



CORRIGOPRO

Getting Connected

Registering and Setting Up Your Corrigo Pro Account

During this tutorial we will cover...

- Registering your CorrigoPro account: Slide 3 – 6
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Your Invitation to Register

You will receive an invitation email to register your company in CorrigoPro, from connect@corrigo.com

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

Welcome to CorrigoPro!

Service Provider,

Your Customer has joined the CorrigoPro Network and will be sending their reactive, recurring, and preventative maintenance work requests to you via CorrigoPro. All interactions with Your Customer will be processed exclusively through CorrigoPro and you will need to register and establish an account.

Connecting to Your Customer via CorrigoPro is fast and easy. Click the CONNECT NOW button below and enter your company name – a quick search will be performed to ensure you are not already a member. If you are, click your company name when it appears, log in when requested, and you will connect with Your Customer.

If your company isn't found, or if you'd like a separate account for Your Customer, click the “Add” or “Join CorrigoPro” 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 then have access to set up your CorrigoPro account.

CONNECT NOW

If you have questions or need additional assistance getting connected, reply to this email for a 24 business hour response, or contact us at connect@corrigo.com.

Best regards,

The CorrigoPro Team
connect@corrigo.com

Begin Setting Up Your CorrigoPro Account

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

SEARCH

Click SEARCH

Setting Up Your CorrigoPro Account

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. If it is, you will have an opportunity to log in and connect your existing account with your new client.

If not, 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

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 ●●●●●●●●●●

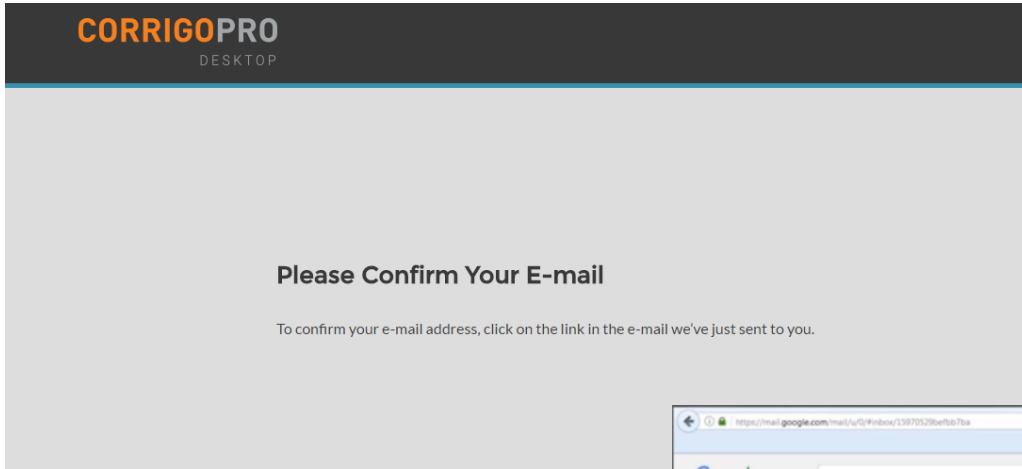
CONFIRM PASSWORD ●●●●●●●●●●

By pressing Register I confirm that I have read and agree to the [TERMS OF USE](#)

Then click “REGISTER”

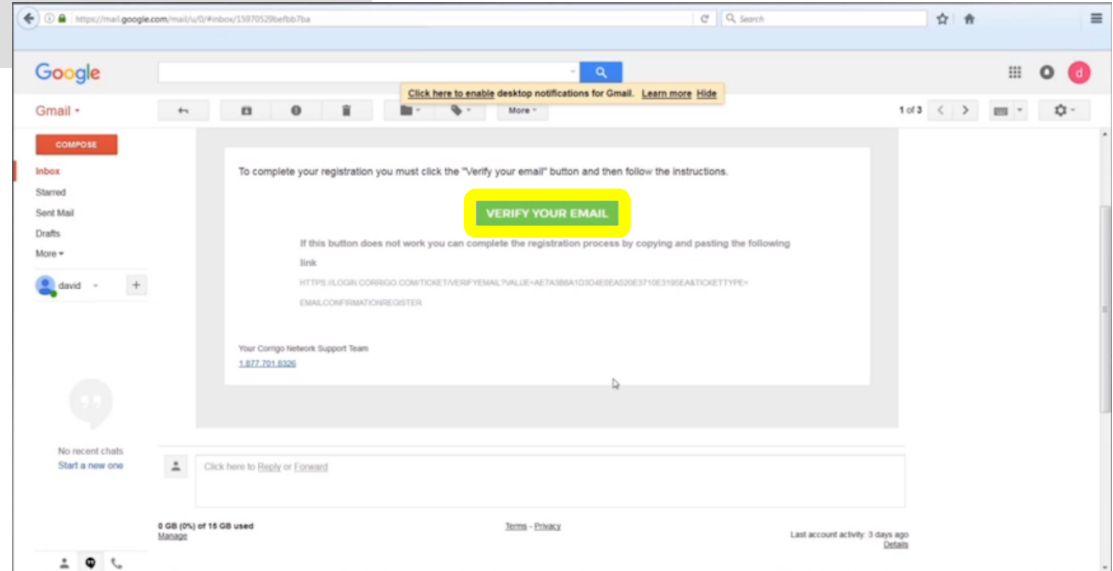
[Back](#) **REGISTER**

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.

TAXPAYER IDENTIFICATION
NUMBER (TIN)


 WHAT IS A TIN 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

www.testcorrigo.com/test

Main Office Address:

STREET 1

123 Maple Drive Suite 100

STREET 2

CITY

Montreal

COUNTRY ?

Australia

STATE

Select State

POSTAL CODE

H4K 2B6

PRIMARY SERVICE

Concrete

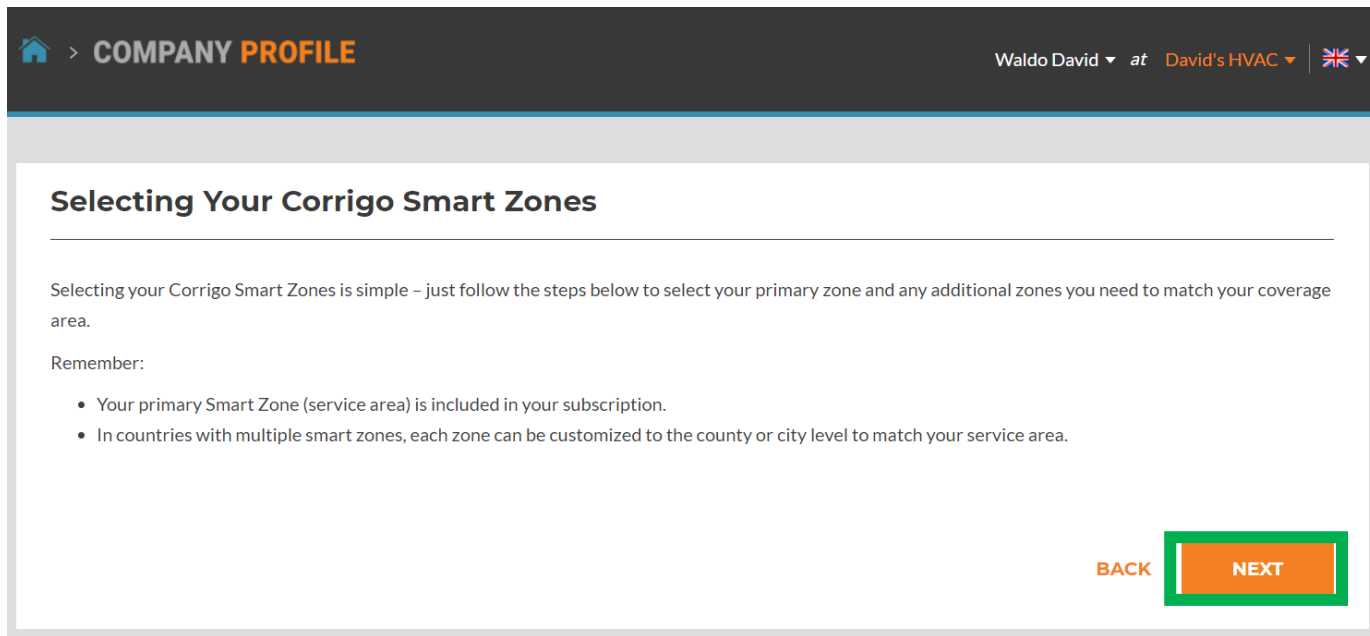
You will be able to select more later

Then click "CONTINUE"

CONTINUE

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




The screenshot shows a web application interface. At the top, there is a dark navigation bar with a home icon, the text '> COMPANY PROFILE', and user information 'Waldo David' and 'David's HVAC' with dropdown arrows, and a flag icon. Below the navigation bar is a white content area with the title 'Selecting Your Corrigo Smart Zones'. The main text reads: '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:'. Below this is a bulleted list: '• Your primary Smart Zone (service area) is included in your subscription.' and '• In countries with multiple smart zones, each zone can be customized to the county or city level to match your service area.' At the bottom right of the content area, there are two buttons: 'BACK' and 'NEXT'. The 'NEXT' button is highlighted with a green border.

Click “here” to select your smart zones

Click “NEXT” to access the Smart Zones list

Select Your Smart Zones

Set-Up Smart Zones

Country Netherlands 

Netherlands covers the Ne zones, where a single smart zone

- United Kingdom
- Germany
- France
- Ireland

You selected 1 Smart Zone(s)

Netherlands

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

[BACK](#)

[I AGREE](#)

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

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 a dark banner with the CorrigoPro logo and an alert: "ALERT: EVERY WORK ORDER REQUIRES CHECK IN AND CHECK OUT", with a link to "Learn about adding your team to CorrigoPro". Below this is a "Complete your Company Profile" section with a progress indicator showing "now at 71%". It lists two benefits: "Improves your public appearance" and "Gets you more work", and includes a placeholder for "Your Company Logo" and a headset icon. To the right, a green-bordered tile contains the CorrigoPro logo and the text "Connect to Your Customers. Stay Connected Anywhere." with an image of two workers in hard hats.

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 a white box with the title 'Quick Name And Phone Number Confirmation'. Below the title is a sub-header line. The text reads: 'Before we add you to the Cru can we just confirm your name and your cell phone number'. There are two input fields. The first is labeled 'MY CRU NAME' and contains the text 'James Favreau'. Below this field is a note: '(Your Cru Name will be seen by your customers so pick something appropriate)'. The second field is labeled 'MY CELL #' and contains the number '14505550123'. Below this field is a note: '(You will receive a text containing a download link for the CorrigoPro mobile app)'. At the bottom right of the white box is a green button with the text 'JOIN THE CRU'.

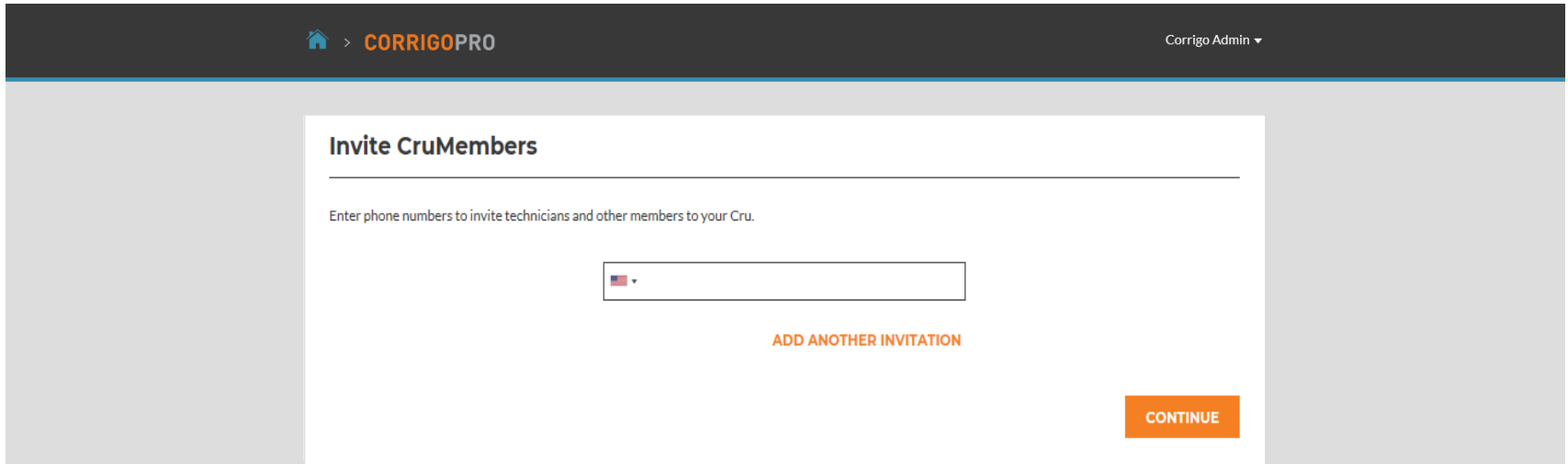
Confirm or enter your Cru name. This is the name you would like to be visible to customers

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

Invite Your Cru



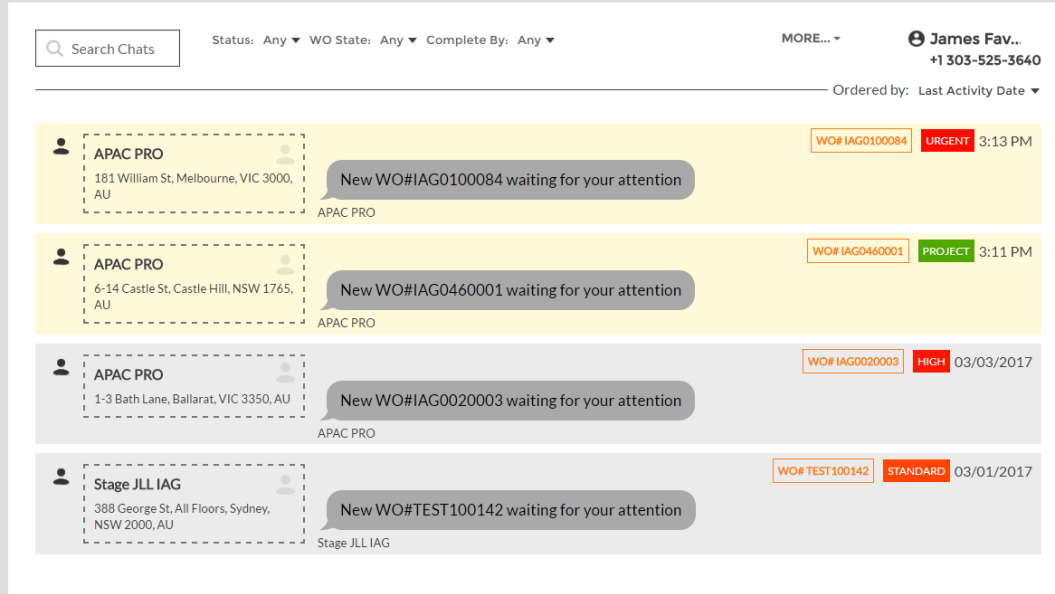
The screenshot shows a web interface for inviting Cru members. At the top, there is a navigation bar with a home icon, the text '> CORRIGOPRO', and a user profile 'Corrigo Admin' with a dropdown arrow. The main content area is titled 'Invite CruMembers' and contains the instruction 'Enter phone numbers to invite technicians and other members to your Cru.' Below this is a form field with a country code dropdown menu (currently showing 'US') and a text input area. Below the form field is a link that says 'ADD ANOTHER INVITATION'. At the bottom right of the form is an orange button labeled '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”

The CorrigoPro Tile

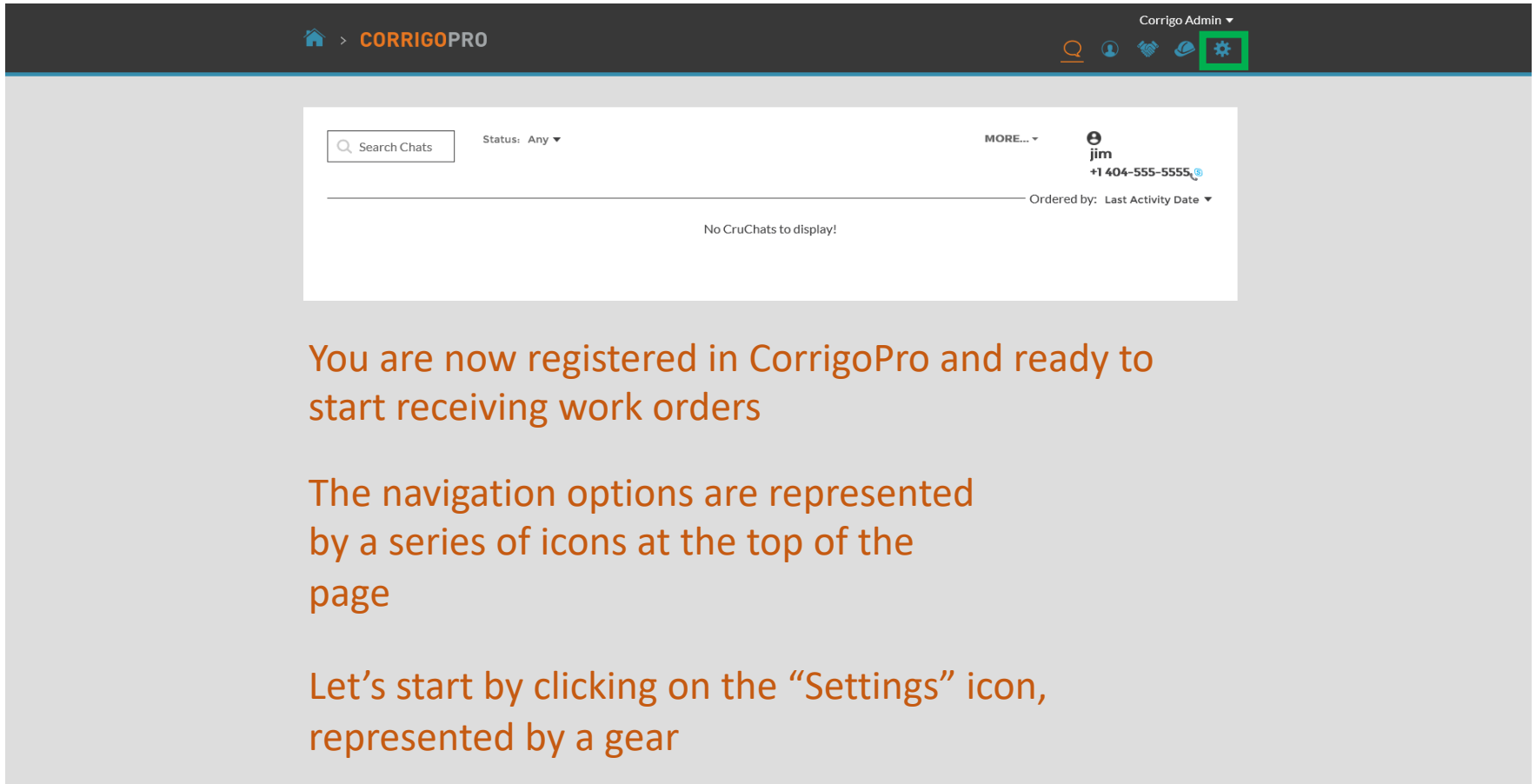


This is the CruChat landing page where you can access your CruChats and work orders, or navigate to Settings, Our Cru, Our Subs, and Our Customers

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

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 a user profile 'Corrigo Admin' on the right. A search bar is present in the top right of the navigation bar, and a gear icon representing 'Settings' is highlighted with a green box. Below the navigation bar, the main content area is light gray. It features a search bar labeled 'Search Chats', a status filter set to 'Any', and a 'MORE...' dropdown menu. A user profile for 'jim' with the phone number '+1 404-555-5555' is visible. Below this, it says 'Ordered by: Last Activity Date'. The main content area displays 'No CruChats to display!'.

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

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

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” for financial options.

Advanced Settings

Settings

NOTIFICATIONS ADVANCED

FINANCIAL

Do not show invoicing info to CruMember users *i*

Do not show NTE to CruMember users *i*

ON ON

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

SAVE

Questions

Contact Corrigo via phone or online:

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