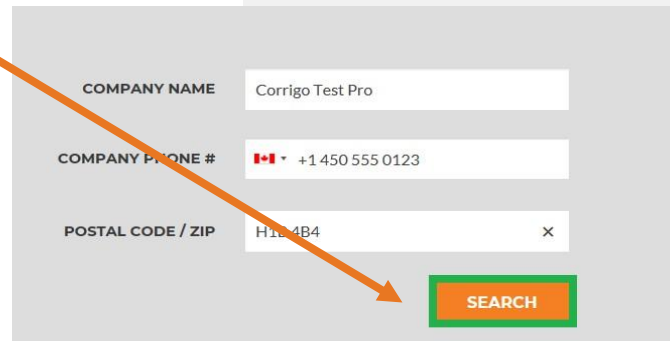
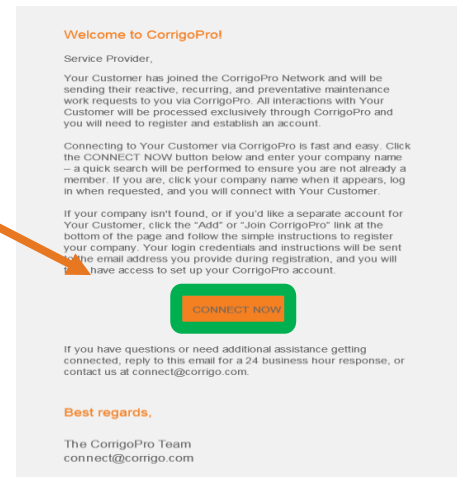


# Quick Reference Guide

## Getting Connected - Registering and Setting Up a CorrigoPro Account

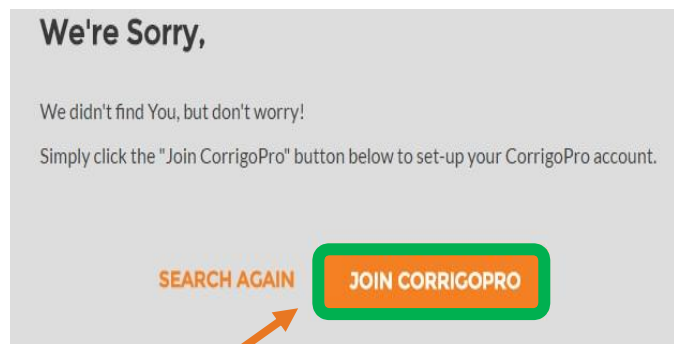
### Registration Invitation

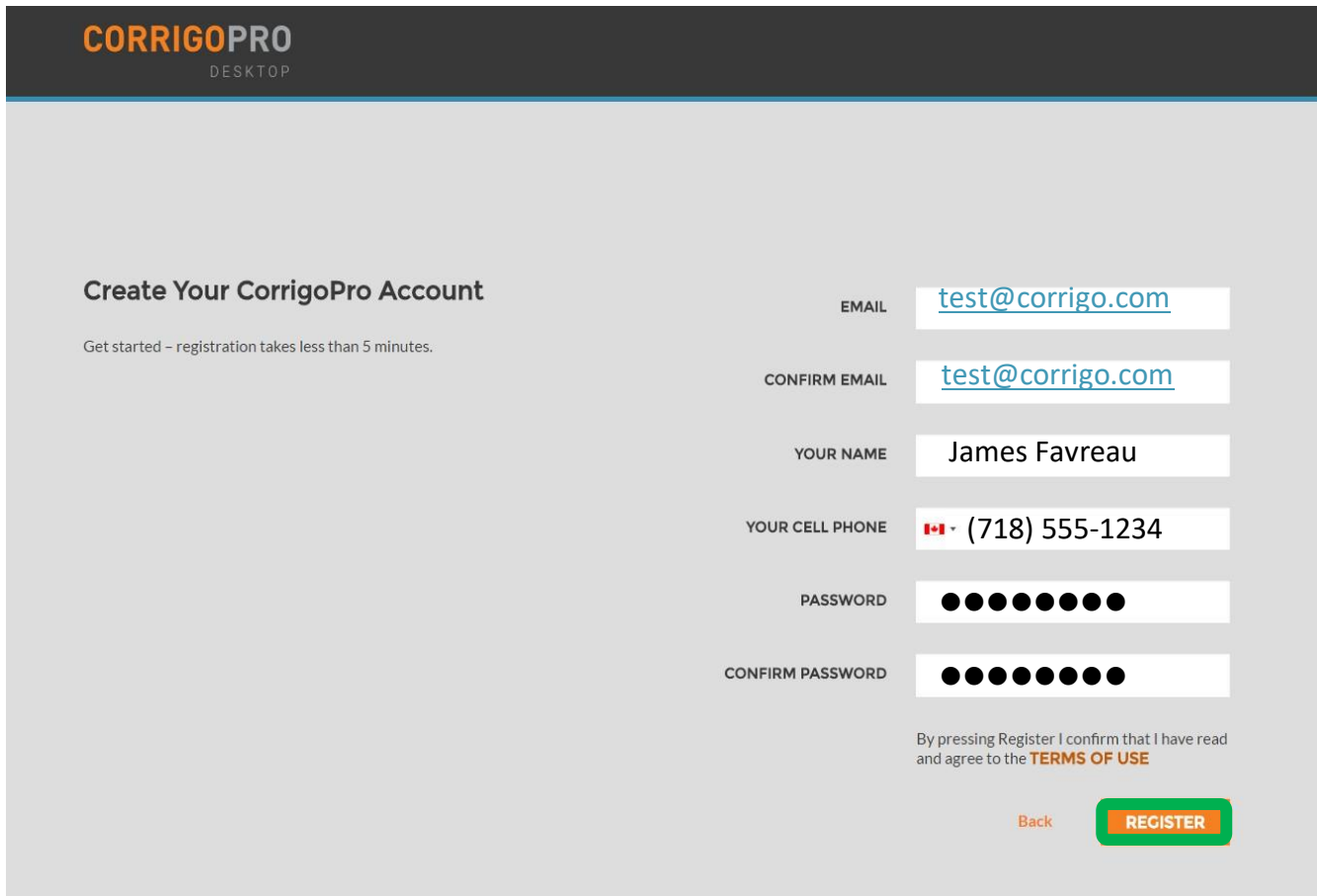
1. To register your company in CorrigoPro, you will receive an invitation email from connect@corrigo.com.
2. Click "REGISTER NOW" to begin.
3. If you **have an existing CorrigoPro account** you can search by using your Company Name, Postal Code and Phone Number to locate your account.
4. If you **do not have an existing CorrigoPro account**, enter Company Name, Phone Number, and Postal Code.
5. Click "SEARCH."
6. CorrigoPro will check that your account is not already registered. If it is, you will have an opportunity to log in and connect your existing account with you new client.
7. If it is not already registered, click "JOIN CORRIGOPRO" to proceed.



### Create Your CorrigoPro Account

1. Enter and confirm your email.
2. Enter and confirm your name and mobile/cell phone number.
3. Create and confirm your password.
4. Then click "REGISTER."





**CORRIGOPRO**  
DESKTOP

### Create Your CorrigoPro Account

Get started – registration takes less than 5 minutes.

EMAIL

CONFIRM EMAIL

YOUR NAME

YOUR CELL PHONE

PASSWORD

CONFIRM PASSWORD

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

[Back](#)

- **Confirm Your Email**



1. Check the email you provided for a CorrigoPro verification email.
2. Open your CorrigoPro verification email and click on “VERIFY YOUR EMAIL” to proceed.

- **Log in to CorrigoPro Desktop**

1. Once you have confirmed your email, you will be directed to the CorrigoPro Desktop log in page.
2. Enter your verified email and password.
3. Then click “LOGIN.”

- **Adding Company Information**

1. Complete your Company profile. Make sure to scroll down to add all information requested. The required fields are TIN (Business Registration Number), phone, email, address, city, state, zip code and select a primary service (you will have the opportunity to add additional services later in your Company Profile).
2. Then click “CONTINUE.”

Membership Level	 <b>CONNECTED</b>	 <b>PRO</b>
	<b>SELECT</b>	<b>SELECT</b>
Membership Fee	\$0.00 USD	\$30.00 USD
Visible in Yellow Pages	✓	✓
Receive Bid Requests	✓	✓
CorrigoPro Desktop	✓	✓
Receive Work Orders	✓	✓
Work Order Pricing	\$5.00 USD	\$0.00 USD
CorrigoPro Bulk Invoicing	✓	✓
Multi-Location Set Up	✓	✓
Integration API	-	-
	<b>SELECT</b>	<b>SELECT</b>

- **Select CorrigoPro Network Subscription**

**Connected Membership** is \$5 per accepted work order.

**Pro Membership** is \$30 per month for unlimited work orders.

Click “Select” for the appropriate membership level then click “NEXT.”

- **Select Smart Zones**

1. Smart Zones are pre-defined geographic areas. Please be sure to select the Smart Zones that match your area of service.
2. **Note – Your “home” or headquartered Smart Zone is included with your CorrigoPro Subscription. If you choose to enroll in additional Smart Zones, there will be an additional \$2.50 fee on a monthly basis per Smart Zone.**
3. Click “HERE” to select your Smart Zones.
4. Click “NEXT” to access the Smart Zones list.

**CORRIGOPRO**  
DESKTOP English

### Selecting Your Corrigo 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 US or Canadian zone is \$2.50 USD per month.
- In countries with multiple smart zones, each zone can be customized to the county or city level to match your service area.

Smart Zones are a geographic area surrounding a territory designed to align with where providers and clients do business. By selecting Smart Zones that align with the areas where you provide service, you will be visible on the CorrigoPro Network. For additional information on Smart Zone selection, please click the following tutorial link titled **GET CONNECTED** and SmartZones are addressed at the 2:40 mark.

[BACK](#) [NEXT](#)

5. Select the Smart Zones that match your area of service.
6. Then click "I AGREE."

**COMPANY PROFILE** Waldo David at David's HVAC

### Set-Up Smart Zones

Country:  ⓘ

- Australian Capital Territory
- Jervis Bay Territory
- New South Wales
- Northern Territory
  - Alice Springs
  - Barkly
- Belyuen
- Central Desert
- Coomalie
- Darwin
- East Arnhem
- Katherine
- Litchfield
- MacDonnell

You selected 6 Smart Zone(s)

**Australia**

- New South Wales
- Northern Territory
- Queensland
- South Australia
- Victoria
- Western Australia

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

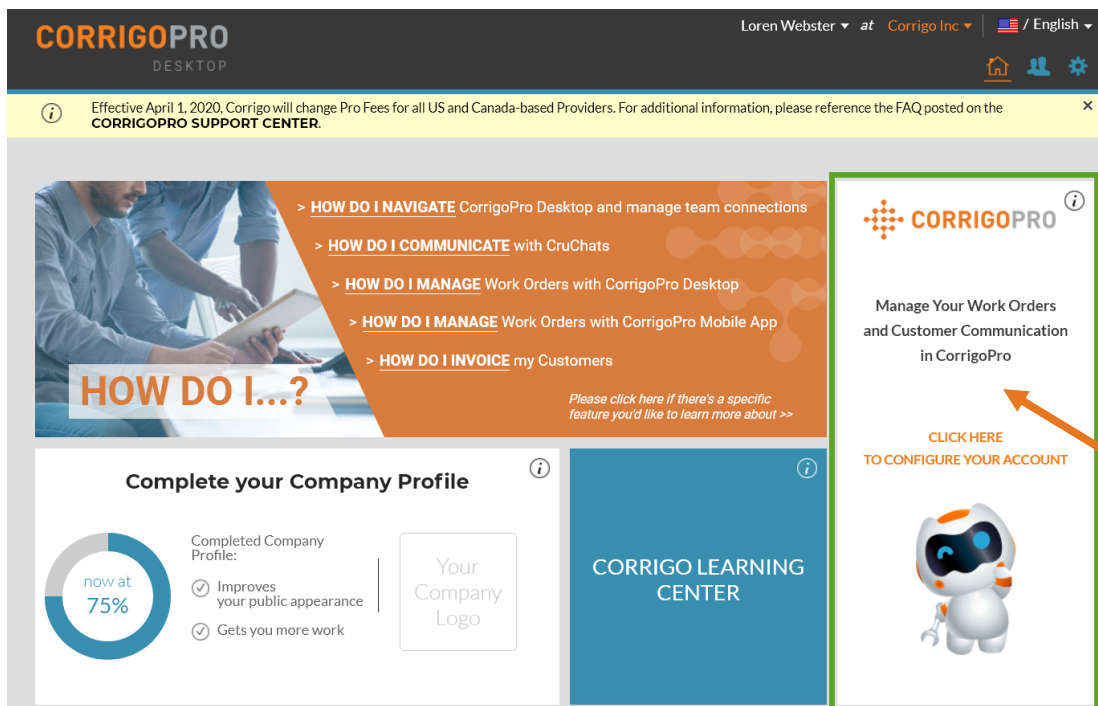
[BACK](#) [I AGREE](#)

- **Company Payment Information**

1. Payment method information is stored and protected using the latest security software and most current Payment Card Industry (PCI) security standards.
2. Enter your credit card/EFT information as prompted.
3. Click “SAVE” to continue with CorrigoPro registration.

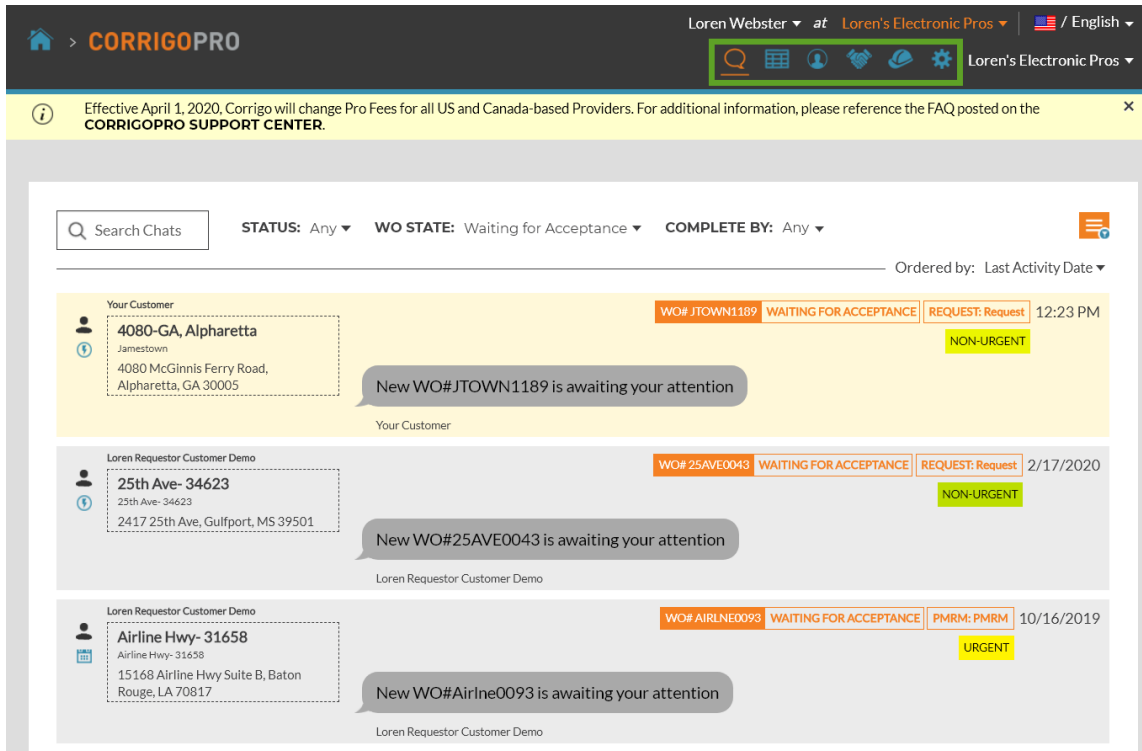
- **Confirmation of CorrigoPro Registration**

1. Congratulations! Your CorrigoPro Desktop has been created.
2. Click on the CorrigoPro tile to complete the last steps of registration.



- **Set up and Invite Your Cru**

1. Enter or confirm the name of your Cru. This is the name you would like visible to customers.
2. Enter or confirm your mobile phone number.
3. You will receive a text message containing a link that will allow you to download the CorrigoPro Mobile App. If you do not plan to use the Mobile App at this time, please leave the mobile number field blank.
4. Click “JOIN THE CRU” to complete your CorrigoPro registration.
5. 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, Table View and CruChats.
6. Navigation options are available through a series of icons in banner at the top of the page.



Effective April 1, 2020, Corrigo will change Pro Fees for all US and Canada-based Providers. For additional information, please reference the FAQ posted on the **CORRIGOPRO SUPPORT CENTER**.

Search Chats STATUS: Any WO STATE: Waiting for Acceptance COMPLETE BY: Any Ordered by: Last Activity Date

Customer	WO#	Status	Request	Date	Priority
4080-GA, Alpharetta Jamestown 4080 McGinnis Ferry Road, Alpharetta, GA 30005	WO# JTOWN1189	WAITING FOR ACCEPTANCE	REQUEST: Request	12:23 PM	NON-URGENT
25th Ave- 34623 25th Ave- 34623 2417 25th Ave, Gulfport, MS 39501	WO# 25AVE0043	WAITING FOR ACCEPTANCE	REQUEST: Request	2/17/2020	NON-URGENT
Airline Hwy- 31658 Airline Hwy- 31658 15168 Airline Hwy Suite B, Baton Rouge, LA 70817	WO# AIRLINE0093	WAITING FOR ACCEPTANCE	PMRM: PMRM	10/16/2019	URGENT

## • Completion

1. Congratulations! You have now completed registration in CorrigoPro and are ready to receive work orders.
2. Start by clicking on the “Settings” icon, represented by the gear in the list of icons in the top banner.
3. In the Settings section, you can set your email notification preferences.
4. If you wish to receive email notifications while you are logged out, alerting you of unread CruChats, click the email notification OFF button to switch it to ON. Click Save.
5. The system will generate an email alert every 60 minutes to make you aware of any new work order details that been sent to you, but have not yet been read.
6. Click on “ADVANCED” near the top right for financial settings.
7. Choose your desired settings by clicking the switches on the right.
8. Once you are satisfied with your settings, click “SAVE.”

## • Questions

If you have any questions, contact Corrigo via phone or online at <https://corrigo.com/contactus>