



**CORRIGOPRO**

# Getting Connected

Registering and Setting Up Your Corrigo Pro Account



## During this tutorial we will cover...

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- Registering your CorrigoPro account
- Verifying your email address
- Adding your company profile
- Managing your CorrigoPro subscription
- Selecting service area Smart Zones
- Subscription payment information
- Name and mobile number confirmation

# Your Invitation to Register

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You will receive an invitation email to register your company in CorrigoPro, from [connect@corrigo.com](mailto:connect@corrigo.com)

Click on the “REGISTER NOW” link to begin the registration process

Welcome to CorrigoPro,

Stage JLL/IAG has joined CorrigoPro and will be sending their reactive, recurring and preventative maintenance work requests to you via CorrigoPro. All interactions with Stage JLL/IAG will be processed exclusively through CorrigoPro and you will need to register and establish an account.

Connecting to Stage JLL/IAG via CorrigoPro is fast and easy. Click the REGISTER NOW button below and enter your company name – a quick search will be performed to ensure you are not already connected. If your company isn't found, click the "Add" link at the bottom of the page and follow the simple instructions to register your company. Your login credentials and instructions will be sent to the email address you provide during registration, and you will now have access to set up your CorrigoPro account.

REGISTER NOW

If you have questions, or need additional assistance getting connected, reply to this email for a 24 business hour response.

Best regards,

The CorrigoPro Team  
[connect@corrigo.com](mailto:connect@corrigo.com)

 CORRIGOPRO

# Begin Setting Up Your CorrigoPro Account

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**CORRIGOPRO**  
DESKTOP

## Join CorrigoPro

Enter your company name and your company phone number and press Search.

**If you have an existing CorrigoPro account, leave your company name and postal code blank to ensure your existing account will appear in the search**

If you do **not** have a CorrigoPro account yet, enter your company name, your company phone number and postal code

COMPANY NAME

COMPANY PHONE #

POSTAL CODE / ZIP

Click SEARCH

# Setting Up Your CorrigoPro Account

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**CORRIGOPRO**  
DESKTOP

**We're Sorry,**

We didn't find You, but don't worry!

Simply click the "Join CorrigoPro" button below to set-up your CorrigoPro account.

[SEARCH AGAIN](#)

[JOIN CORRIGOPRO](#)

CorrigoPro will check to be sure that your account is not already registered

Click on *"JOIN CORRIGOPRO"* to proceed

# The “Create Your CorrigoPro Account” screen will appear

**CORRIGOPRO**  
DESKTOP

### Create Your CorrigoPro Account

Get started – registration takes less than 5 minutes.

Enter and confirm your email address

Enter your name and mobile phone number  
*Only mobile numbers please*  
*Landlines won't work!*

Create and confirm your password

EMAIL test@Corrigo.com

CONFIRM EMAIL test@Corrigo.com

YOUR NAME James Favreau

YOUR CELL PHONE +1 450 555 0123

PASSWORD ●●●●●●●●●●

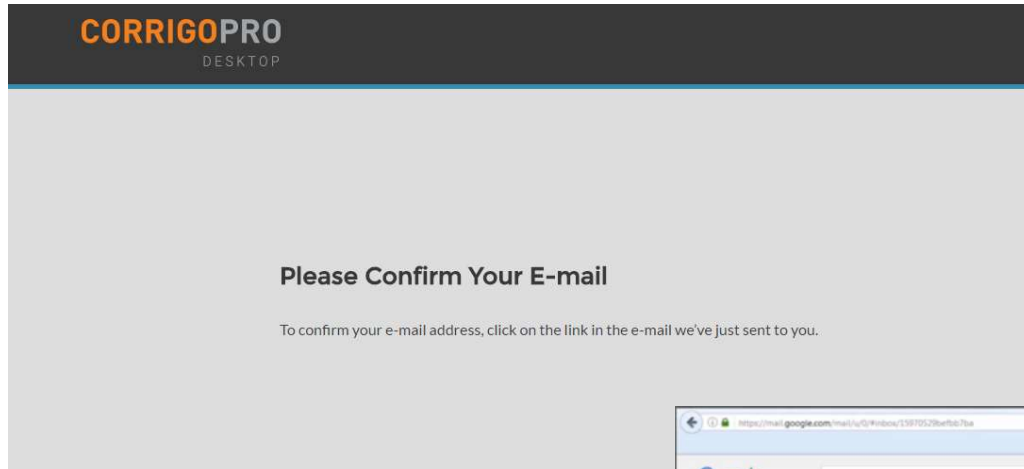
CONFIRM PASSWORD ●●●●●●●●●●

By pressing Register I confirm that I have read and agree to the **TERMS OF USE**

Then click “REGISTER”

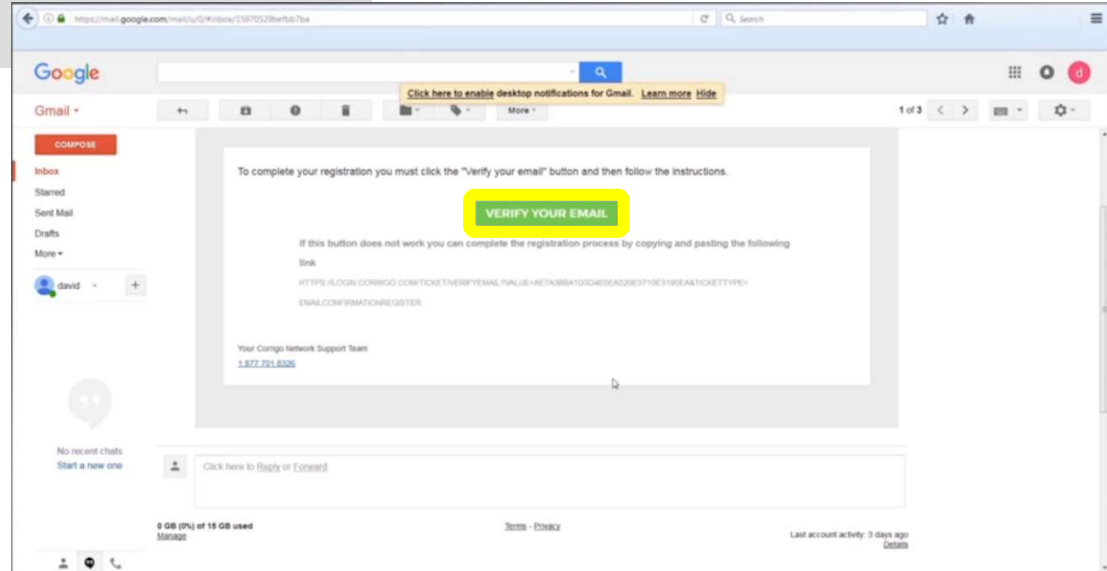
Back REGISTER

# Confirm Your Email Address



Check the Email address you provided during registration – look for a verification Email from CorrigoPro.

Open the verification Email from CorrigoPro, and click on “VERIFY YOUR EMAIL” to proceed



# Log Into CorrigoPro Desktop

You will be directed to the CorrigoPro Desktop login page to continue with your account registration

Enter your verified email

Enter your password

Then click "LOGIN"

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# Adding Your Company Information

**CORRIGOPRO**  
DESKTOP

## About Your Company

COMPANY NAME

Test Provider

A SHORT DESCRIPTION OF YOUR BUSINESS


Superior service, superior products,  
every time.

AUSTRALIAN BUSINESS NUMBER


[What is a ABN number](#)

10123456789

FAX

 450-555-9876

PHONE

 450-555-0123

EMAIL

testcorrigo@testcorrigo.com

WEB SITE

www.testcorrigo.test.com/test

Scroll down to continue  
with your company profile

# Adding Your Company Information

WEB SITE

Main Office Address:

STREET 1

STREET 2

CITY

COUNTRY  Australia

STATE

POSTAL CODE

PRIMARY SERVICE

You will be able to select more later

Then click "CONTINUE"

**CONTINUE**

# Select Your CorrigoPro Network Subscription



**Standard** membership is \$1.99 per accepted work order. The fee is capped at 100 work orders per month. There is no fee for work orders in excess of 100 for one month

The **CorrigoPro Direct** membership is for high volume providers who would like to use your IT team to integrate with CorrigoPro

You may click on either “SELECT” button in the column of your chosen membership level

Click “NEXT”

### Change Your Membership Level

	 STANDARD	 CORRIGOPRO DIRECT
Membership Level		
Membership Fee	\$1.99 / work order	\$645 / month
	YOUR CURRENT LEVEL	<a href="#">CHANGE</a>
Visible on CorrigoPro Network	✓	✓
CorrigoPro Desktop	✓	✓
CorrigoPro Mobile	✓	✓
Invite All Your Customers to Connect (CorrigoPro Request)	✓	✓
Work Order Pricing	\$1.99/per WO	\$0.99/per WO (in excess of 500)
Bulk Invoicing	✓	✓
Integration API	-	✓
	YOUR CURRENT LEVEL	<a href="#">CHANGE</a>

[BACK](#)

# Select Your Smart Zones

Smart Zones are pre-defined geographic areas. Please be sure to select the Smart Zones that match your area of service

COMPANY PROFILE

## Corrigo Smart Zones

SELECTING YOUR SMART ZONES

Selecting your Corrigo Smart Zones is simple – just follow the steps below to select your primary zone and any additional zones you need to match your coverage area.

Remember:

- Your primary Smart Zone (service area) is included in your subscription.
- You can add as many zones as you need to complete your service area. Each additional zone is \$2.50 per month.
- Each zone can be customized to the county or city level to match your service area

To see an interactive Smart Zone map click [HERE](#)

Need Help? Click [HERE](#)

BACK NEXT

Click “here” to select your smart zones

Click “NEXT” to access the Smart Zones list

# Select Your Smart Zones

Select the Smart Zones that match your area of service

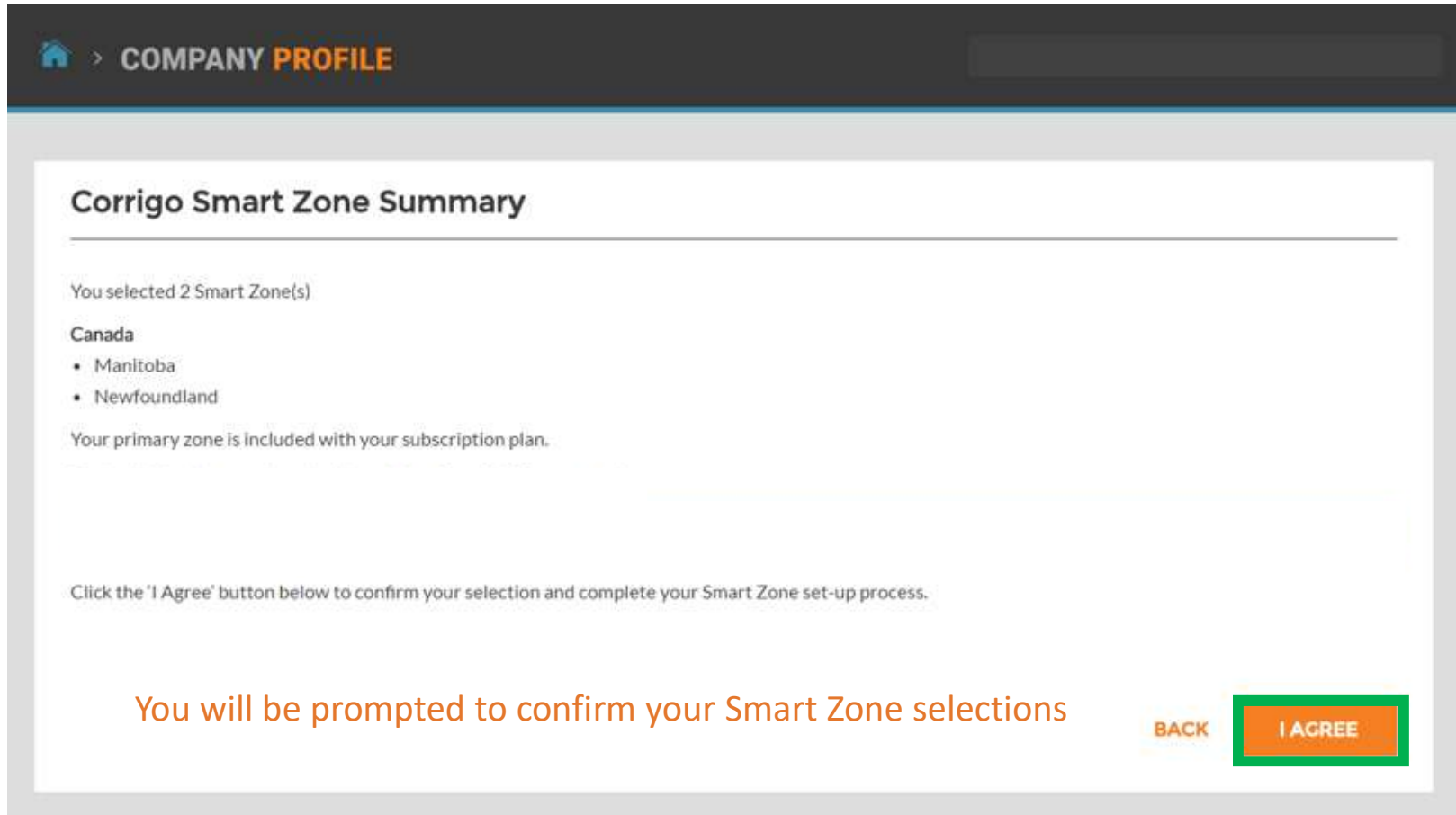
**Set-Up Smart Zones**

Country:  ?

- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland
  - Aguathuna
  - Anchor Point
  - Aquaforte
  - Arnolds Cove
  - Aspen Cove
  - Avondale
  - Badger
  - Badgers Quay
  - Baie Verte

Then click "NEXT"

# Select Your Smart Zones



[Home](#) > **COMPANY PROFILE**

## Corrigo Smart Zone Summary

You selected 2 Smart Zone(s)

**Canada**

- Manitoba
- Newfoundland

Your primary zone is included with your subscription plan.

Click the 'I Agree' button below to confirm your selection and complete your Smart Zone set-up process.

You will be prompted to confirm your Smart Zone selections

[BACK](#) [I AGREE](#)

Once your Smart Zone selections match your service area, click "I AGREE"


# Enter Your Company Credit Card Information

Your payment method information is stored and protected, using the latest security software and most current PCI security standards


**CORRIGOPRO**  
DESKTOP

### Payment Method

NAME  
(as it appears on your card)

CARD NUMBER  
(no dashes or spaces)  

EXPIRATION

SECURITY CODE  
(3 on back)  

[BACK](#)

Once you have entered your credit card information, click “SAVE” to continue with your CorrigoPro registration

# Confirmation and Completion of CorrigoPro Registration

The screenshot shows the CorrigoPro Desktop interface. At the top left, the logo reads "CORRIGOPRO DESKTOP". At the top right, there is a "Corrigo Admin" dropdown menu and navigation icons for home, user, and settings. The main content area features three tiles:

- Alert Tile:** A dark grey tile with the CorrigoPro logo and the text "ALERT: EVERY JLL WORK ORDER REQUIRES CHECK IN AND CHECK OUT". A button below reads "Learn about adding your team to CorrigoPro >".
- Company Profile Tile:** A white tile titled "Complete your Company Profile" with an information icon. It shows a progress indicator "now at 71%", a list of benefits (e.g., "Improves your public appearance", "Gets you more work"), and a placeholder for "Your Company Logo".
- Highlighted Tile:** A white tile with a green border, titled "CORRIGOPRO" with an information icon. It contains the text "Connect to Your Customers. Stay Connected Anywhere." and a photo of two workers in hard hats.

Below the tiles, the following text is displayed:

Your CorrigoPro Desktop has been created  
Click on the CorrigoPro tile to take the final registration steps



# Name and Phone Number Confirmation

The screenshot shows a web interface for Corrigopro. At the top, there is a navigation bar with a home icon, the text '> CORRIGOPRO', and a user profile 'Corrigo Admin' with a dropdown arrow. The main content area is titled 'Quick Name And Phone Number Confirmation'. Below the title, a message reads: 'Before we add you to the Cru can we just confirm your name and your cell phone number'. There are two input fields: 'MY CRU NAME' with the value 'James Favreau' and a note '(Your Cru Name will be seen by your customers so pick something appropriate)'; and 'MY CELL #' with the value '14505550123' and a note '(You will receive a text containing a download link for the Corrigopro mobile app)'. A green 'JOIN THE CRU' button is located at the bottom right of the form area.

Confirm or enter your Cru name. This is the name you would like to be visible to customers

Confirm or enter your mobile phone number. You will receive a text message containing a download link for the Corrigopro mobile app

Landline can be used if you do not wish to use Corrigopro mobile app

Click "JOIN THE CRU" to complete your Corrigopro registration

# The CorrigoPro Tile

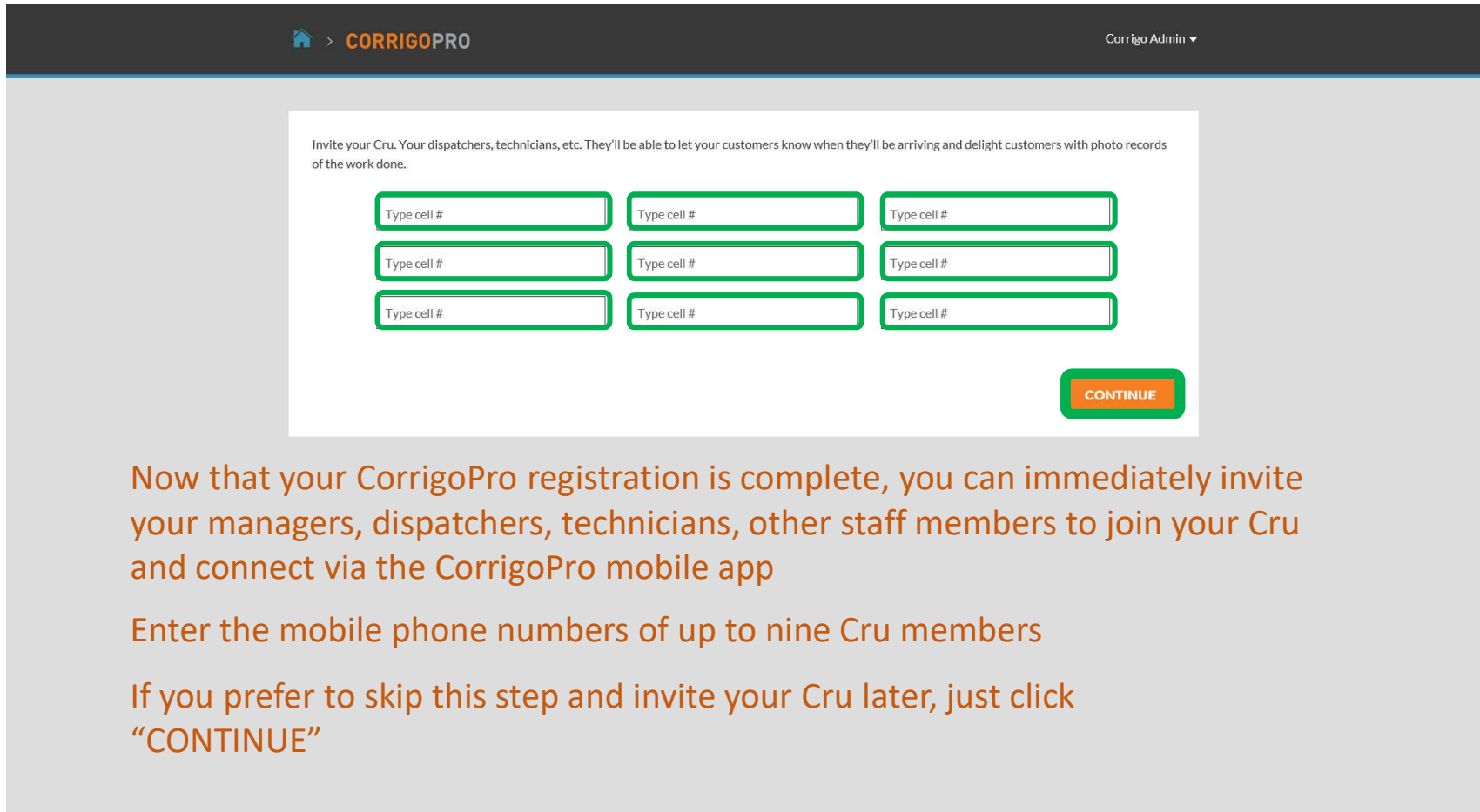
The screenshot shows the CorrigoPro interface. At the top, there is a navigation bar with a home icon, the text 'CORRIGOPRO', and a user profile 'James Favreau'. A green box highlights a set of navigation icons: a magnifying glass, a person, a hand, a speech bubble, and a gear (Settings). Below this is a search bar and filters for 'Status: Any', 'WO State: Any', and 'Complete By: Any'. The main area lists four chat tiles, each representing a work order (WO) with a message and a status badge. The tiles are: 1. APAC PRO (181 William St, Melbourne, VIC 3000, AU) with message 'New WO#IAG0100084 waiting for your attention', status 'URGENT', and time '3:13 PM'. 2. APAC PRO (6-14 Castle St, Castle Hill, NSW 1765, AU) with message 'New WO#IAG0460001 waiting for your attention', status 'PROJECT', and time '3:11 PM'. 3. APAC PRO (1-3 Bath Lane, Ballarat, VIC 3350, AU) with message 'New WO#IAG0020003 waiting for your attention', status 'HIGH', and date '03/03/2017'. 4. Stage JLL IAG (388 George St, All Floors, Sydney, NSW 2000, AU) with message 'New WO#TEST100142 waiting for your attention', status 'STANDARD', and date '03/01/2017'. At the bottom, there is a footer with copyright information and links for 'SUPPORT', 'PRIVACY POLICY', and 'TERMS OF USE'.

This is the CruChat landing page where you can access your CruChats and work orders, or navigate to Settings, Our Cru, Our Subs, and Our Customers

The navigation options are represented by a series of icons at the top of the page

Let's start by clicking on the "Settings" icon, represented by a gear

# Invite Your Cru



Invite your Cru. Your dispatchers, technicians, etc. They'll be able to let your customers know when they'll be arriving and delight customers with photo records of the work done.

Type cell #

Type cell #

Type cell #

Type cell #

Type cell #

Type cell #

Type cell #

CONTINUE

Now that your CorrigoPro registration is complete, you can immediately invite your managers, dispatchers, technicians, other staff members to join your Cru and connect via the CorrigoPro mobile app

Enter the mobile phone numbers of up to nine Cru members

If you prefer to skip this step and invite your Cru later, just click “CONTINUE”

# CONGRATULATIONS!

The screenshot shows the CorrigoPro web application interface. At the top, there is a dark navigation bar with the CorrigoPro logo on the left and user information on the right, including 'Corrigo Admin' and a 'Settings' icon (a gear) highlighted with a green box. Below the navigation bar, a white search box contains 'Search Chats'. To its right, there is a 'Status: Any' dropdown menu, a 'MORE...' dropdown menu, and a user profile for 'jim' with the phone number '+1 404-555-5555'. Below these elements, a horizontal line separates the header from the main content area, which displays the message 'No CruChats to display!'. At the bottom right of the main content area, there is a dropdown menu labeled 'Ordered by: Last Activity Date'.

You are now registered in CorrigoPro and ready to start receiving work orders

Click on “Settings” icon

# Settings: Notifications

In the Settings section, you can set your email notification preferences

Settings

NOTIFICATIONS ADVANCED

You can receive e-mail notifications about activities in your branches when you are offline.  
You may unsubscribe or re-subscribe at any time.

EMAIL NOTIFICATIONS If you wish to receive email notifications, while you are logged out, alerting you of unread CruChats, click the email notifications “OFF” button, to switch it to “ON”

ON


Click “SAVE”

SAVE

The system will generate an email alert every 60 minutes to make you aware of any new work order details that have been sent to you, but not yet read


Click on “ADVANCED”


# Advanced Settings

Home > **CORRIGOPRO** Waldo David ▾ at David's HVAC ▾ 

NOTIFICATIONS **ADVANCED**

**FINANCIAL**

Do not show invoicing info to CruMember users   ON

Do not show NTE to CruMember users   ON

Choose your desired setting by clicking the switches on the right  
Then **SAVE**

**SAVE**

# Questions

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Contact Corrigo via phone or online:

<https://corrigo.com/contactus/>