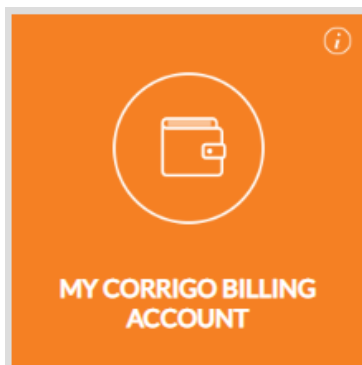


Quick Reference Guide


CorrigoPro – Manage CorrigoPro Membership/Subscriptions

- **Manage CorrigoPro Membership/Subscriptions**

1. Click on the orange **My Corrigo Billing Account** tile.
2. This will bring you to the “Company Membership Details” screen.



Company Membership Details

 CONNECTED	MEMBERSHIP LEVEL	CONNECTED	VIEW / CHANGE
	PAYMENT METHOD	Credit Card	VIEW / CHANGE
	EMAIL MY INVOICES	Yes	CHANGE
	NOTIFY CREDIT CARD EXPIRATION	No	CHANGE

Billing History (last 12 months)



DATE	TOTAL
There are no billable WOs to show	

- **Membership Level**

Here you can view/change your company monthly Work Order plan. Changes to Work Order plans can be made at any time and will be effective at the start of your next billing period.

1. Click **“View/Change”** to view the current Work Order plan.

Select Your Membership Level

Membership Level	 CONNECTED Current Level	 PRO 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 <small>first selection is included with your membership</small>	\$2.50 USD	\$2.50 USD
Per Service <small>first selection is included with your membership</small>	\$2.50 USD	\$2.50 USD
CorrigoPro Bulk Invoicing	✓	✓
Multi-Location Set Up	✓	✓
Integration API	-	-
	Current Level	CHANGE

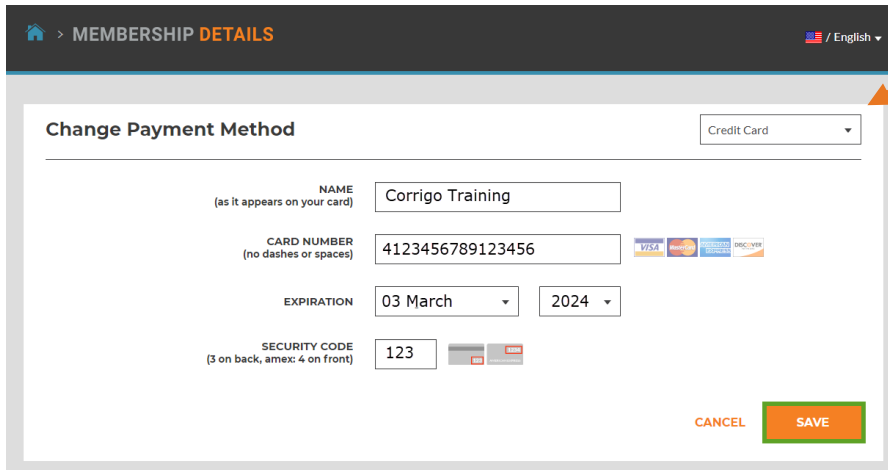
2. Click **“Change”** then **“Yes”** to confirm.

● Payment Method

Here you can view/change the payment method on file for your CorrigoPro Work Order & Services billing fees. Any changes made will update immediately and be applied to your future billing. A debit/credit card or EFT can be used.

1. Click **“View/Change.”**
2. Enter your payment details.
3. Click **“Save”** to update your payment method.


Credit Card View




MEMBERSHIP DETAILS English

Change Payment Method Credit Card

NAME (as it appears on your card)

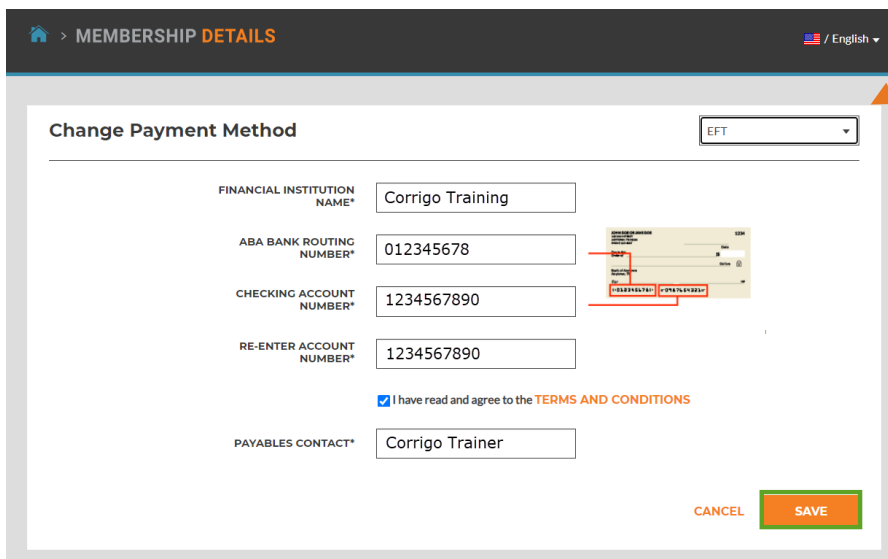
CARD NUMBER (no dashes or spaces) 

EXPIRATION

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

CANCEL SAVE


EFT View



MEMBERSHIP DETAILS English

Change Payment Method EFT

FINANCIAL INSTITUTION NAME*

ABA BANK ROUTING NUMBER* 

CHECKING ACCOUNT NUMBER*

RE-ENTER ACCOUNT NUMBER*

I have read and agree to the [TERMS AND CONDITIONS](#)

PAYABLES CONTACT*


CANCEL SAVE

- Email My Invoices

You can receive an email copy of your Work Order/Services billing charges monthly. Click “Change” to enable.

- Notify Credit Card Expiration

You can receive a notification 30 days prior to when your debit/credit on file will expire. Click “Change” to enable. A banner will display at the top of your screen to remind you to update your payment information.

 The credit card on file has expired or your PAYMENT information is missing. Please update your payment info in your orange Billing Account tile.