



CORRIGOPRO

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

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	<input type="text" value="test@Corrigo.com"/>
CONFIRM EMAIL	<input type="text" value="test@Corrigo.com"/>
YOUR NAME	<input type="text" value="James Favreau"/>
YOUR CELL PHONE	<input type="text" value="🇨🇦 +1 450 555 0123"/>
PASSWORD	<input type="password" value="••••••••••"/>
CONFIRM PASSWORD	<input type="password" value="••••••••••"/>

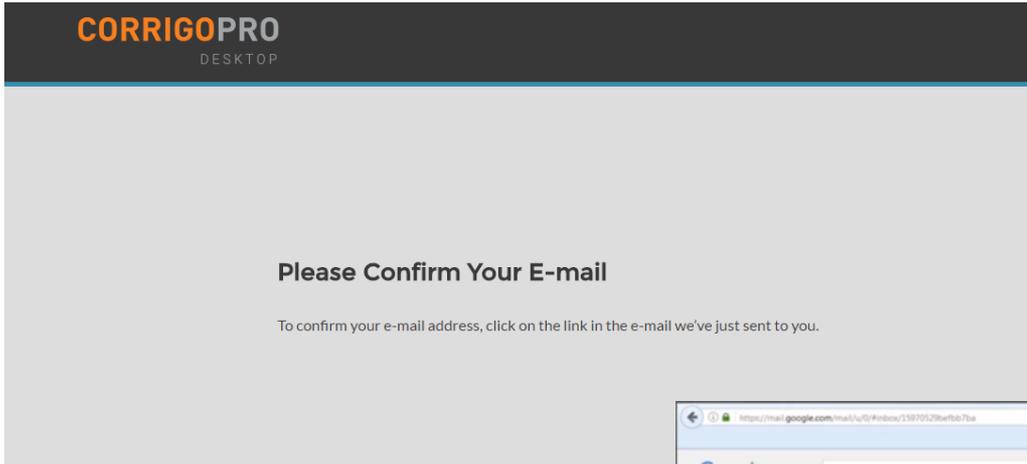
By pressing Register I confirm that I have read and agree to the [TERMS OF USE](#)

Then click “REGISTER”

[Back](#)

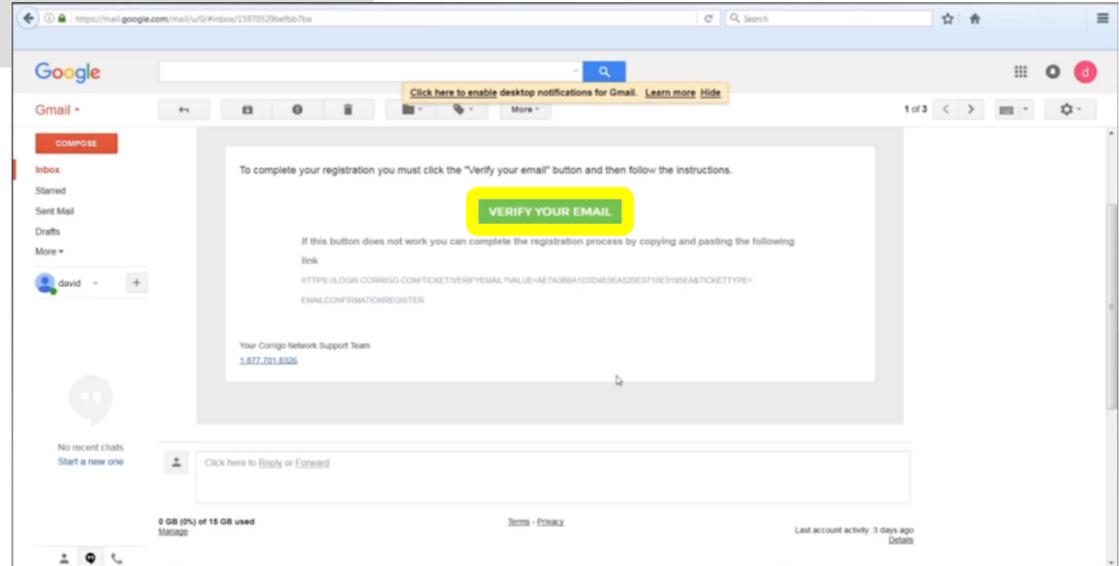
REGISTER

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

Main Office Address:

STREET 1

STREET 2

CITY

COUNTRY  Australia

STATE

POSTAL CODE

PRIMARY SERVICE

You will be able to select more later

Then click "CONTINUE"

CONTINUE

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

BACK

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

[HOME](#) > COMPANY PROFILE

Corrigo Smart Zones

SELECTING YOUR 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 zone is \$2.50 per month.
- Each zone can be customized to the county or city level to match your service area

To see an interactive Smart Zone map click [HERE](#)

Need Help? Click [HERE](#)

Click “here” to select your smart zones

BACK [NEXT](#)

Click “NEXT” to access the Smart Zones list

Select Your Smart Zones

Select the Smart Zones that match your area of service

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

Set-Up Smart Zones

Country 

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.

<input type="checkbox"/>	Australian Capital Territory
<input type="checkbox"/>	Jervis Bay Territory
<input checked="" type="checkbox"/>	New South Wales
<input type="checkbox"/>	Northern Territory
<input checked="" type="checkbox"/>	Alice Springs
<input checked="" type="checkbox"/>	Barkly
<input type="checkbox"/>	Belyuen
<input type="checkbox"/>	Central Desert
<input type="checkbox"/>	Coomalie
<input checked="" type="checkbox"/>	Darwin
<input checked="" type="checkbox"/>	East Arnhem
<input type="checkbox"/>	Katherine
<input checked="" type="checkbox"/>	Litchfield
<input checked="" type="checkbox"/>	MacDonnell

Then click "NEXT" [BACK](#)

I AGREE

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

CORRIGOPRO
DESKTOP

Payment Method

NAME
(as it appears on your card)

CARD NUMBER
(no dashes or spaces)  

EXPIRATION

SECURITY CODE
(3 on back) 

[BACK](#)

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

Confirmation and Completion of CorrigoPro Registration

The screenshot displays the CorrigoPro Desktop interface. At the top left, the logo reads "CORRIGOPRO DESKTOP". On 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, which includes a progress indicator showing "now at 71%", a list of benefits (improved public appearance and more work), a "Your Company Logo" placeholder, 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 horizontal line and a paragraph: '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'.

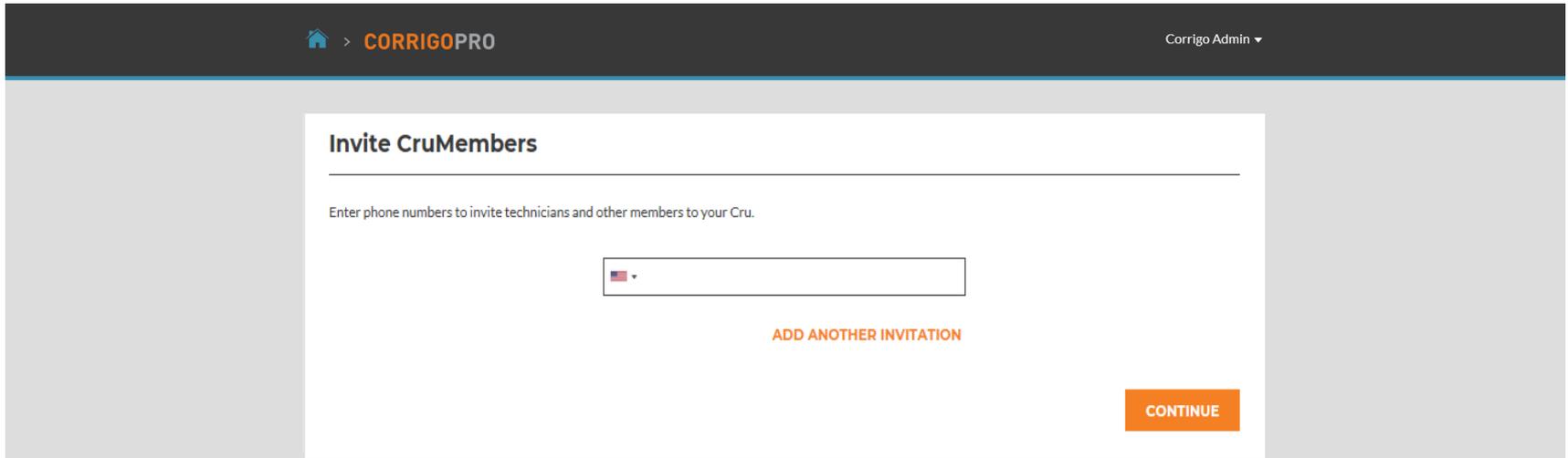
Confirm or enter your Cru name. This is the name you would like to be visible to customers

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



Home > CORRIGOPRO Corrigo Admin ▾

Invite CruMembers

Enter phone numbers to invite technicians and other members to your Cru.

[ADD ANOTHER INVITATION](#)

[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

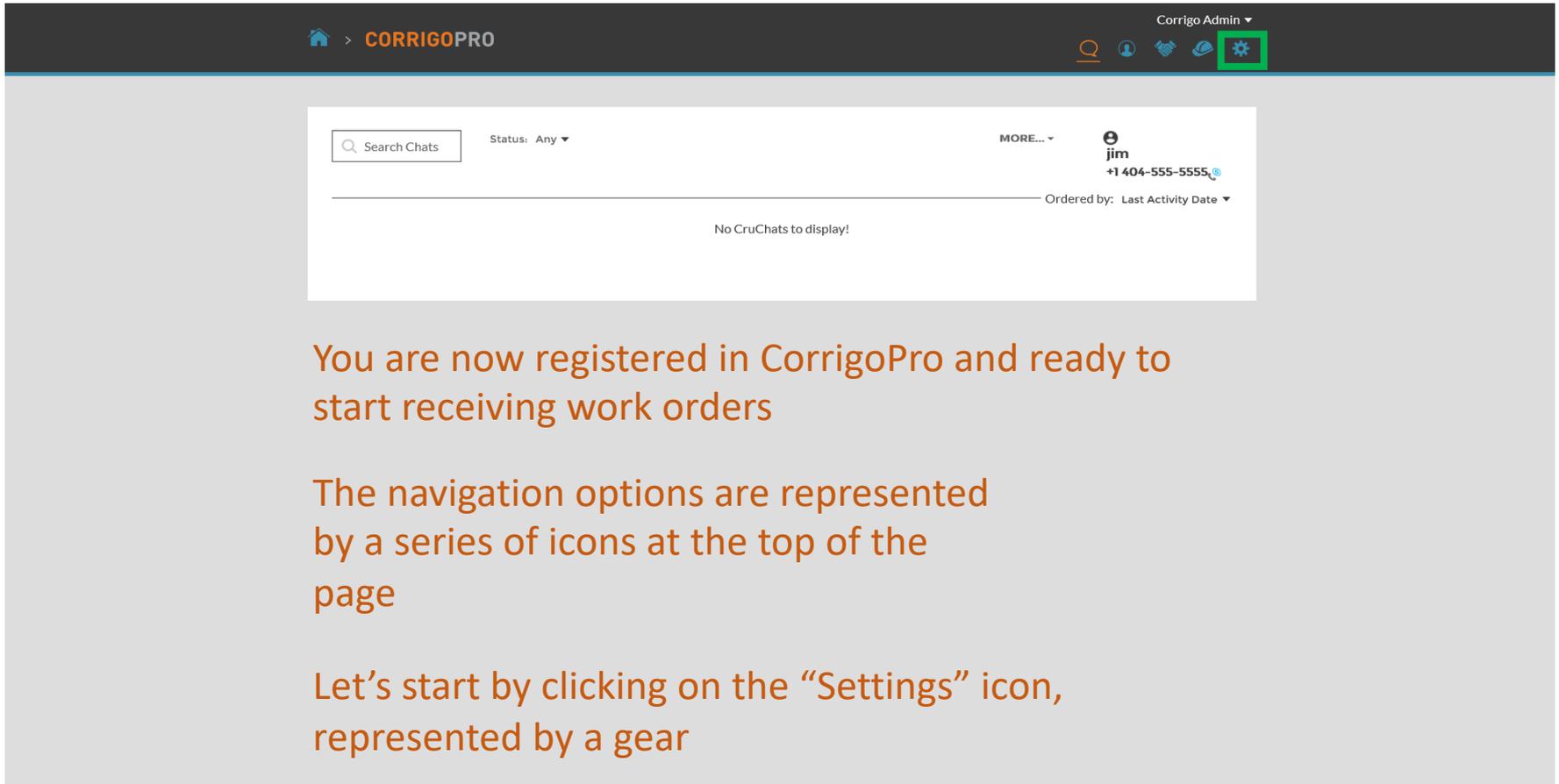
The screenshot shows the CorrigoPro web interface. At the top, there is a navigation bar with a home icon, the text 'CORRIGOPRO', and a user profile for 'James Favreau' with a dropdown arrow. To the right of the user profile is a green-bordered box containing five icons: a speech bubble, a person, a hand, a bell, and a gear. Below the navigation bar is a search bar labeled 'Search Chats' and several filters: 'Status: Any', 'WO State: Any', and 'Complete By: Any'. A 'MORE...' dropdown and the user's name 'James Fav...' with a phone number '+1 303-525-3640' are also visible. The main content area is titled 'Ordered by: Last Activity Date' and displays a list of four chat tiles. Each tile includes a company name, address, a chat bubble with a message, a work order ID, a priority label, and a timestamp.

Company	Address	Message	WO#	Priority	Timestamp
APAC PRO	181 William St, Melbourne, VIC 3000, AU	New WO#IAG0100084 waiting for your attention	WO#IAG0100084	URGENT	3:13 PM
APAC PRO	6-14 Castle St, Castle Hill, NSW 1765, AU	New WO#IAG0460001 waiting for your attention	WO#IAG0460001	PROJECT	3:11 PM
APAC PRO	1-3 Bath Lane, Ballarat, VIC 3350, AU	New WO#IAG0020003 waiting for your attention	WO#IAG0020003	HIGH	03/03/2017
Stage JLL IAG	388 George St, All Floors, Sydney, NSW 2000, AU	New WO#TEST100142 waiting for your attention	WO#TEST100142	STANDARD	03/01/2017

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!



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 row of icons for search, user, help, and settings is visible, with the settings icon (a gear) highlighted by a green square. Below the navigation bar, a white content area contains a search bar labeled 'Search Chats', a status filter 'Status: Any', and a 'MORE...' dropdown. A user profile for 'jim' with the phone number '+1 404-555-5555' is shown. Below this, a horizontal line separates the header from the main content area, which displays 'No CruChats to display!' and an 'Ordered by: Last Activity Date' dropdown.

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

Waldo David at David's HVAC

Settings

NOTIFICATIONS **ADVANCED**

FINANCIAL

Do not show invoicing info to CruMember users **ON**

Do not show NTE to CruMember users **ON**

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

Questions

Contact Corrigo via phone or online:

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