Getting Connected

Registering and Setting Up Your Corrigo Pro Account

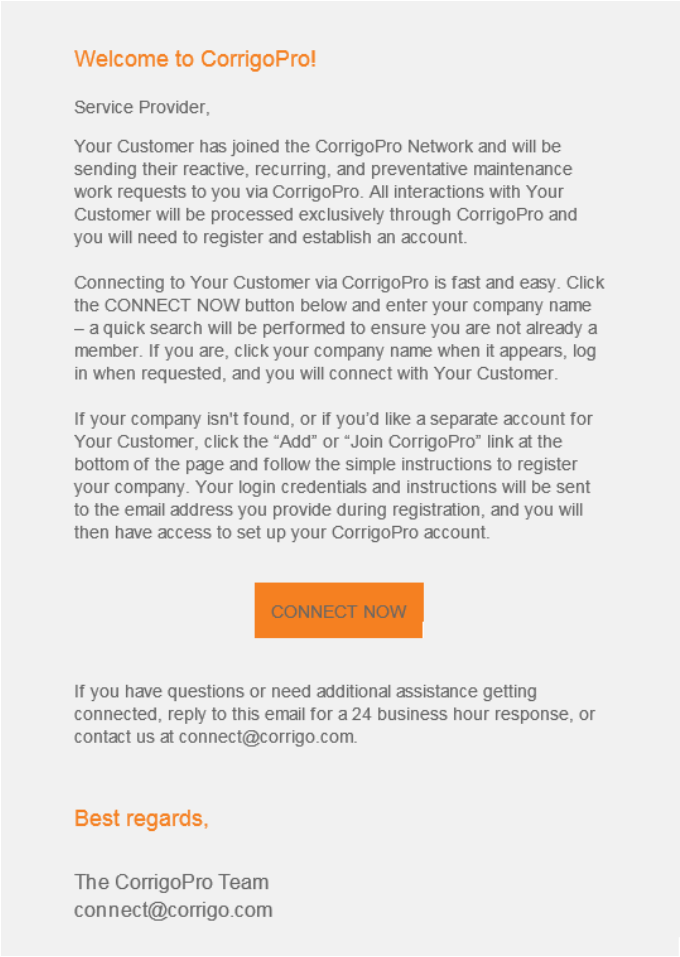
During this tutorial we will cover…

- 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

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.

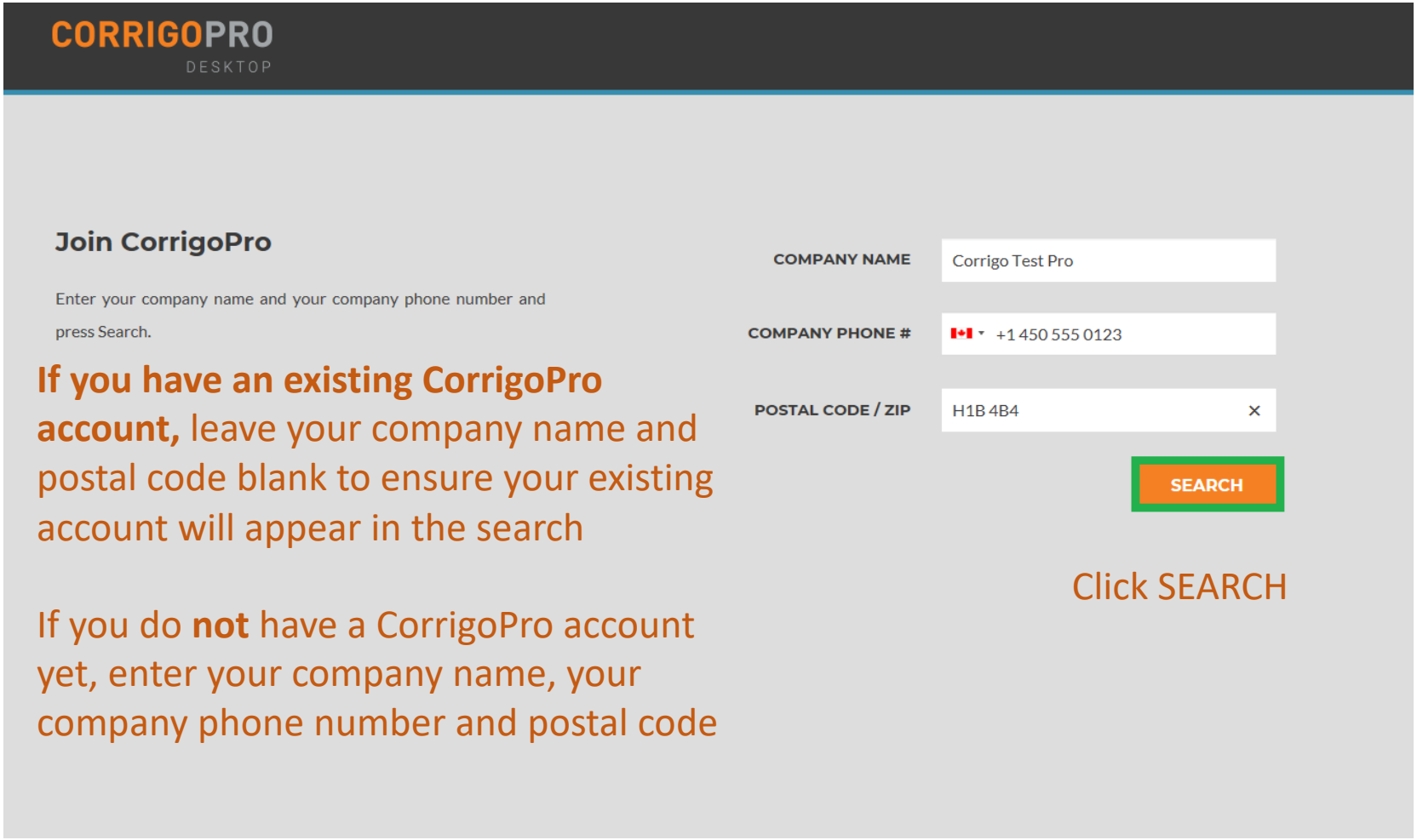
CONNECT NOW

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

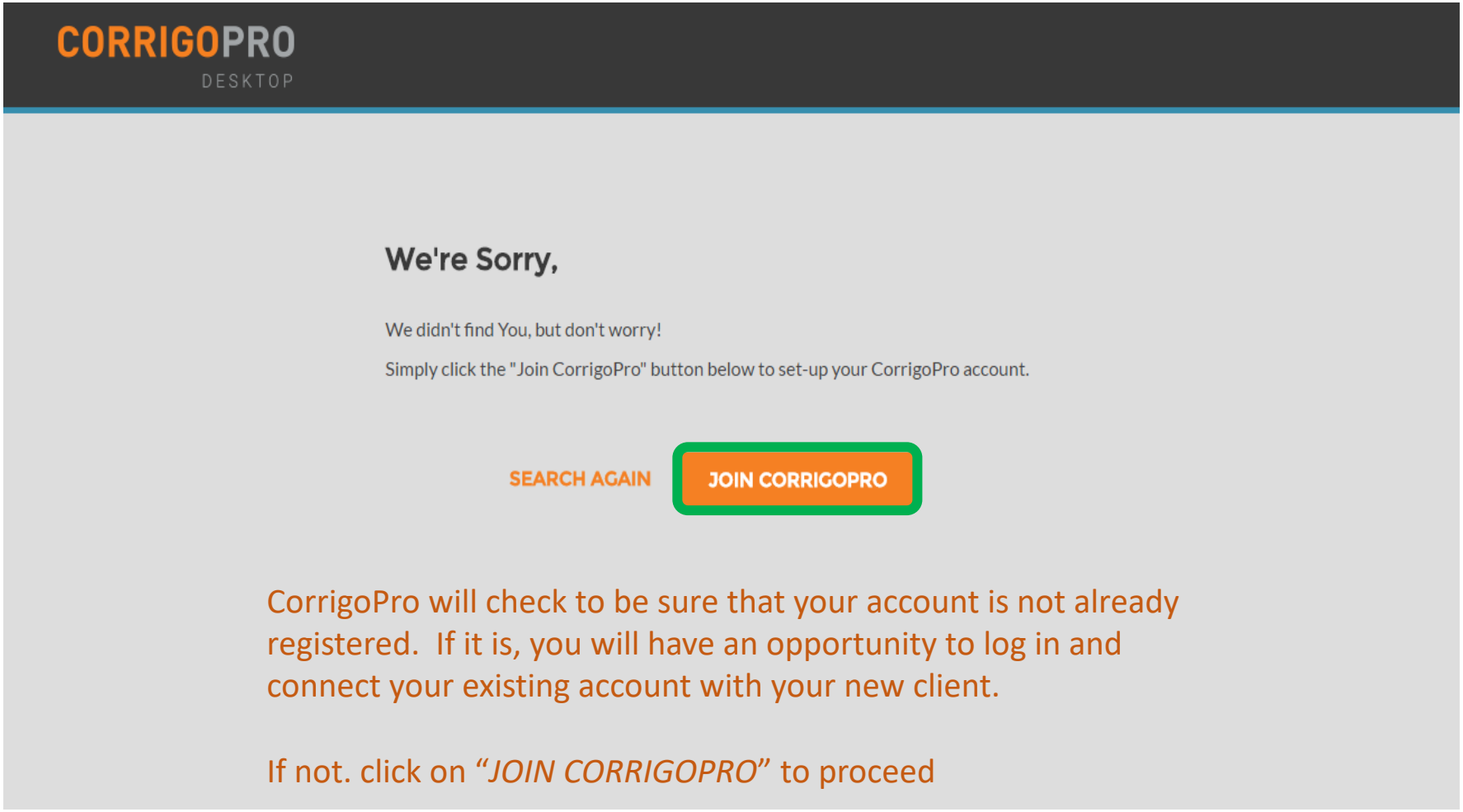


If you have an existing CorrigoPro account, leave your company name and postal code blank to ensure your existing account will appear in the search

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

Click SEARCH

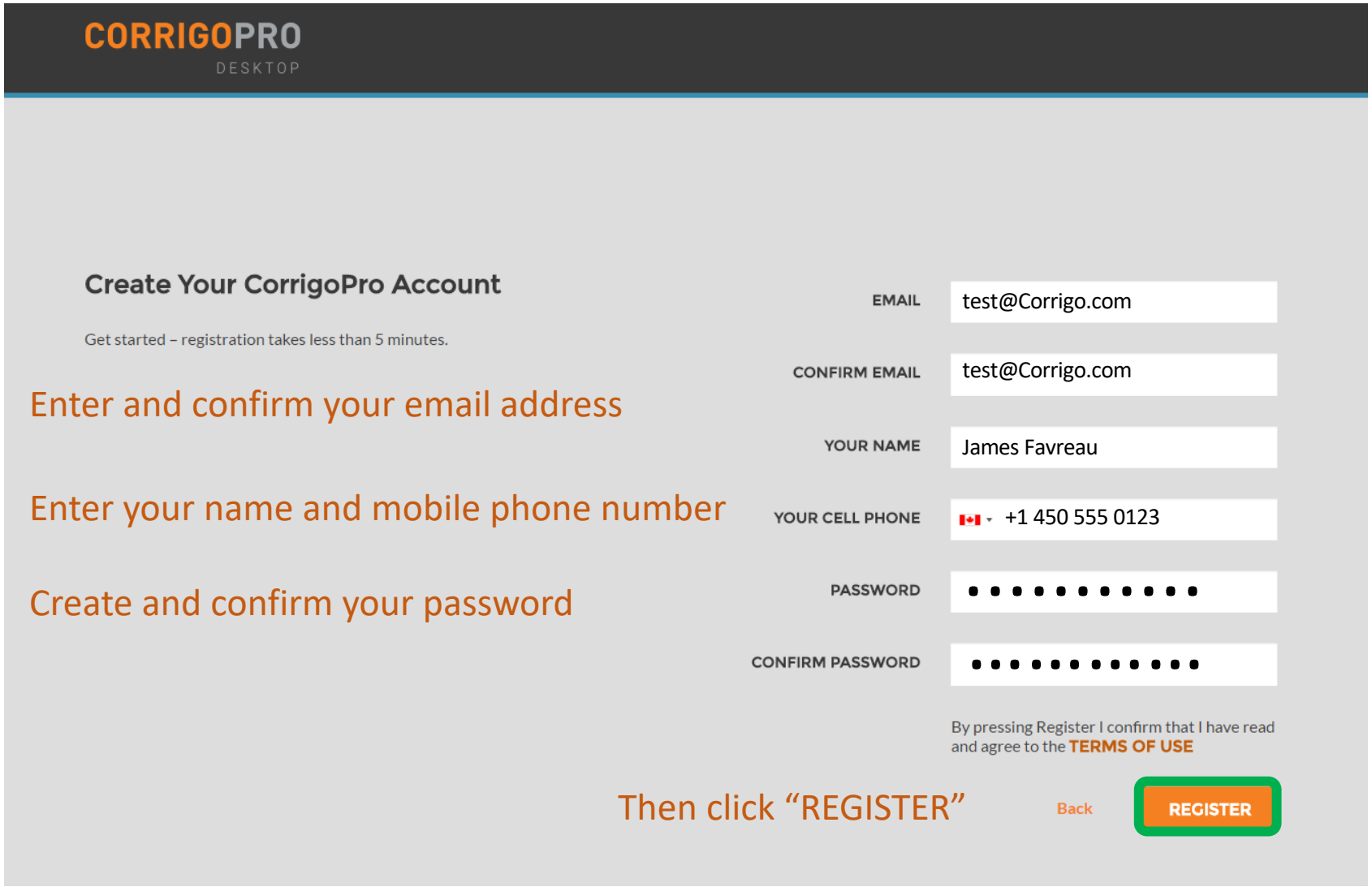
Setting Up Your CorrigoPro Account



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



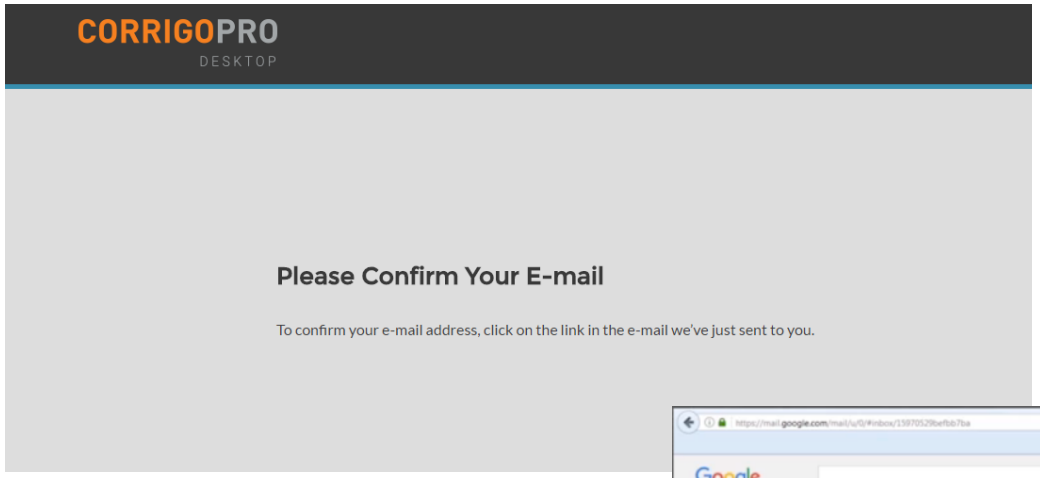
Enter and confirm your email address

Enter your name and mobile phone number

Create and confirm your password

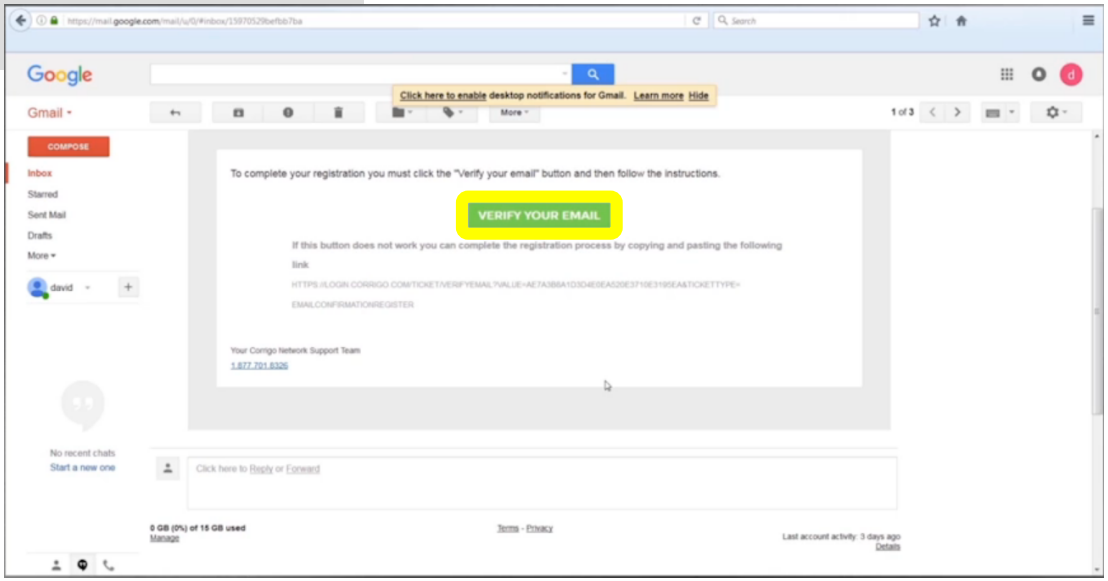
Then click “REGISTER”

Confirm Your Email Address



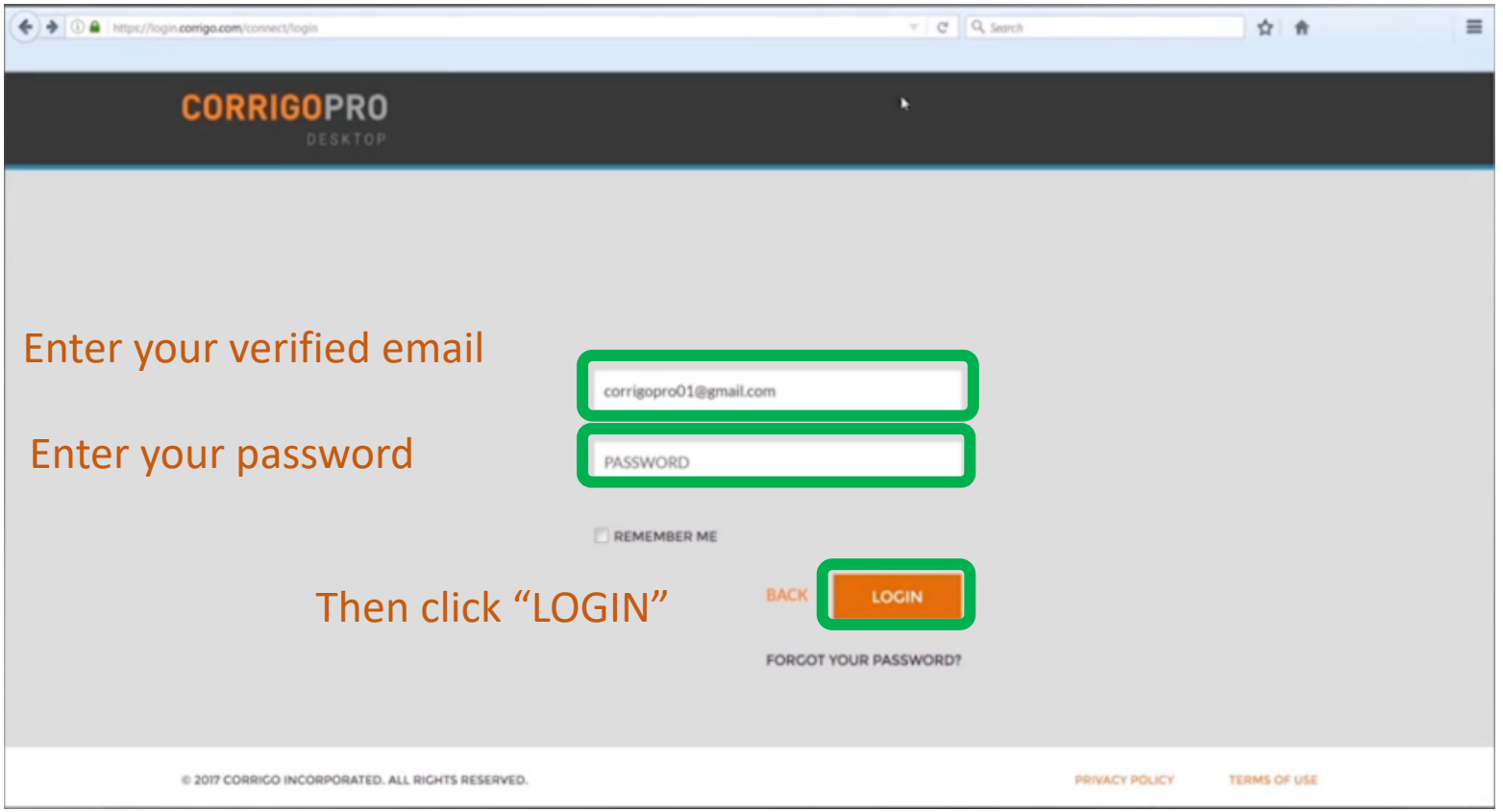
Check the Email address you provided during registration – look for a verification Email from CorrigoPro.

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

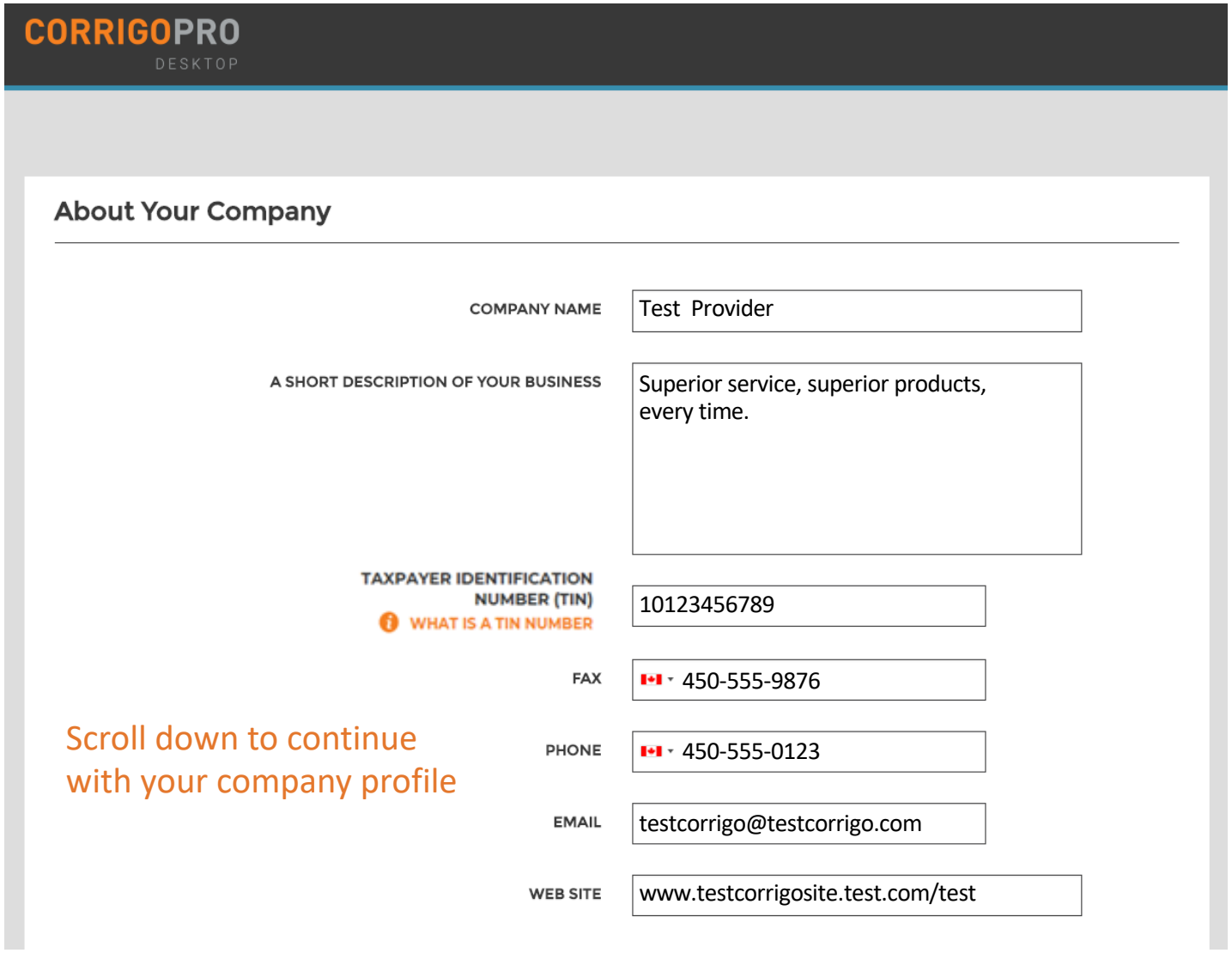


Log Into CorrigoPro Desktop

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



Adding Your Company Information



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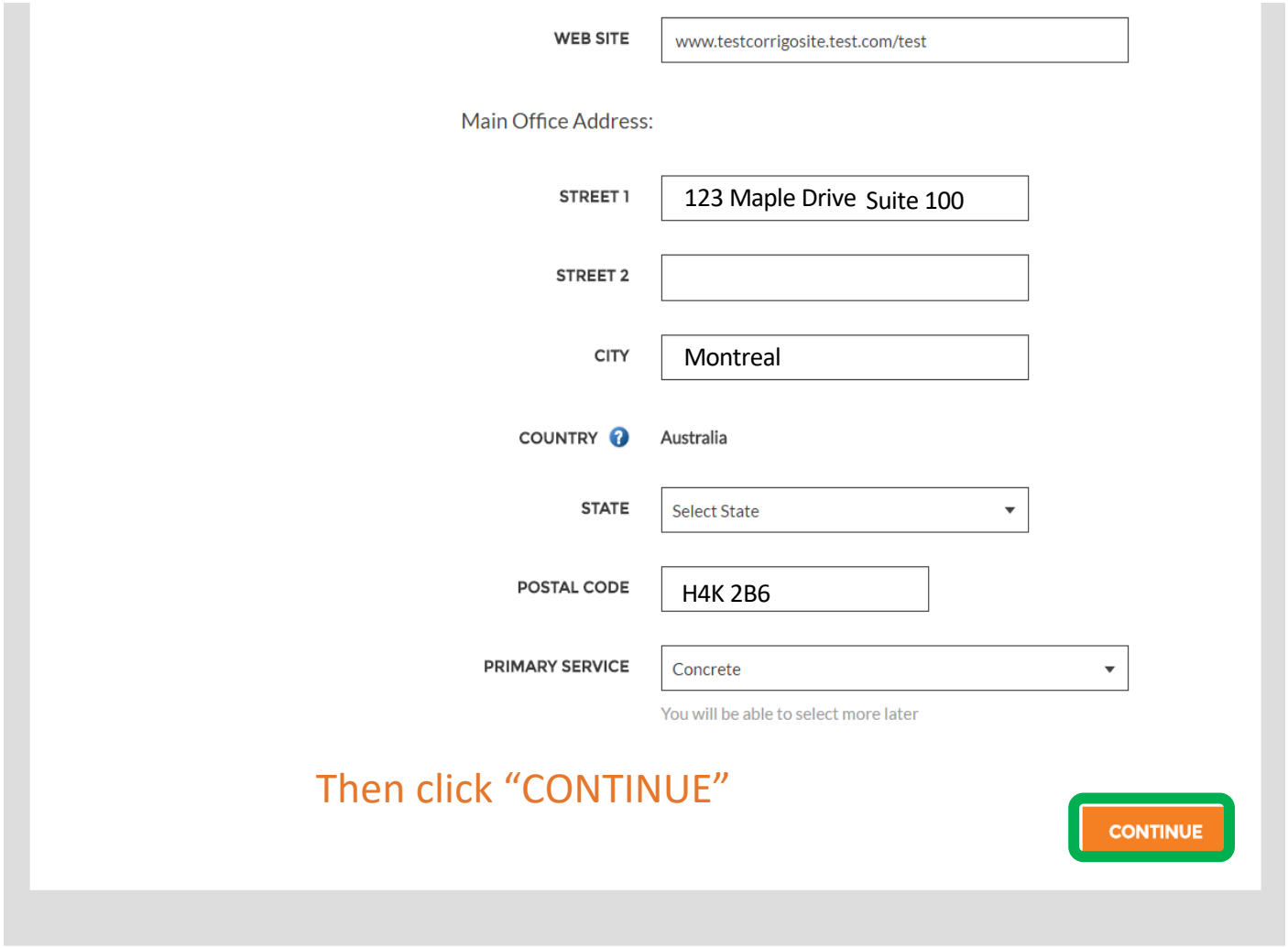


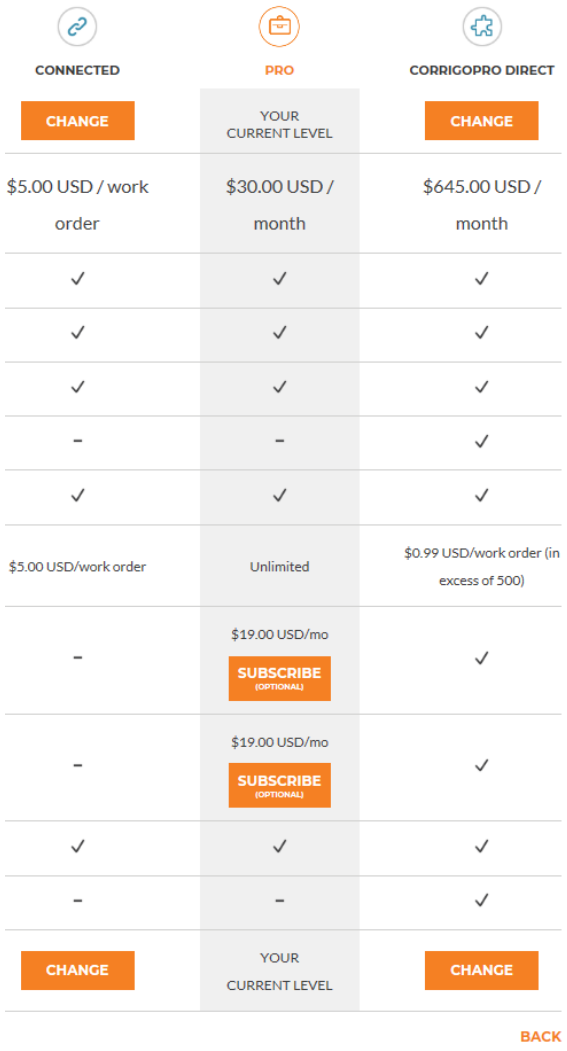
Select Your CorrigoPro Network Subscription

Connected membership is $5.00 per accepted work order.

The ***Pro*** membership is for a monthly membership of $30.00 for unlimited work orders.

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

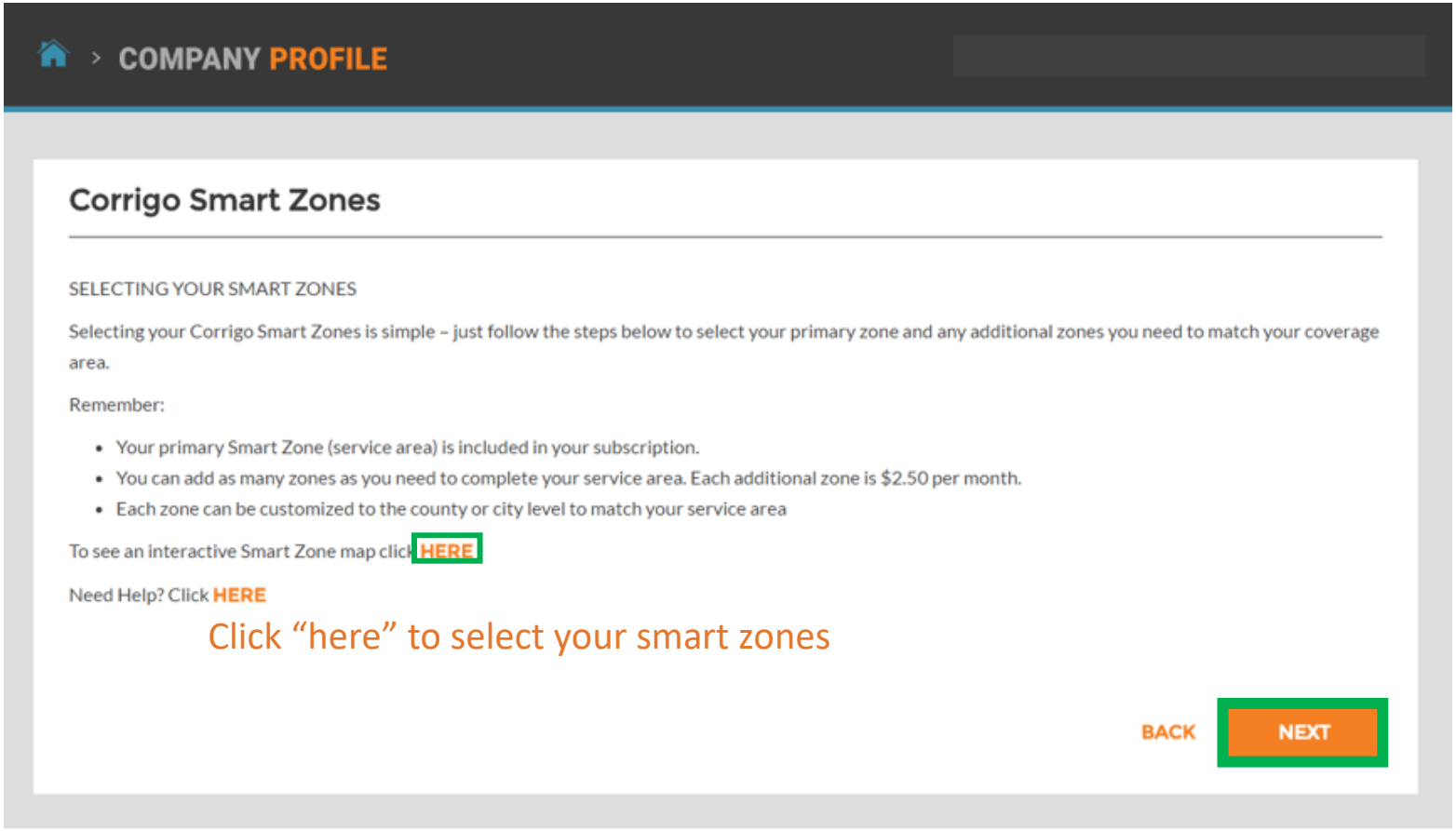
Click “NEXT”



CONNECTED	PRO	CORRIGOPRO DIRECT
CHANGE	YOUR CURRENT LEVEL	CHANGE
$5.00 USD / work order	$30.00 USD / month	$645.00 USD / month
✓	✓	✓
✓	✓	✓
✓	✓	✓
-	-	✓
✓	✓	✓
$5.00 USD/work order	Unlimited	$0.99 USD/work order (in excess of 500)
-	$19.00 USD/mo SUBSCRIBE (OPTIONAL)	✓
-	$19.00 USD/mo SUBSCRIBE (OPTIONAL)	✓
✓	✓	✓
-	-	✓
CHANGE	YOUR CURRENT LEVEL	CHANGE

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

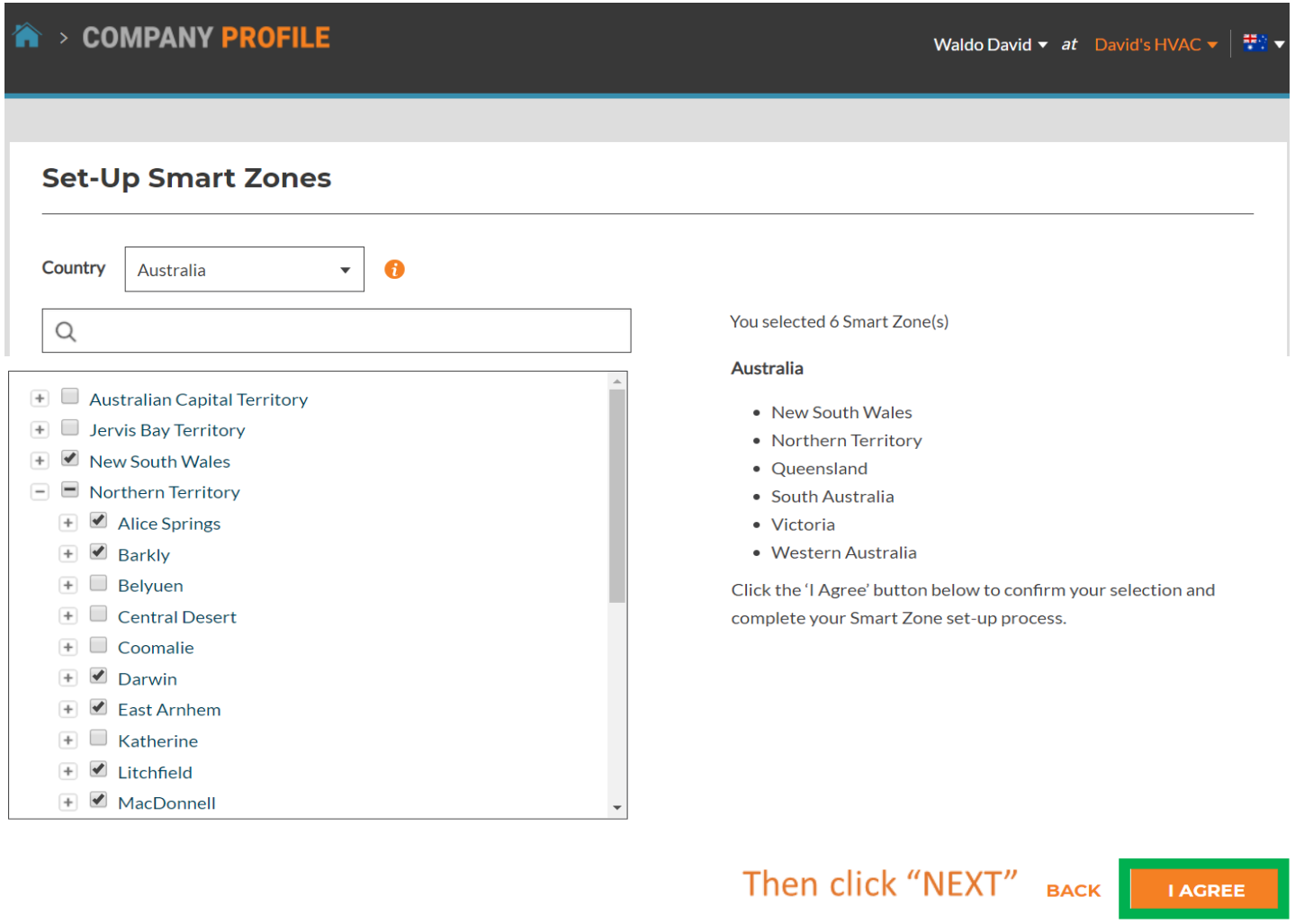


Click “here” to select your smart zones

Click “NEXT” to access the Smart Zones list

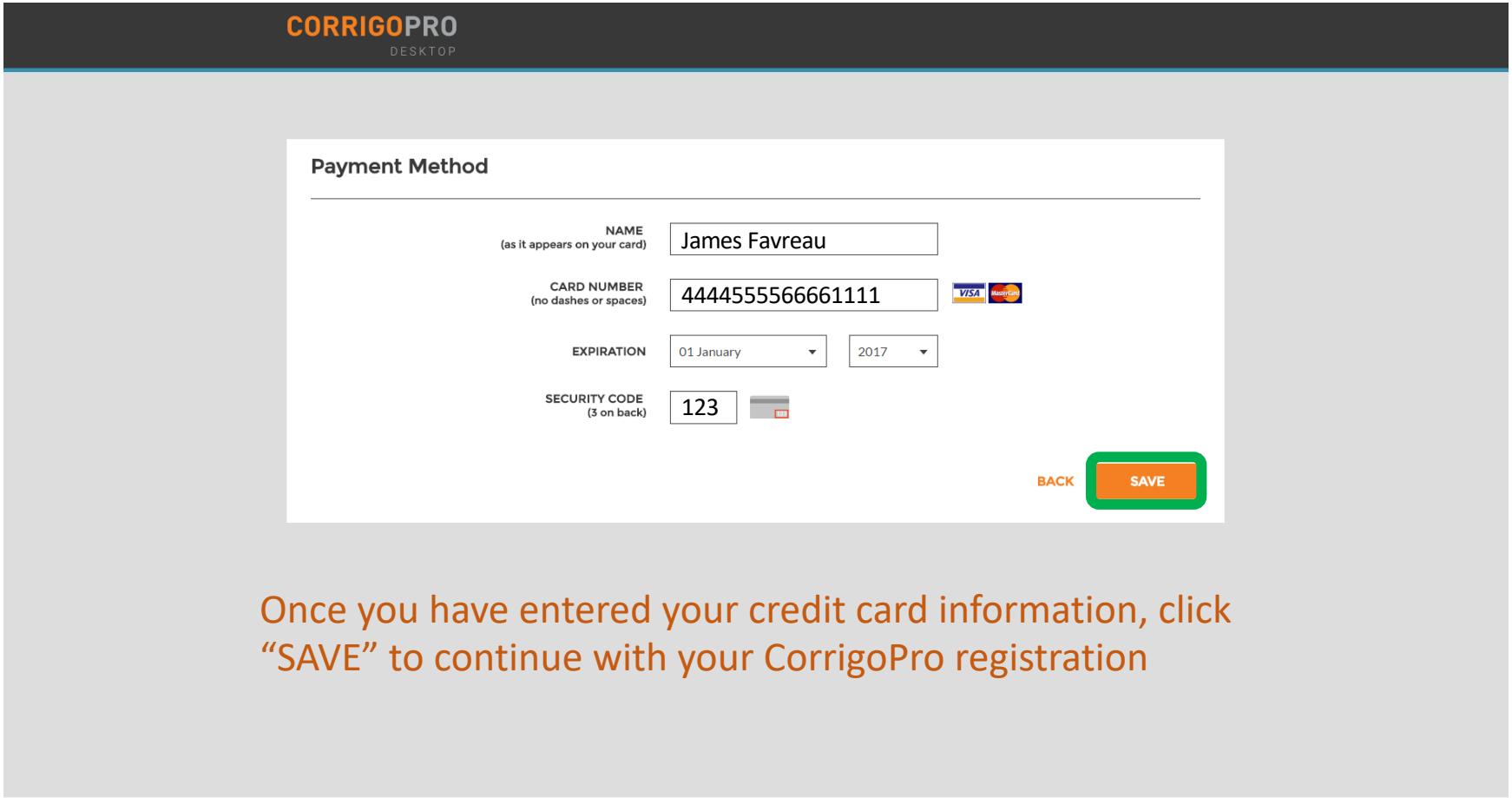
Select Your Smart Zones

Select the Smart Zones that match your area of service



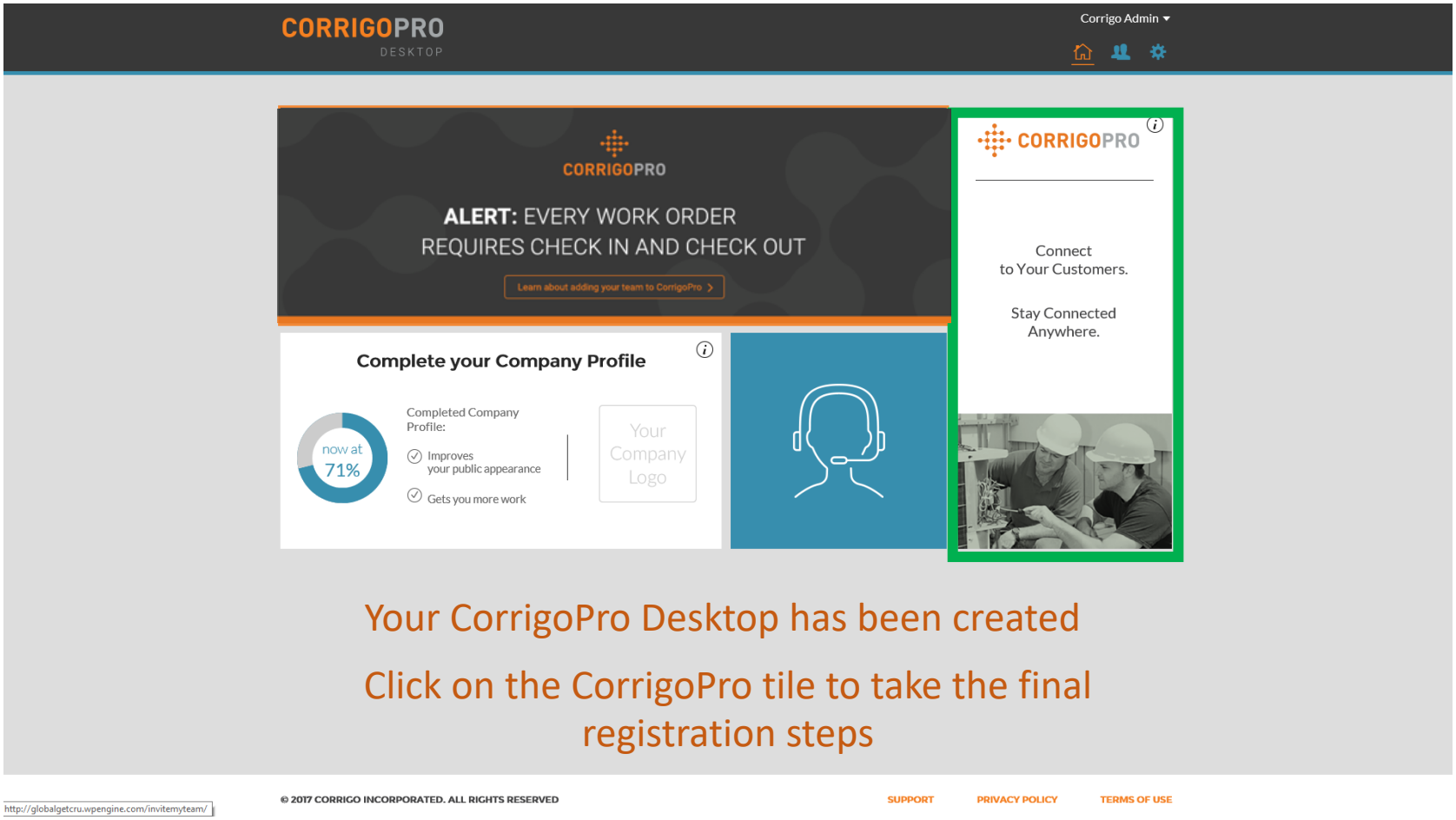
Enter Your Company Credit Card Information

Your payment method information is stored and protected, using the latest security software and most current Payment Card Industry(PCI) security standards

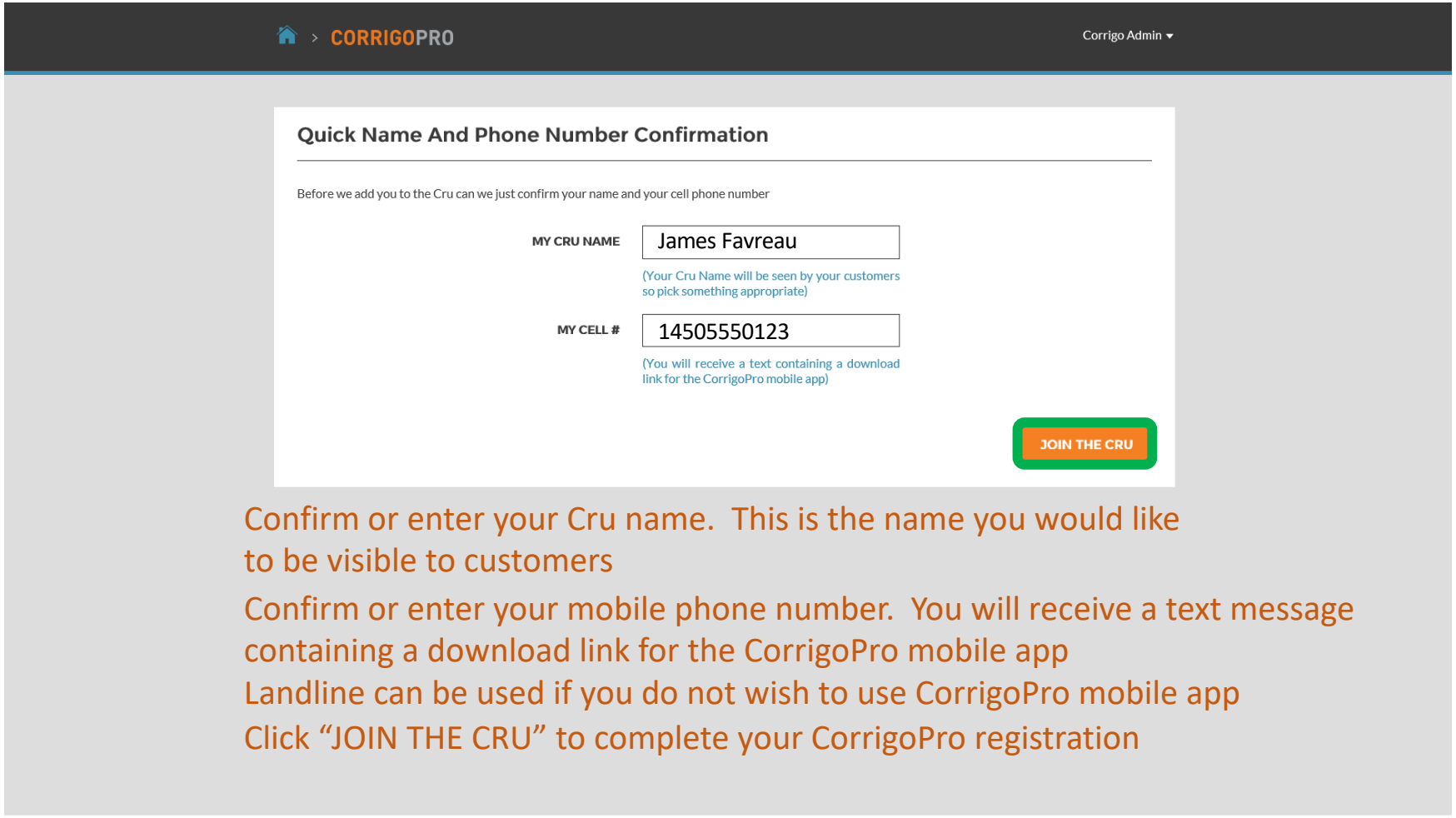


Once you have entered your credit card information, click “SAVE” to continue with your CorrigoPro registration

Confirmation and Completion of CorrigoPro Registration



Name and Phone Number Confirmation



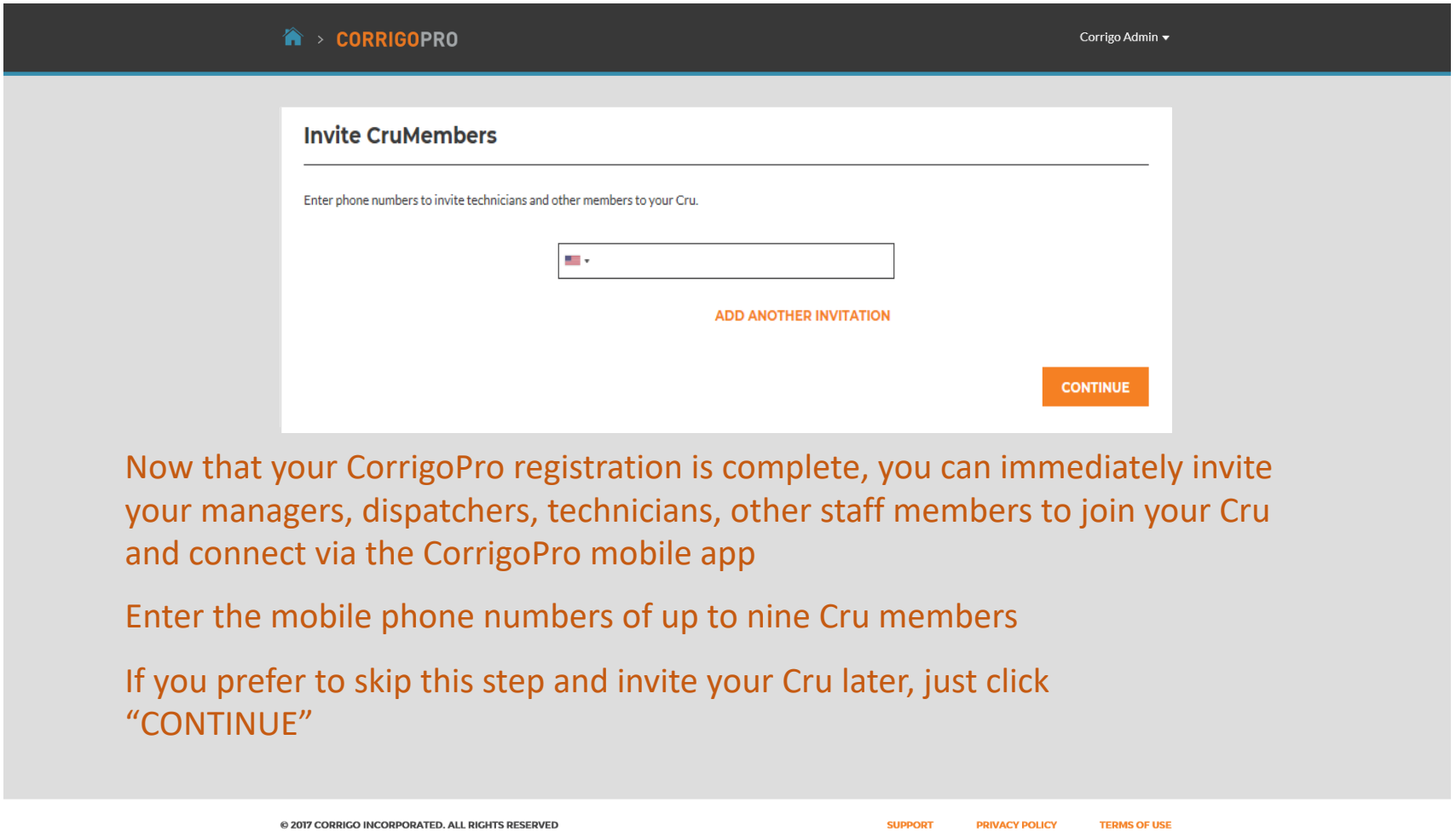
Confirm or enter your Cru name. This is the name you would like to be visible to customers

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

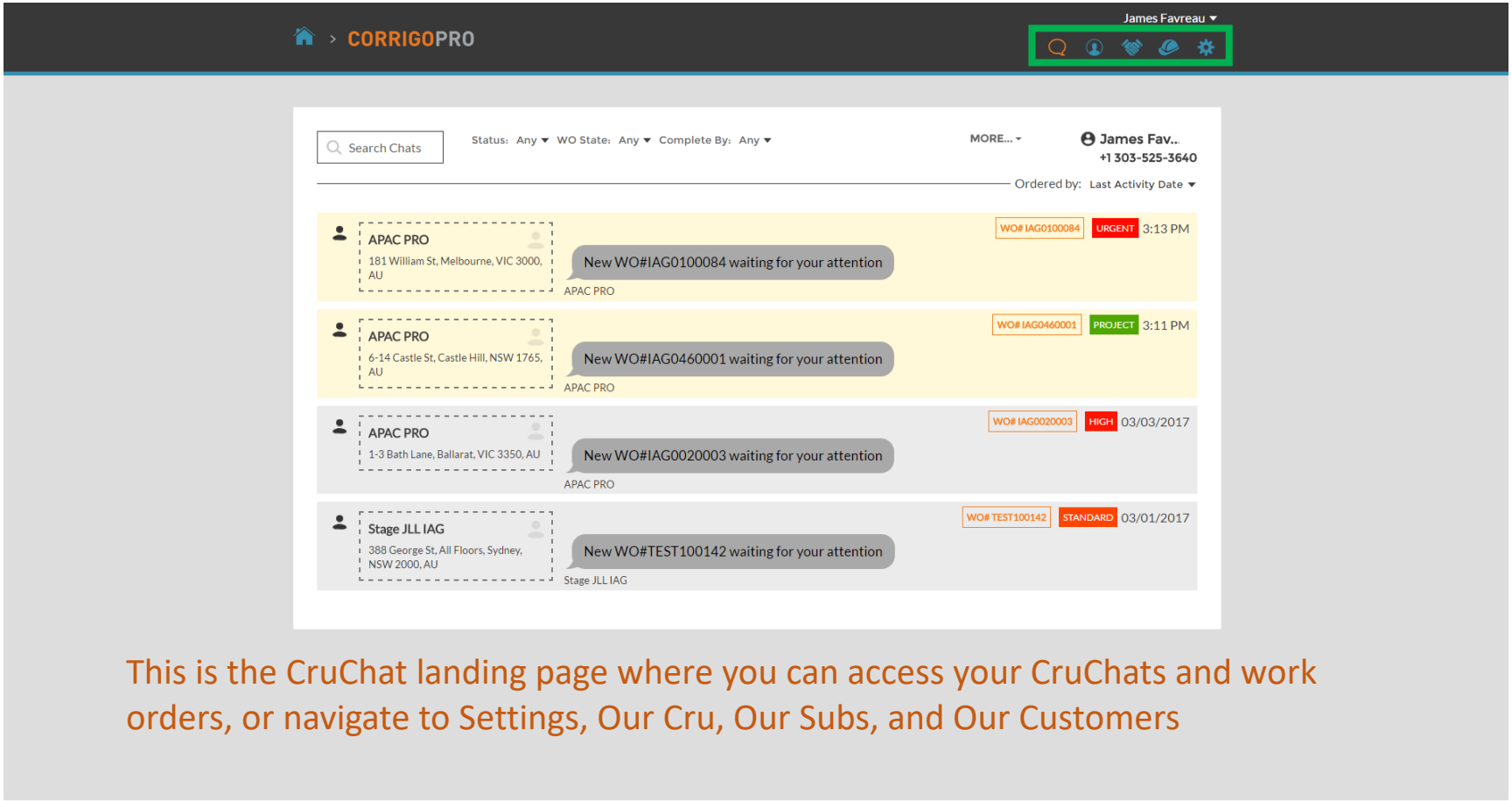


Now that your CorrigoPro registration is complete, you can immediately invite your managers, dispatchers, technicians, other staff members to join your Cru and connect via the CorrigoPro mobile app

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”

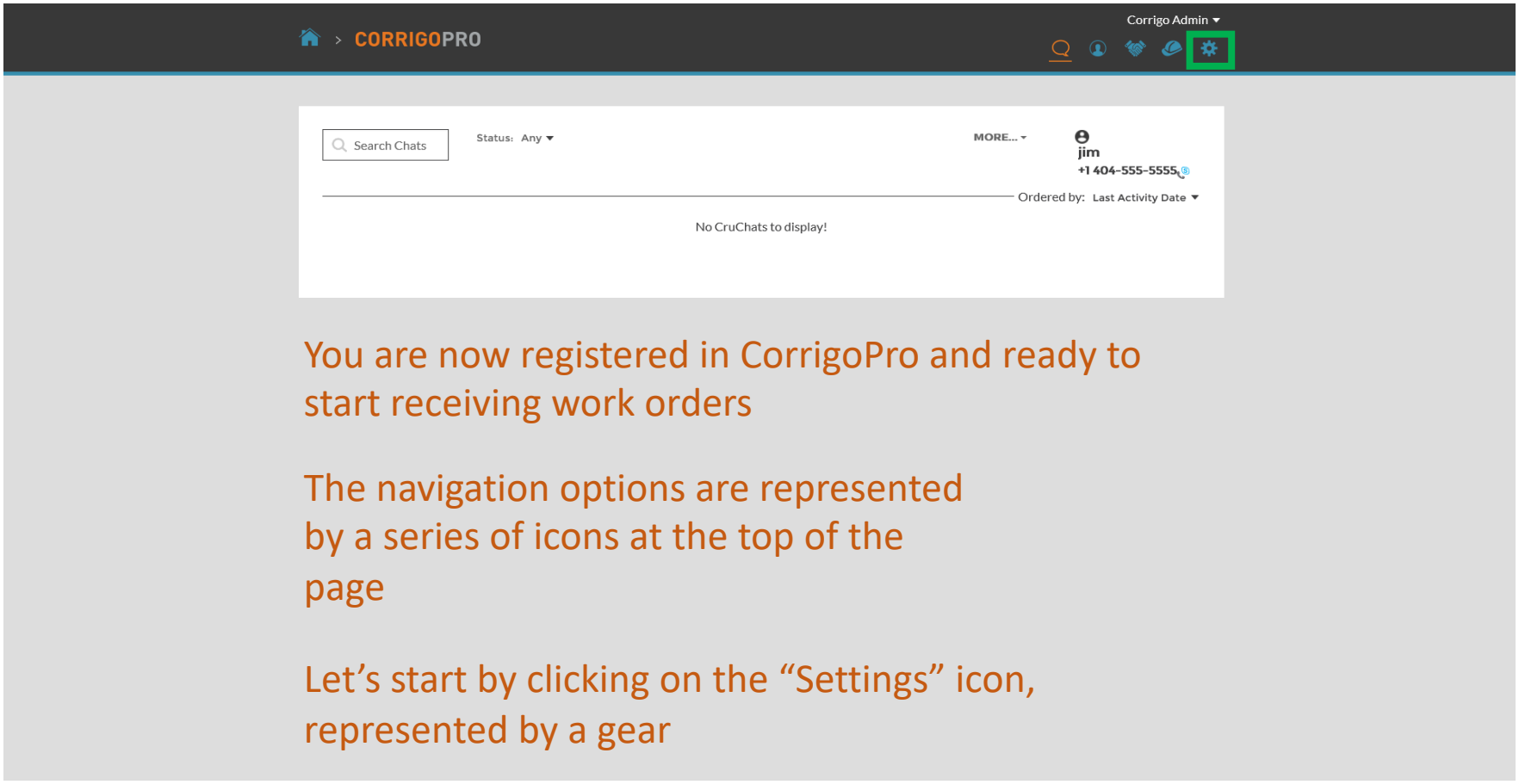
The CorrigoPro Tile



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

CONGRATULATIONS!



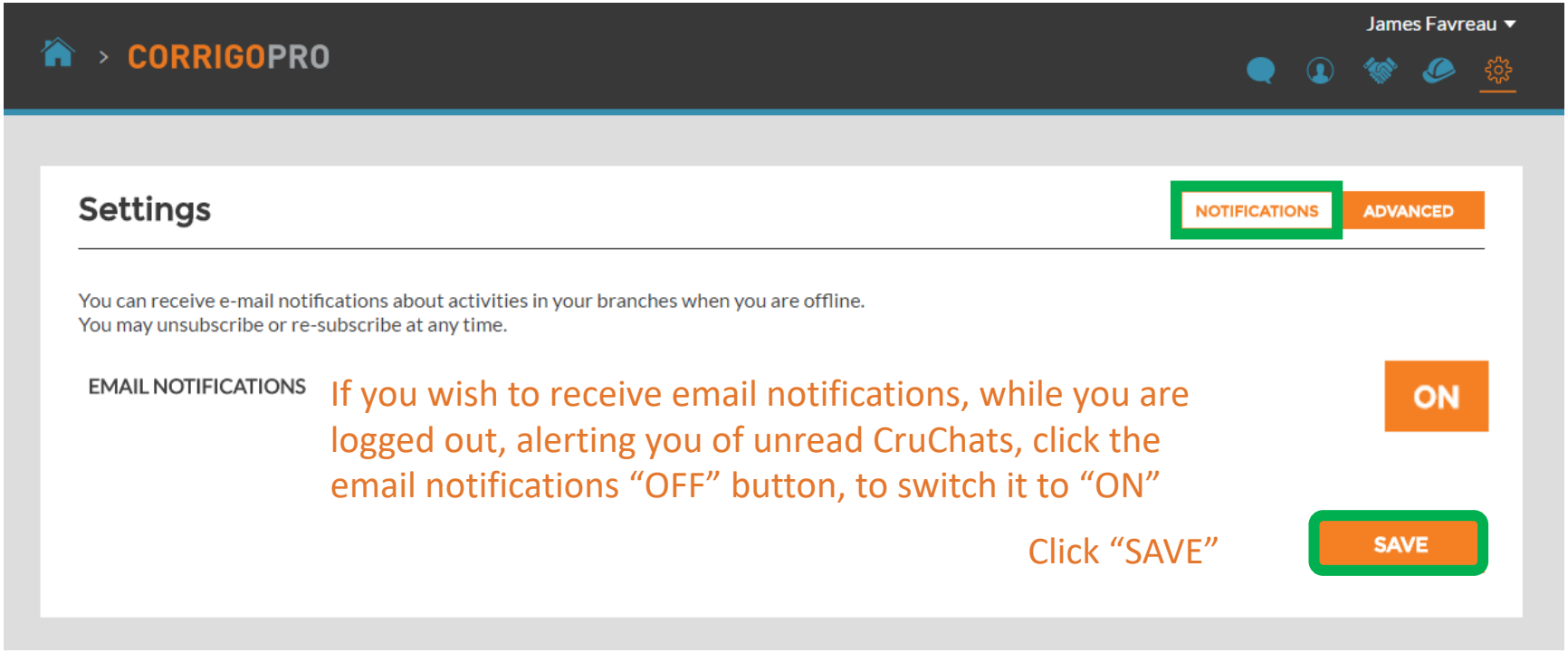
You are now registered in CorrigoPro and ready to start receiving work orders

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

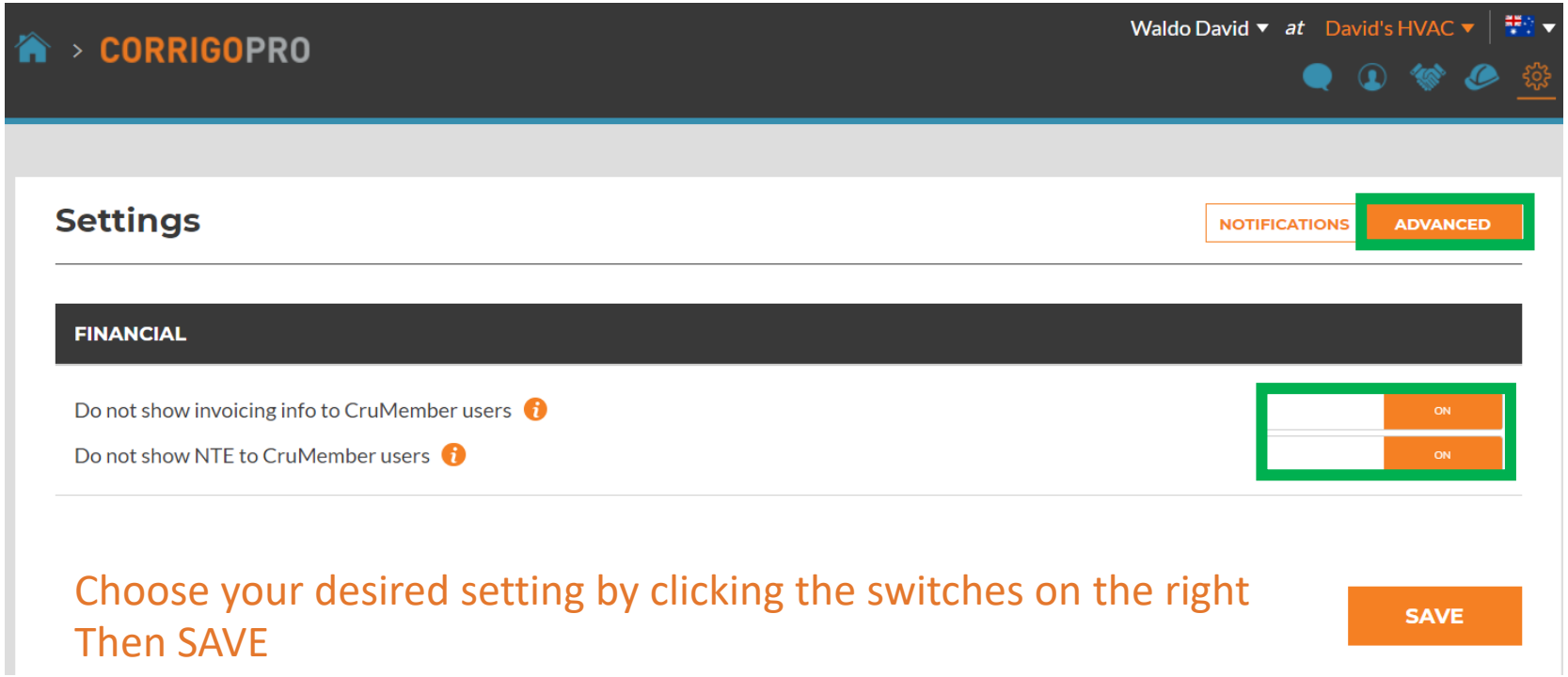
In the Settings section, you can set your email notification preferences



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



Questions

Contact Corrigo via phone or online:

https://corrigopro.com/contactus/