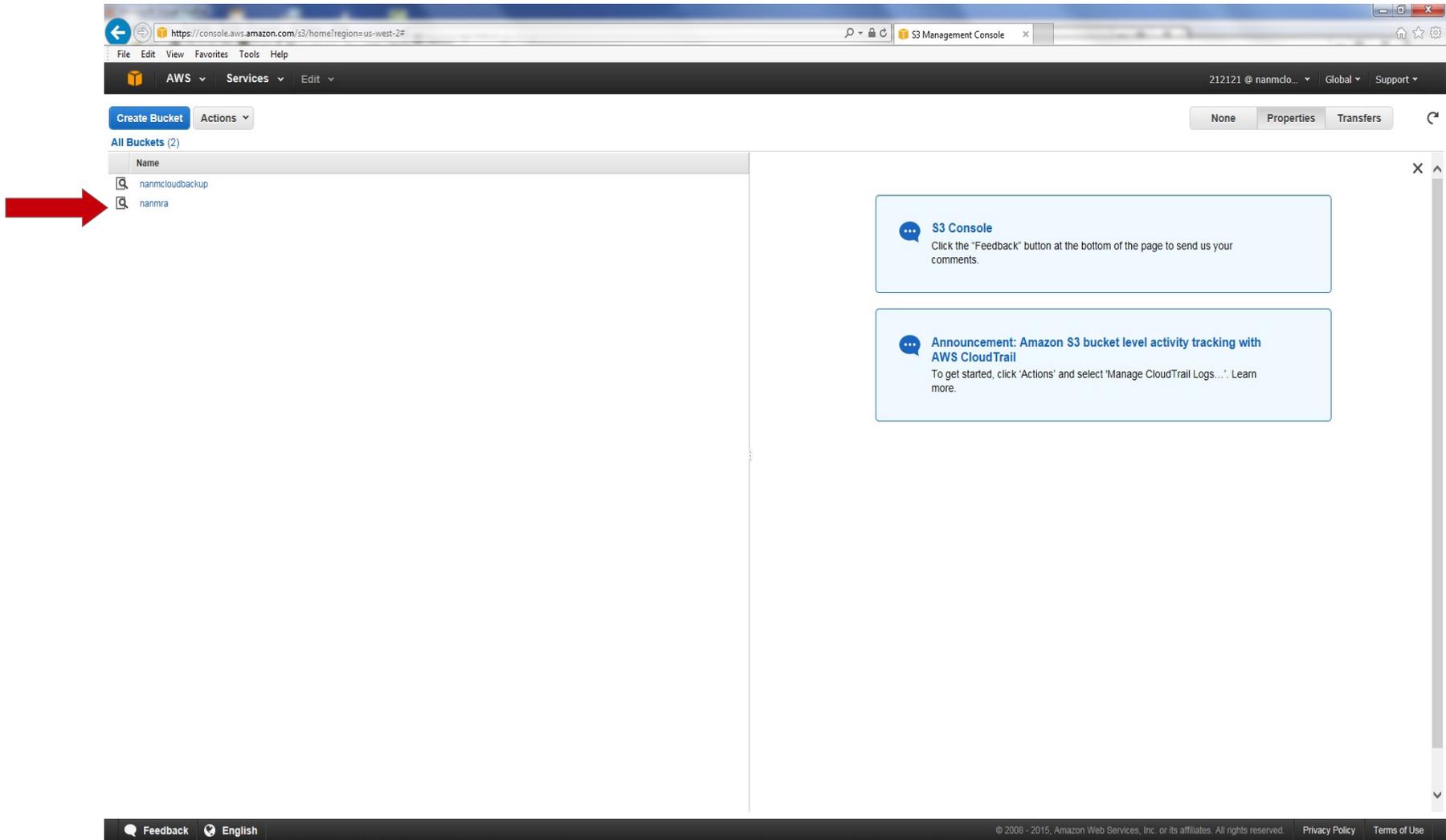
You'll then move to **Statements** folder. Clicking on that folder will take you to a listing of folders with which you'll be able to find your Agency's code (matches your sign in ID). There is a "Search" feature at the top right when you navigate to the STATEMENTS folder.
You may type your user name in the search field and press enter. It will temporarily eliminate all other folders and only display the folder matching your search criteria.

Otherwise, drill down into the folder that matches your sign in ID you'll see all the PDF Statements available for viewing, printing and downloading. Double click the statement you'd like to view. You'll now be able to Print/zoom/save to disk as with most pdf's.

Your browser may open an additional tab/window in order to view pdfs. You can select the previous tab/window in order to access additional pdfs. (Remember to check your browsers Blocking Pop-ups if your pdf fails to open)

Note: There are other options on the file listing screen such as UPLOAD, CREATE FOLDER, ACTIONS, PROPERTIES, TRANSFER, etc. Some of these options may be viewable but are not available for use so it's best just to leave them alone.

In order to log out, you can simply close the browsers' tab/window or choose Sign Out from the drop down on the top right next to your User Id @ nanmcloud button.

If you happen to wander to a location in which you are not familiar you can always click on the orange cube/box in the top left corner. This will return you to the Amazon Web Services main menu. At this point just reselect the S3 option and proceed back to the folder related to you ID.

If you attempt to access a file that you don't have access to, you may be presented with the following error:

This XML file does not appear to have any style information associated with it. The document tree is shown below.

```
<Error>
<Code>AccessDenied</Code>
<Message>Access Denied</Message>
<RequestId>20FC67250AC93F73</RequestId>
<HostId>
qY2hZfR1LYmYoHWAc3TZ2C75CcMewUbcaAMT6F4ohWnT504hffkV2pywUfVCSCrkFOXduO/FbZI=
</HostId>
</Error>
```

Close this tab/window and check the name of the folder you are currently in and/or move to the correct folder by clicking on the Statements folder (just below the ACTIONS button)

If you'd prefer to bypass the NANM.com website to access you statements, you may do so by navigating to the following link and sign in with your NANM provided user information:

nanmcloud.signin.aws.amazon.com

If you have any questions or issues accessing your statements feel free to contact: wayne.brady@nanm.com or at 303-801-2091