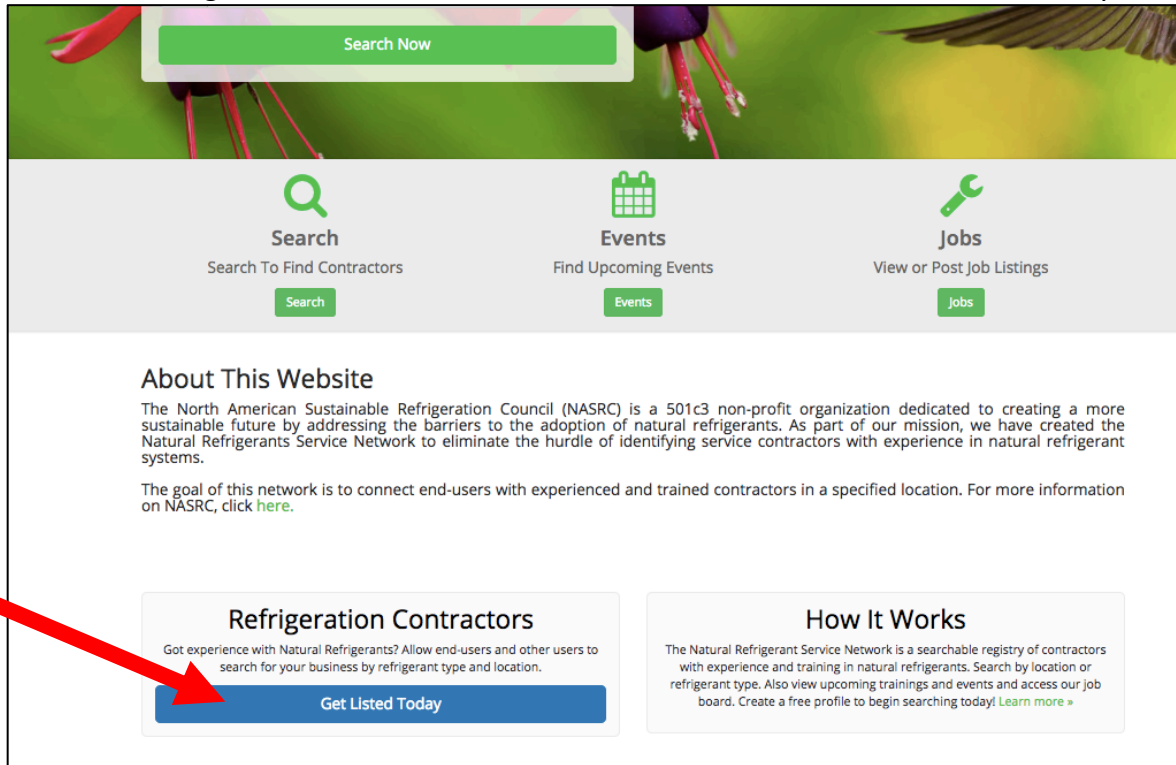


NASRC Service Network

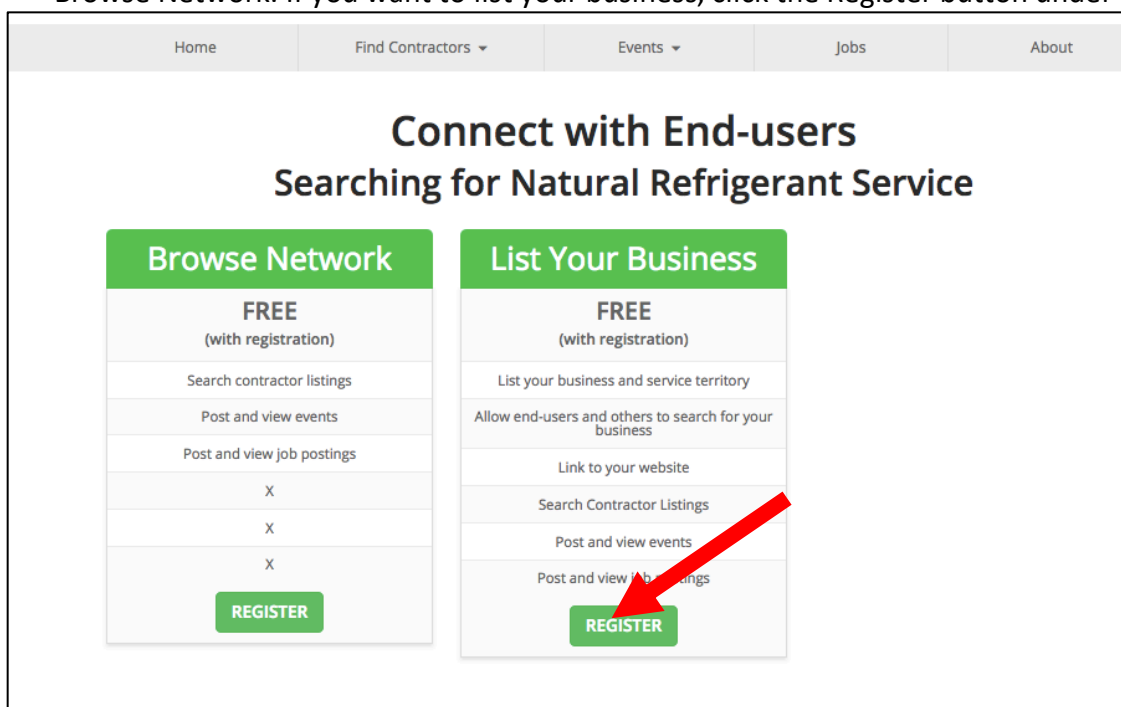
How to Create a Contractor Profile



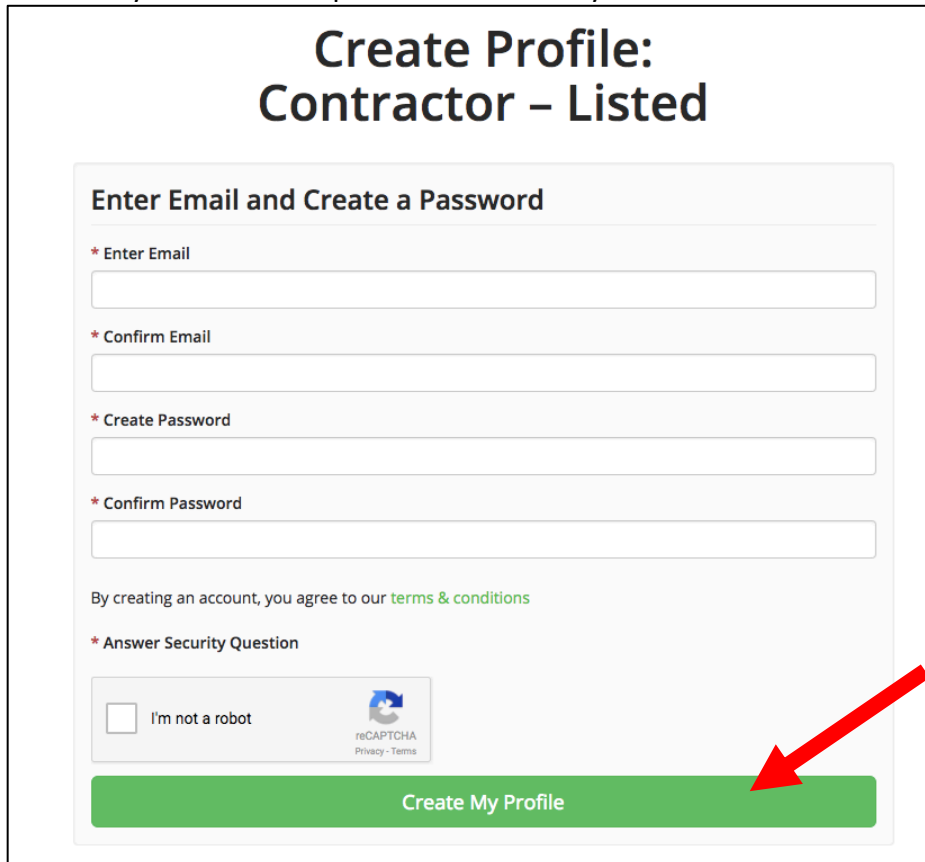
1. Visit the service network website: <http://www.nasrcnetwork.org/>
2. Under Refrigeration Contractors in the bottom left corner, click "Get Listed Today"



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.



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

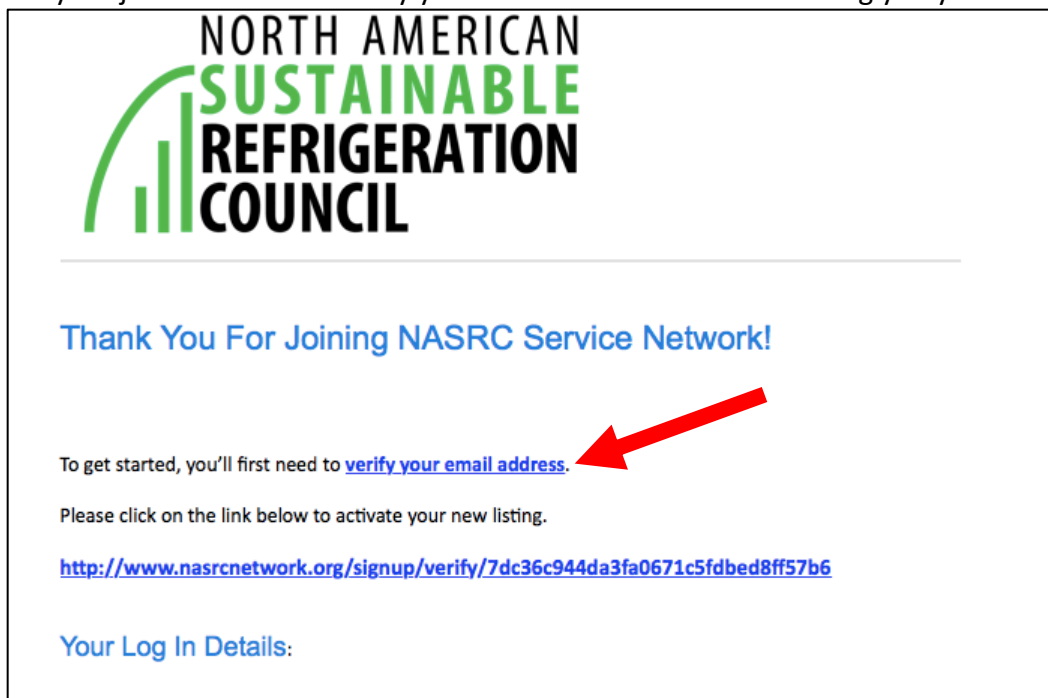
By creating an account, you agree to our [terms & conditions](#)

* Answer Security Question

☐ I'm not a robot 

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.

Contact Details

Profile Photo

Listing Details

Service Areas

Create Account Below

View Public Listing

Contact Details

Profile Photo

Listing Details

Service Areas

Enter Contact Information Below

To activate your listing, please fill in all of the required fields below.

* Company Name

* First Name

* Last Name

Title

Phone Number

* Email

Please enter a value

* Address Line 1

Address Line 2

* City

* State

* Country

* Zip Code

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.

Company Links

Dont forget to include the http://www.

Website

ex: http://www.mywebsite.com

LinkedIn

ex: http://www.linkedin.com/in/your_name

Twitter

ex: http://www.twitter.com/your_name

Facebook

ex: http://www.facebook.com/your_name

Save & Continue

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

The screenshot shows the 'Manage Listing' interface with the 'Profile Photo' tab selected. The top navigation bar includes 'Contact Details' (checked), 'Profile Photo' (active), 'Listing Details', and 'Service Areas'. Below the tabs, the 'Upload Profile Photo & Company Logo' section is visible. It features a light blue box stating 'ACCEPTED FORMATS: JPG, GIF & PNG' and a placeholder for a 'Profile Logo'. A green 'Upload Logo' button is at the bottom, with a red arrow pointing to it.

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.

The screenshot shows the 'Manage Listing' interface with the 'Listing Details' tab selected. The top navigation bar includes 'Contact Details' (checked), 'Profile Photo', 'Listing Details' (active), and 'Service Areas' (checked). Below the tabs, the 'Select Up To 3 Categories You Specialize In' section is visible. It contains three checkboxes: 'Ammonia', 'CO2', and 'Hydrocarbons'. A blue bar below the checkboxes states 'You Are Listed In 0 Contractors Categories'. Below this, the 'Share More Details' section contains several input fields: 'Year Established' (a dropdown menu), 'Other Specialties', 'Service Types', 'Certifications', and 'Customers Served'. A green 'Save & Continue' button is at the bottom, with a red arrow pointing to it.

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 [View Public 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
- Pennsylvania Furnace PA, USA
- Erie PA, USA
- State College PA, USA
- Scranton PA, USA

Country United States

State **Add +**

County **Add +**

City **Add +**

Postal Code **Add +**

[View On Larger Map](#)

You Are Listed In 0 Locations

Show entries Search:

Locations	Location Type	Action
-----------	---------------	--------

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 [View Public 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.

Map Satellite

Indian store

Country United States

State Pennsylvania **Add +**

County **Add +**

City **Add +**

Postal Code **Add +**


[View On Larger Map](#)

You Are Listed In 1 Locations

Show 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.

 **Manage Listing**

[Contact Details](#) [Profile Photo](#) [Listing Details](#) [Service Areas](#)

[View Public Listing](#)

Select Up To 100 Locations You Service

