

NASRC Service Network

How to Create a Contractor Profile



1. Visit the service network website: <http://www.nasrcnetwork.org/>
2. Under Refrigeration Contractors in the bottom left corner, click "Get Listed Today"

The screenshot shows the homepage of the NASRC Service Network. At the top, there is a green 'Search Now' button. Below this is a navigation bar with three main sections: 'Search' (Search To Find Contractors), 'Events' (Find Upcoming Events), and 'Jobs' (View or Post Job Listings). Each section has a corresponding icon and a 'Search' or 'Jobs' button. Below the navigation bar is a section titled 'About This Website' which provides information about the NASRC and its mission. At the bottom, there are two main sections: 'Refrigeration Contractors' and 'How It Works'. The 'Refrigeration Contractors' section has a blue 'Get Listed Today' button, which is highlighted by a red arrow. The 'How It Works' section provides a brief overview of the service network.

3. If you want to browse existing listings, but not list your company, click the Register button under Browse Network. If you want to list your business, click the Register button under List Your Business.

The screenshot shows the registration options on the NASRC website. At the top, there is a navigation bar with links for 'Home', 'Find Contractors', 'Events', 'Jobs', and 'About'. Below the navigation bar is a section titled 'Connect with End-users Searching for Natural Refrigerant Service'. This section is divided into two main columns: 'Browse Network' and 'List Your Business'. Both columns offer a 'FREE (with registration)' option. The 'Browse Network' column lists features such as 'Search contractor listings', 'Post and view events', and 'Post and view job postings', with 'X' marks indicating that these features are available. The 'List Your Business' column lists features such as 'List your business and service territory', 'Allow end-users and others to search for your business', 'Link to your website', 'Search Contractor Listings', 'Post and view events', and 'Post and view job postings'. A red arrow points to the 'REGISTER' button in the 'List Your Business' column.

4. Enter your email and password to create your Contractor Profile. Then select Create My Profile.

Create Profile: Contractor – Listed

Enter Email and Create a Password

* Enter Email

* Confirm Email

* Create Password

* Confirm Password

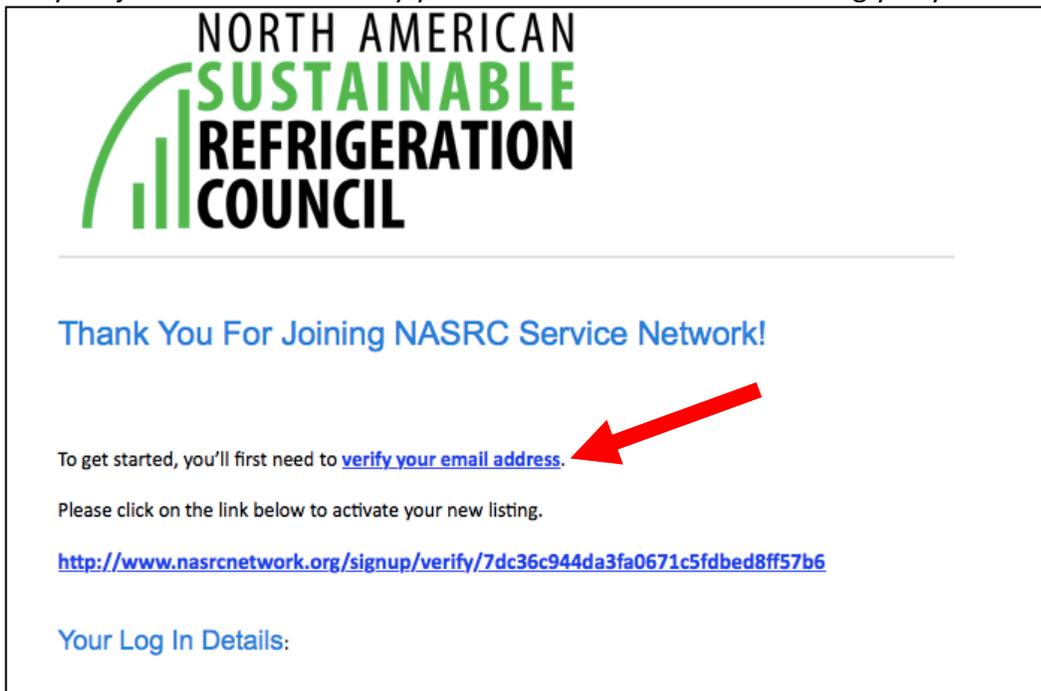
By creating an account, you agree to our [terms & conditions](#)

* Answer Security Question

I'm not a robot  reCAPTCHA
Privacy - Terms

[Create My Profile](#)

5. You will then receive an email to verify your email address. Check your spam because it may end up in your junk email. Click verify your email address to finish setting you your account.



6. Once you have verified your email address, you will be redirected to the service network, where you can login and add your information to your account.

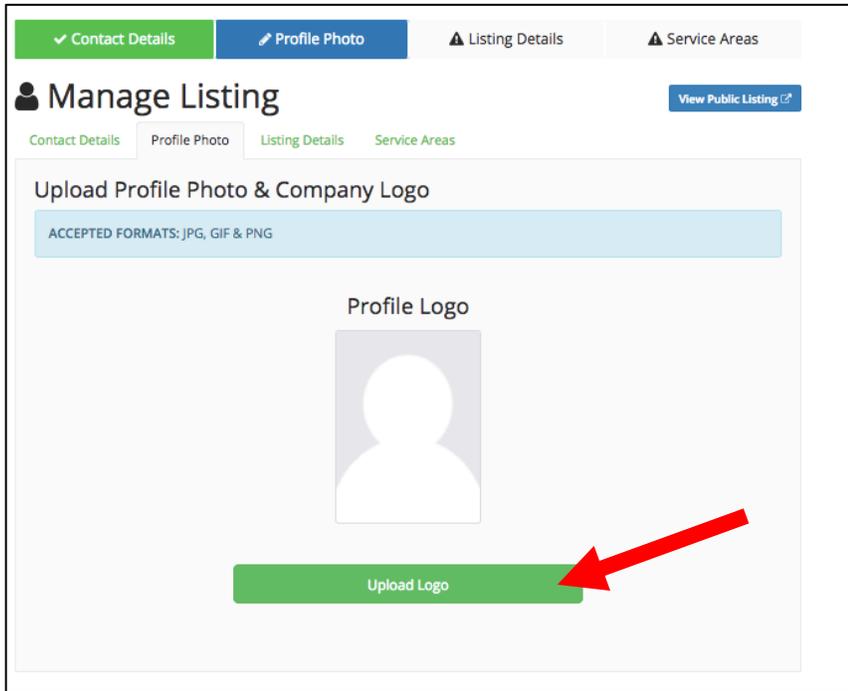
7. Fill in all required fields in your contact information.

The screenshot shows a web form titled "Create Account Below" with a navigation bar at the top containing "Contact Details", "Profile Photo", "Listing Details", and "Service Areas". The "Contact Details" tab is active. Below the title is a "View Public Listing" button. The form has sub-tabs for "Contact Details", "Profile Photo", "Listing Details", and "Service Areas". A heading "Enter Contact Information Below" is followed by a light gray box with a lightbulb icon and the text: "To activate your listing, please fill in all of the required fields below." The form contains several input fields: "Company Name", "First Name", "Last Name", "Title", "Phone Number", "Email" (with a red error bar below it saying "Please enter a value"), "Address Line 1", "Address Line 2", "City", "State", "Country", and "Zip Code". A note at the bottom says "LEAVE BLANK IF THIS DOES NOT APPLY TO YOUR COUNTRY".

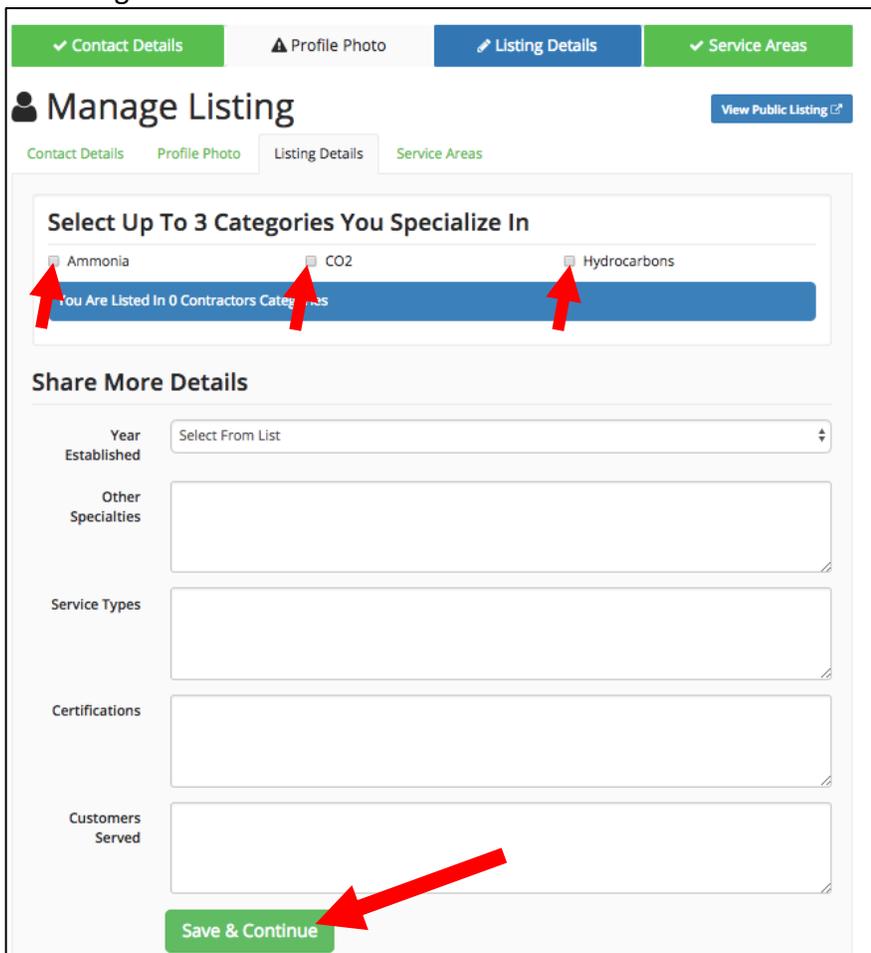
8. Fill in the optional company links below the contact information to link your profile to other sites to help promote your business. Once you have filled in the contact information and the company links, click the Save & Continue button.

The screenshot shows a form titled "Company Links". At the top, a light gray box with a lightbulb icon contains the text: "Dont forget to include the http://www." Below this are four input fields with labels and icons: "Website" (with a globe icon), "LinkedIn" (with a LinkedIn icon), "Twitter" (with a Twitter icon), and "Facebook" (with a Facebook icon). Each field has an example URL below it: "ex: http://www.mywebsite.com", "ex: http://www.linkedin.com/in/your_name", "ex: http://www.twitter.com/your_name", and "ex: http://www.facebook.com/your_name". At the bottom of the form is a green "Save & Continue" button, which is pointed to by a red arrow.

9. You will be directed to the next tab – Profile Photo. Upload your logo to help complete your profile’s look.



10. Click the next tab – Listing details and fill in the additional details about your business. Make sure to mark which of the top 3 natural refrigerant categories you specialize in so that it shows up on your listing. Then click the Save & Continue button.



11. Add the areas that you service (up to 100 locations) so that you appear in end user searched by location. You can be as broad as state level, or as narrow as a city or postal code. Search the location in the left search bar above the map.

Manage Listing

Contact Details Profile Photo Listing Details Service Areas

Select Up To 100 Locations You Service

First enter a location in the map, Then ADD the location by clicking the ADD buttons.

pennsyl

- Pennsylvania USA
- Pennsylvania Furnace PA, USA
- Erie PA, USA
- State College PA, USA
- Scranton PA, USA

Step 2. Add locations to your listing

Country United States Add +

State Add +

County Add +

City Add +

Postal Code Add +

You Are Listed In 0 Locations

Show 10 entries Search:

Locations	Location Type	Action
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12. Hit enter to select your location as it appears in the dropdown and then click the Add + button. Your location should appear under your listed locations.

Manage Listing

Contact Details Profile Photo Listing Details Service Areas

Select Up To 100 Locations You Service

First enter a location in the map, Then ADD the location by clicking the ADD buttons.

Pennsylvania, USA

Step 2. Add locations to your listing

Country United States Add +

State Pennsylvania Add +

County Add +

City Add +

Postal Code Add +

You Are Listed In 1 Locations

Show 10 entries Search:

Locations	Location Type	Action
Pennsylvania, USA	State	Delete Location

13. Continue this process until you have added all of your service locations.
14. You can see what your listing looks like by hitting the View Public Listing button.

