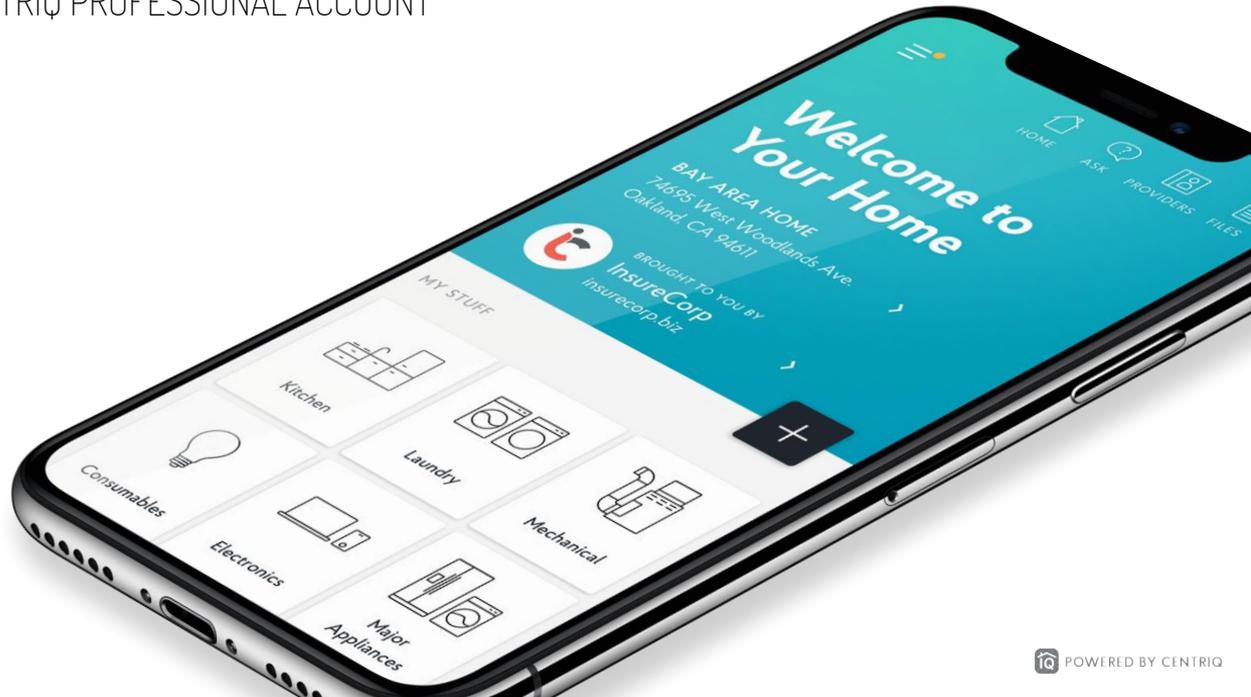




# PRO SIGN-UP / UPGRADE PATH

STEP BY STEP GUIDE TO SIGN UP FOR A CENTRIQ PROFESSIONAL ACCOUNT



STEP

1

Open a browser\* and go to  
<https://mycentriq.app.link/centriq-pro>

\* Because of a known issue on iOS devices, we recommend following these steps using a browser on a desktop or laptop, or Android device.

If you were given a special sign-up link, use that one instead.

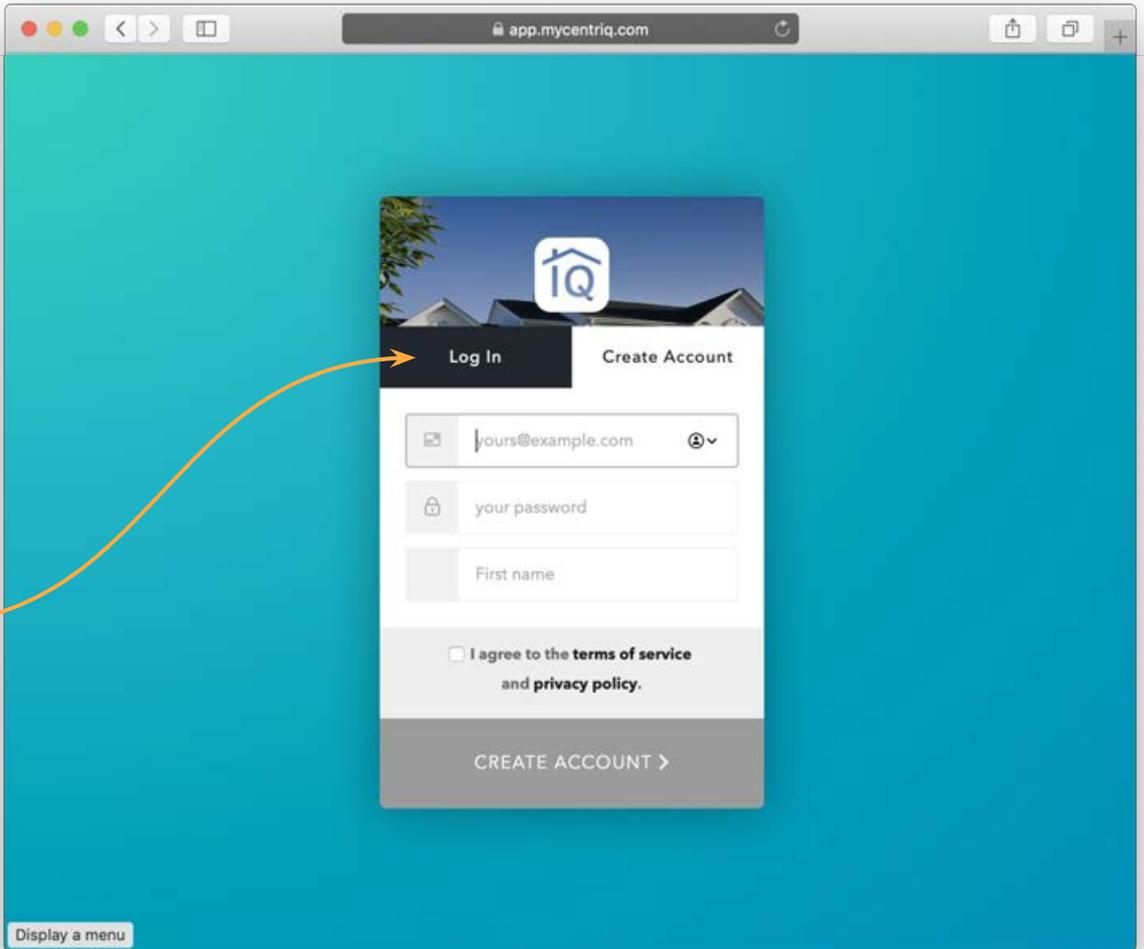
STEP

2

Create an account

If you already have a  
Centriq account

click Log-in before entering your  
credentials (the form defaults  
to the sign-up screen).



The screenshot shows a web browser window with the URL `app.mycentriq.com`. The page features a teal background with a white login and sign-up form. At the top of the form is the Centriq logo (a house icon with 'IQ' inside) and a navigation bar with 'Log In' and 'Create Account' buttons. Below this are input fields for email (containing 'yours@example.com'), password (containing 'your password'), and first name. A checkbox for 'I agree to the terms of service and privacy policy.' is present, followed by a 'CREATE ACCOUNT >' button. An orange arrow points from the 'Log In' button to the text 'If you already have a Centriq account'. A 'Display a menu' button is located at the bottom left of the form area.

# STEP 3

## Create your Professional Profile

Follow the steps over several screens to complete your business information. This is what your customers will see.

The screenshot shows a web browser window at `app.mycentriq.com/form-modal:pro/start/profile`. The background is a dashboard with a teal header and a grey footer. The main content area is partially obscured by a white modal form titled "PROFESSIONAL PROFILE".

**PROFESSIONAL PROFILE** [X]

**Create your Professional Profile**  
This is the information your clients will see when they view your business card inside Centriq.

**NAME & BUSINESS**

First Name  [🔊] [v]

Last Name  optional

Company Name  optional

Profession  optional

**NEXT**

Progress indicator: 1 ● 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9 ○ 10 ○

The background dashboard includes a navigation bar with icons for Dashboard, Home, Files, and Account. The main content area displays a "Welcome" message for "MY SUMMER HOME" in Kihei, HI 96753, with placeholders for a photo and logo. Below this, there are sections for "PROPERTY GROUPS" and various service categories like Kitchen, Office, and Mechanical.

STEP

4

Select your plan

If you have a Trade Code, enter it here to claim your discount.

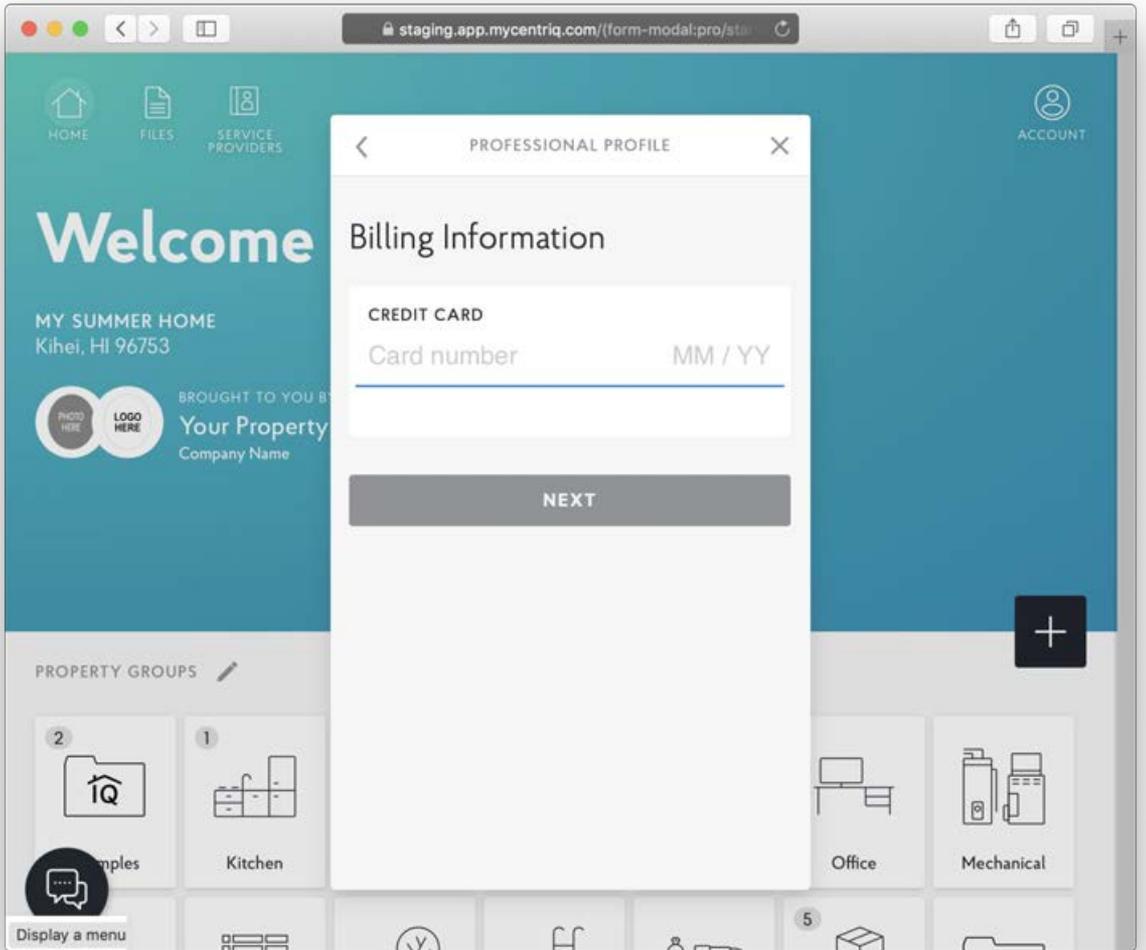
The screenshot displays a mobile application interface. At the top, there are navigation icons for HOME, FILES, and SERVICE PROVIDERS, along with an ACCOUNT icon. The main content area features a 'Welcome' message for 'MY SUMMER HOME' at 'Kihei, HI 96753', with a 'BROUGHT TO YOU BY' section for 'Your Property' and a 'Company Name' field. Below this is a 'PROPERTY GROUPS' section with a grid of icons for 'Examples', 'Kitchen', 'Office', and 'Mechanical'. A modal window titled 'PROFESSIONAL PROFILE' is open, containing a 'Plan Details' section with the following information:

Item	Value
Charged today	\$ 0.00
Cost per property	\$ 9.95
Billing cycle	Monthly
Personalized app branding	✓
Personalized referral link	✓
Cancel any time	✓

Below the plan details is a 'TRADE CODE' field with the label 'optional'. At the bottom of the modal is a prominent black 'NEXT' button. An orange arrow points from the text 'enter it here' to the 'TRADE CODE' field.

STEP  
5

Enter your payment information



STEP  
6

You're done!

If you have any questions select Help from the Account menu to connect with your dedicated business success manager.

