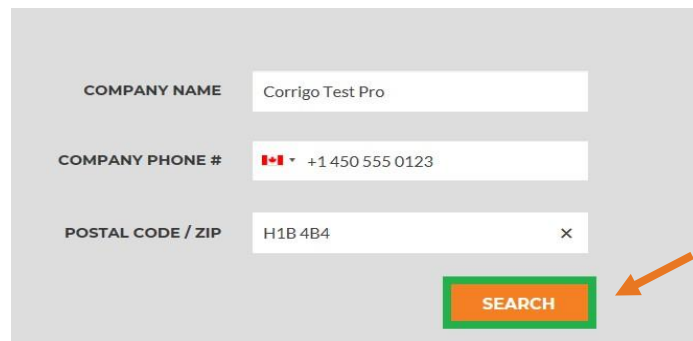# Quick Reference Guide

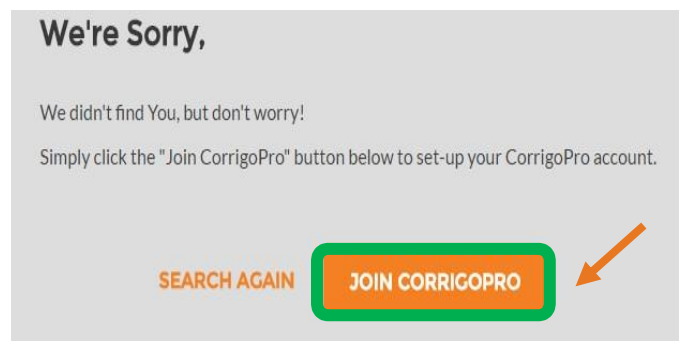## Get Connected: Register/Set Up CorrigoPro Account
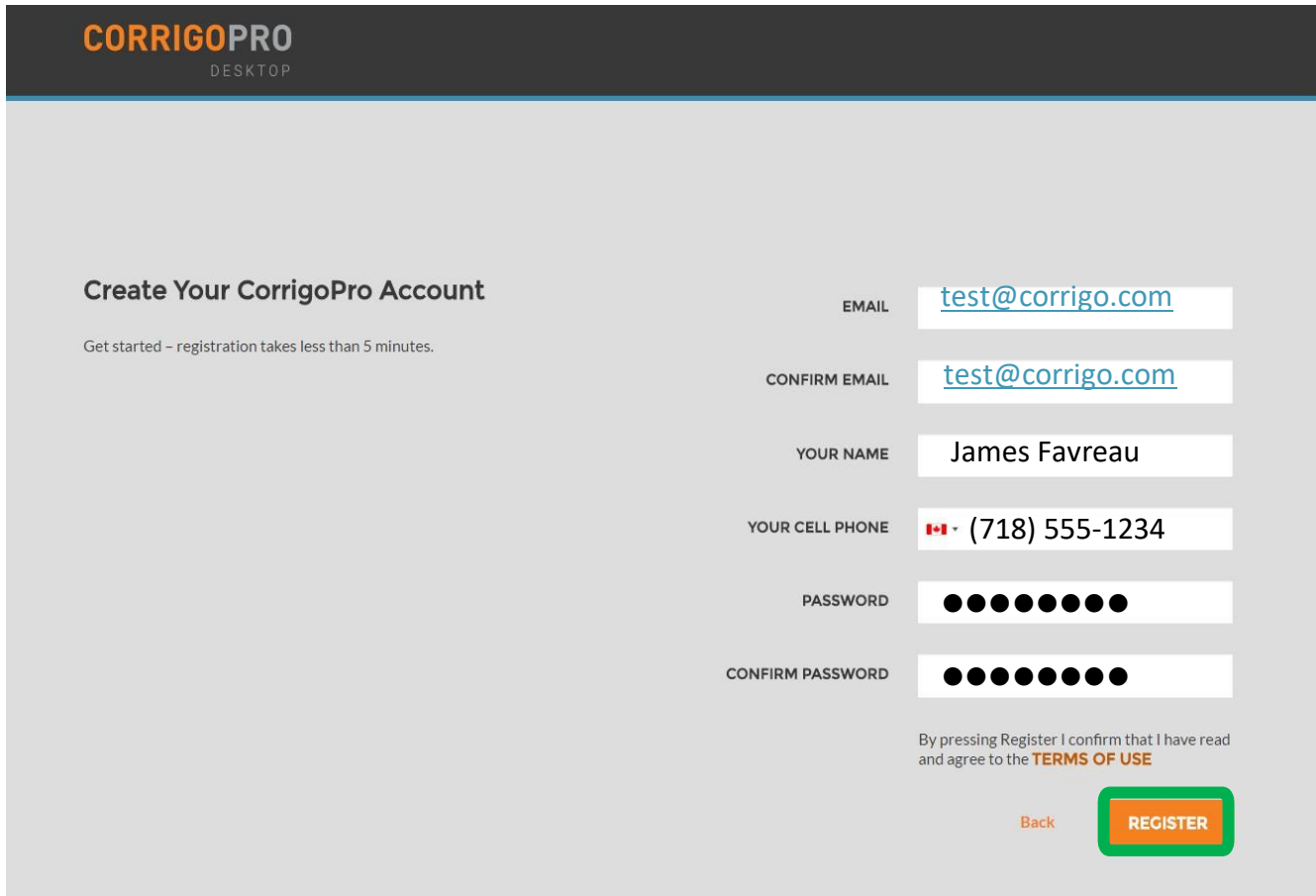
- ### Registration Invitation

  1. To register your company in CorrigoPro, you will receive an invitation email from connect@corrigo.com.
  2. Click on the "**CONNECT NOW**" button within the email. This will bring you into the CorrigoPro Desktop website to begin the registration/connection process.
  3. If you **have an existing CorrigoPro account** you can search by using your Company Name, Company Phone #, or Postal Code / Zip 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.
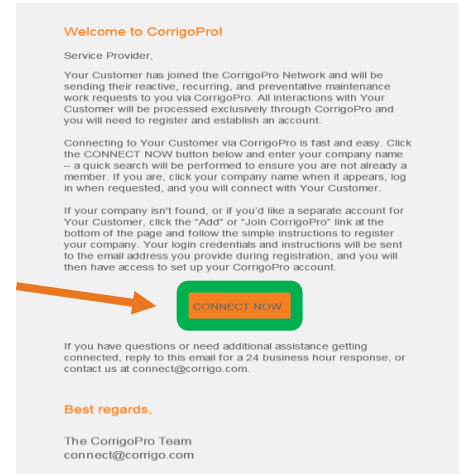
- ### Create Your CorrigoPro Account

  1. Enter and confirm your email.
  2. Enter and confirm your name and mobile/cell phone number. If you do not wish to use a mobile number, a landline number can be entered.
  3. Create and confirm your password.
  4. Then click "**REGISTER**."

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 CorrigoPro Desktop log in page.
2. Enter your verified email and password.
3. Then click "**LOGIN**."

Add 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	CONNECTED	PRO
	SELECT	SELECT
Membership Fee	$5.00 USD	$50.00 USD
Visible in Yellow Pages	✓	✓
Receive Bid Requests	✓	✓
CorrigoPro Desktop	✓	✓
Event Discount	–	–
Receive Work Orders	✓	✓
Per Work Order	$5.00 USD	$0.00 USD
Per Smart Zone first selection is included with your membership	$2.50 USD	$2.50 USD
Per Service first selection is included with your membership	$2.50 USD	$2.50 USD
CorrigoPro Bulk Invoicing	✓	✓
Multi-Location Set Up	✓	✓
Integration API	–	–
	SELECT	SELECT

- ## Select CorrigoPro Network Subscription

  Click "Select" for the appropriate membership level, then click "**NEXT**."

  Connected Membership is $5 monthly & $5 per accepted Work Order.
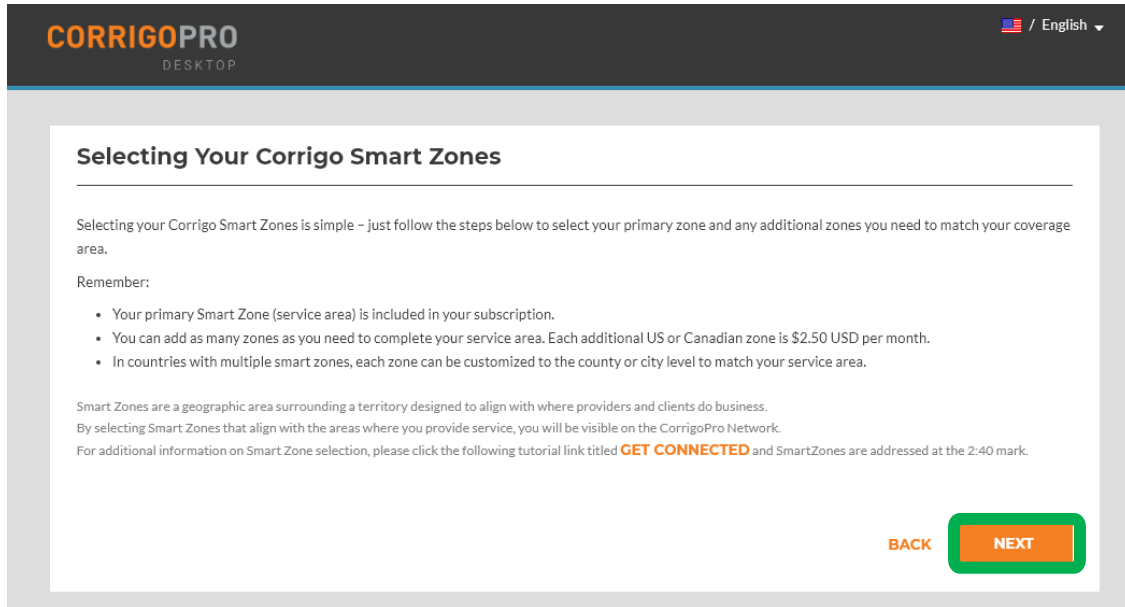
  Pro Membership is $50 per month with no additional per Work Order charges.

- ## Select Smart Zones

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

  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 charge of $2.50 on a monthly basis per Smart Zone.

![Corrigo logo]

1. Click "**NEXT**" to access the Smart Zones list.

2. Select the Smart Zones that match your area of service. Clicking the "+" will allow you to filter and select at a county/city level.
3. Then click "**NEXT**."

4. Click "**I AGREE**" to confirm your Smart Zone selections and fees (if applicable).

Corrigo Smart Zone Summary

You selected 5 Smart Zone(s)

USA

- Greater Abilene, TX Area
- Greater Albany, GA Area
- Greater Amarillo, TX Area
- Greater Anchorage, AK Area
- Greater Atlanta, GA Area

Your primary zone is included with your subscription plan.

Each additional zone selected will result in a fee of $2.50 USD per month.

Based on your selection, your Smart Zone coverage fee is $10.00 USD per month.

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.

Payment Method

Credit Card

NAME
(as it appears on your card)

CARD NUMBER
(no dashes or spaces)

EXPIRATION   01 January   2021

SECURITY CODE
(3 on back, amex: 4 on front)

BACK   SAVE

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 registation.
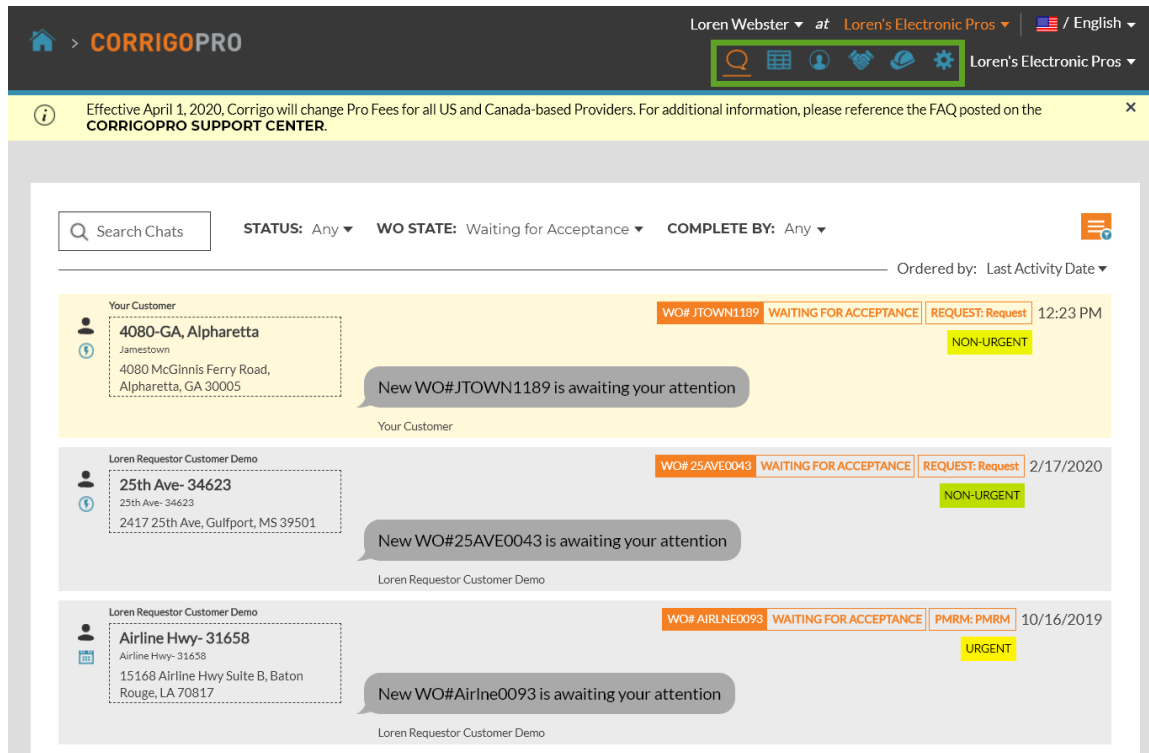
    5. This is the CruChat landing page where you can access your CruChats and work orders or navigate to Settings, Our Cru, Our Subs, and Our Customers, Table View and CruChats.
    6. Navigation options are available through a series of icons in banner at the top of the page.

- ## Completion

    1. Congratulations! You have now completed registration in CorrigoPro and are ready to receive work orders.
    2. Start by clicking on the "Settings" or gear icon 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 notifications button OFF 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://corrigopro.com/contactus