CENTRIQ

# Time to Sign Up

**Please scroll through the entire guide before you start.**

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# Time to Sign Up

**Open this guide in one window, then open a second window to complete the sign up screens.**

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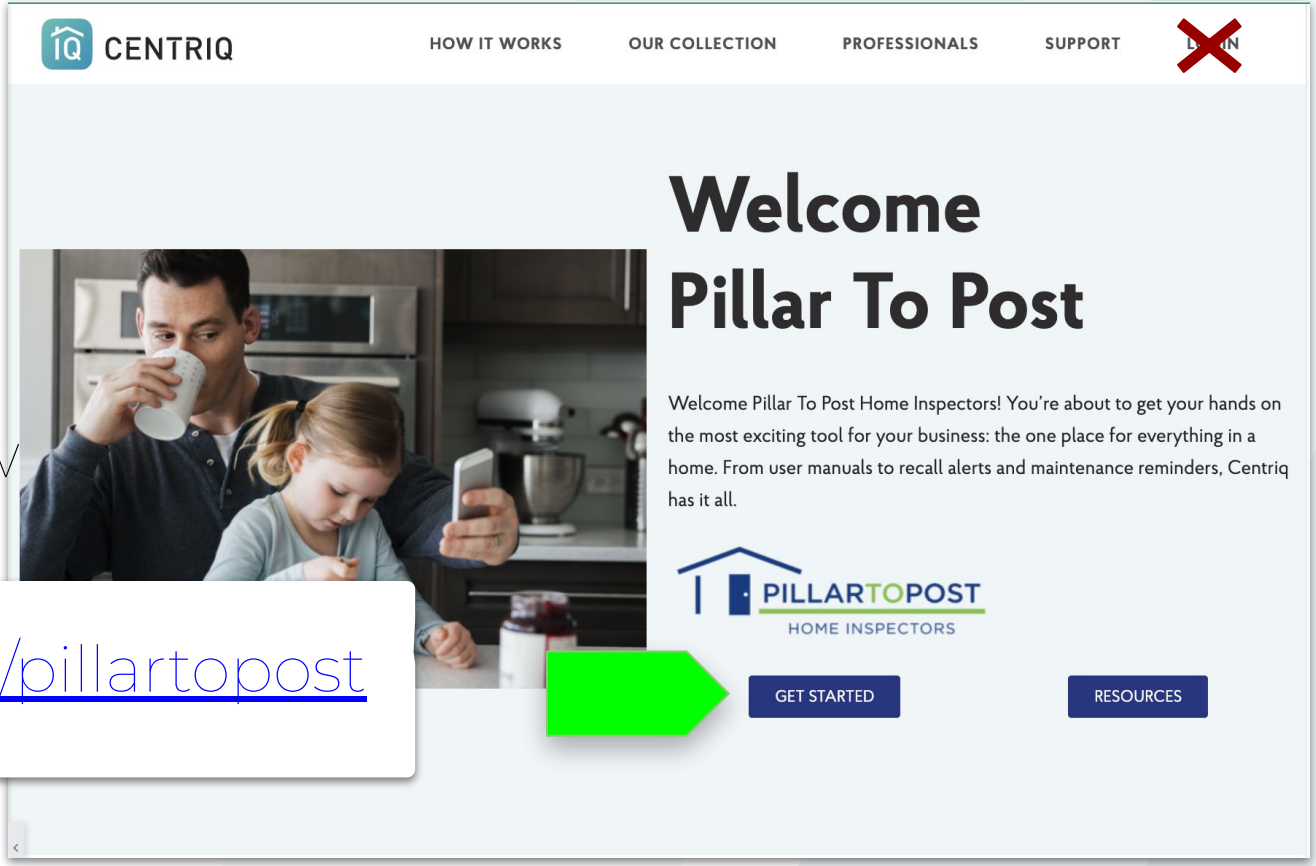
In a separate browser window go to:

mycentriq.com/pillartopost



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Click the “Get Started” button

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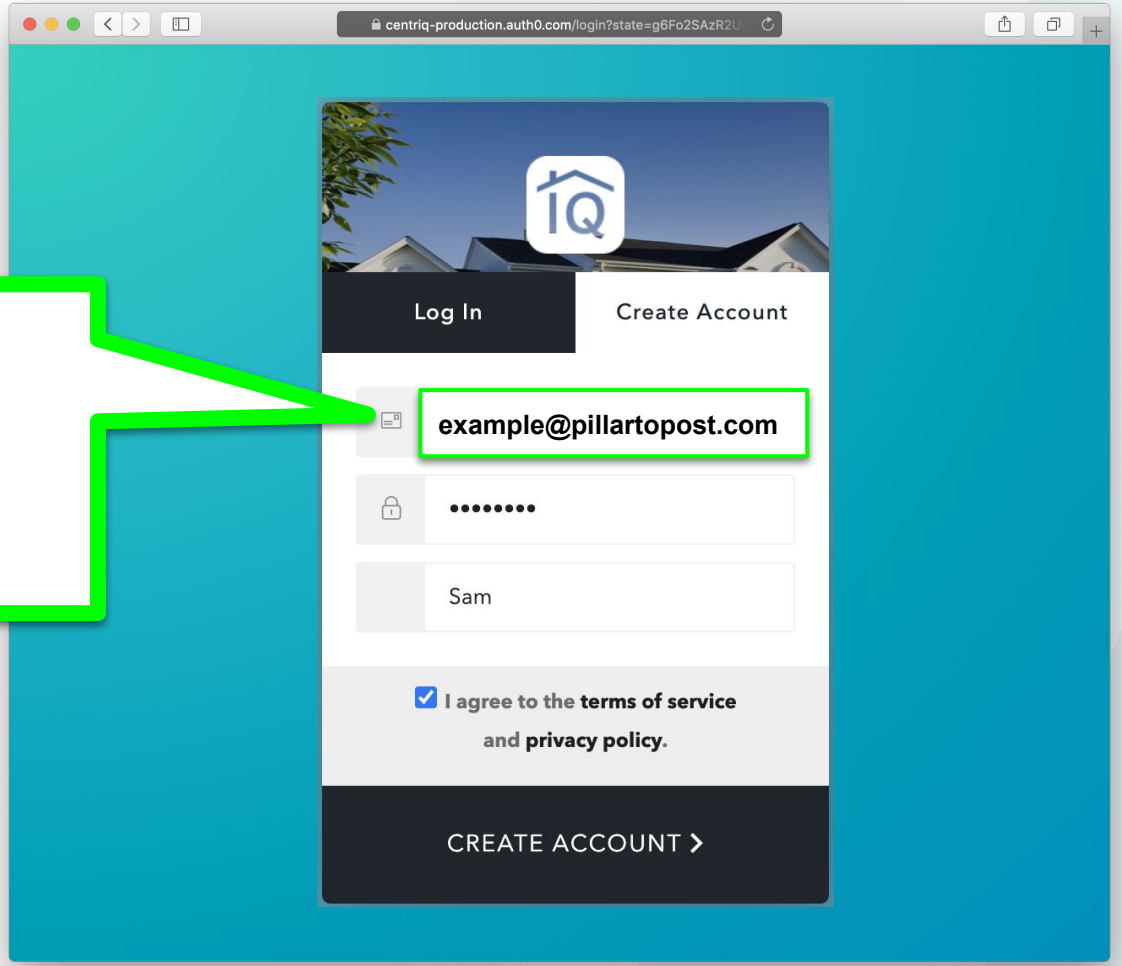
Use your @pillartopost.com email address



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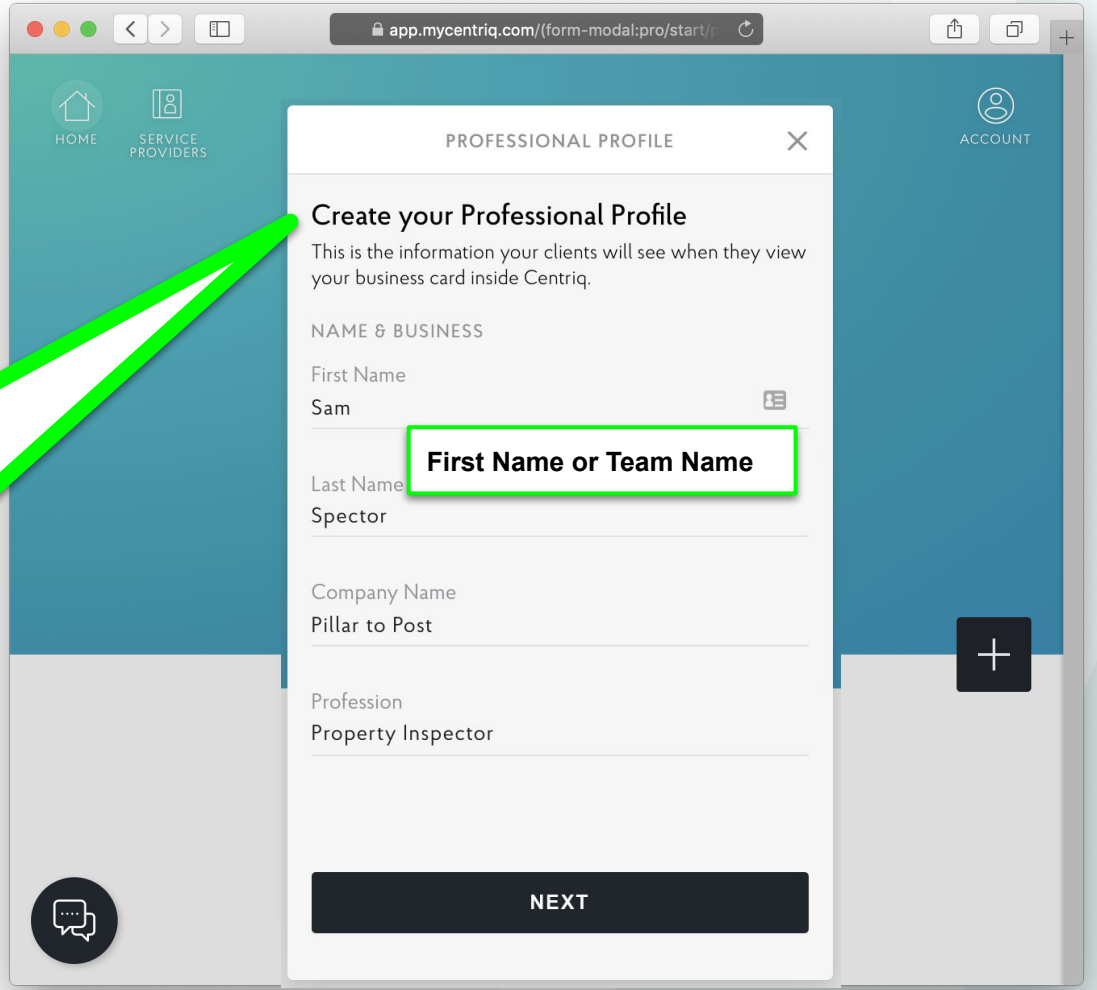
What you enter in these screens will be visible to clients:

Website
Email
Phone Numbers



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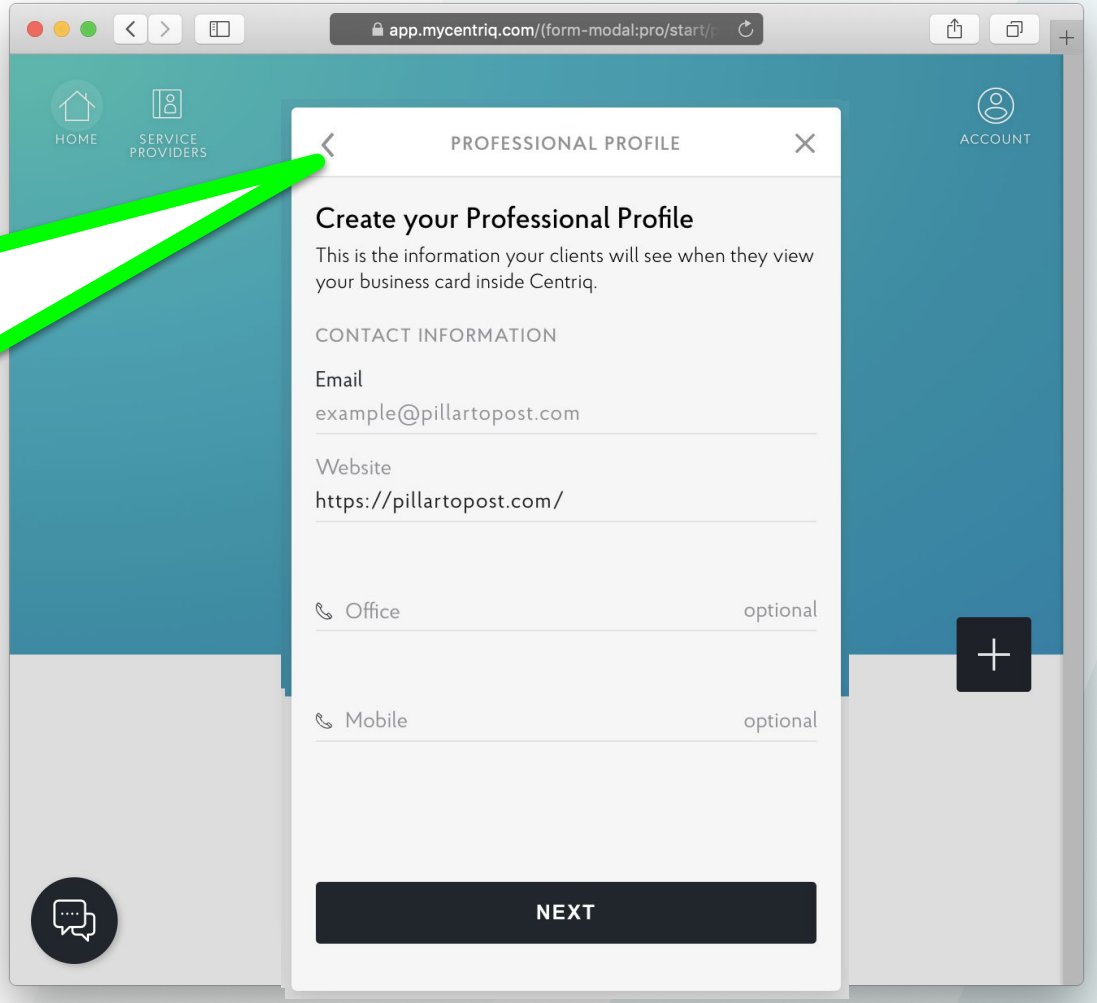
Use this icon to go back. Don’t use the browser back button!!



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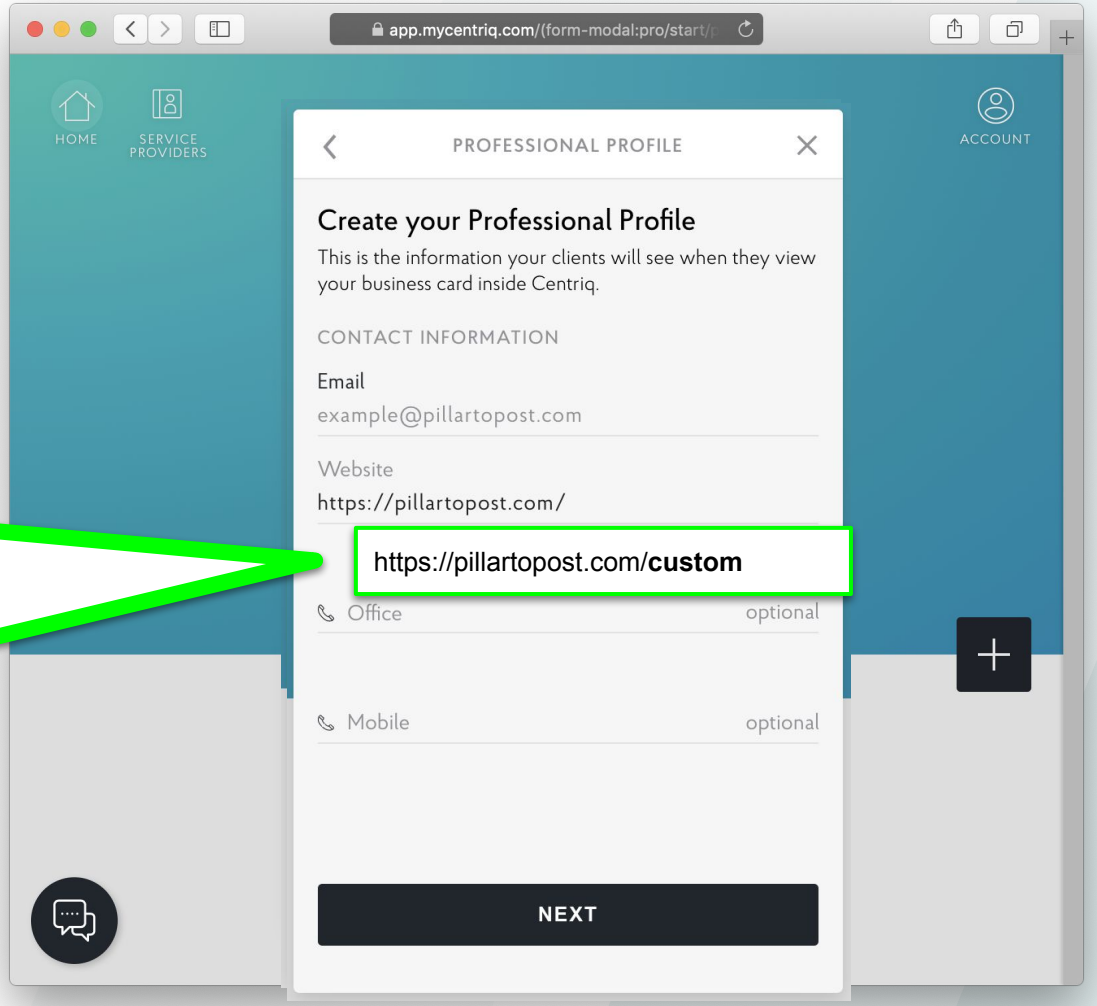
Use your custom pillar to post web address, if you have one



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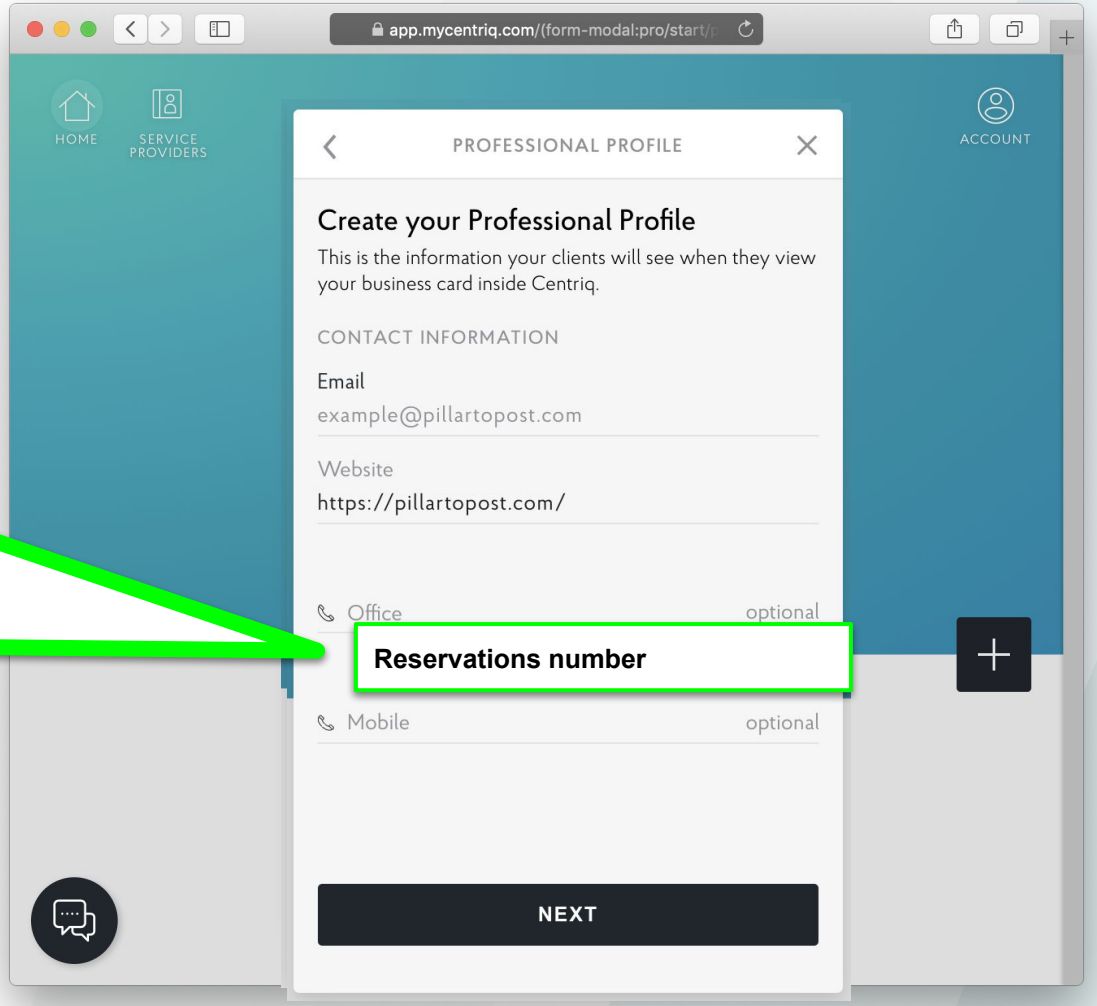
Use any number that you are ok with clients seeing in the app … or leave it blank



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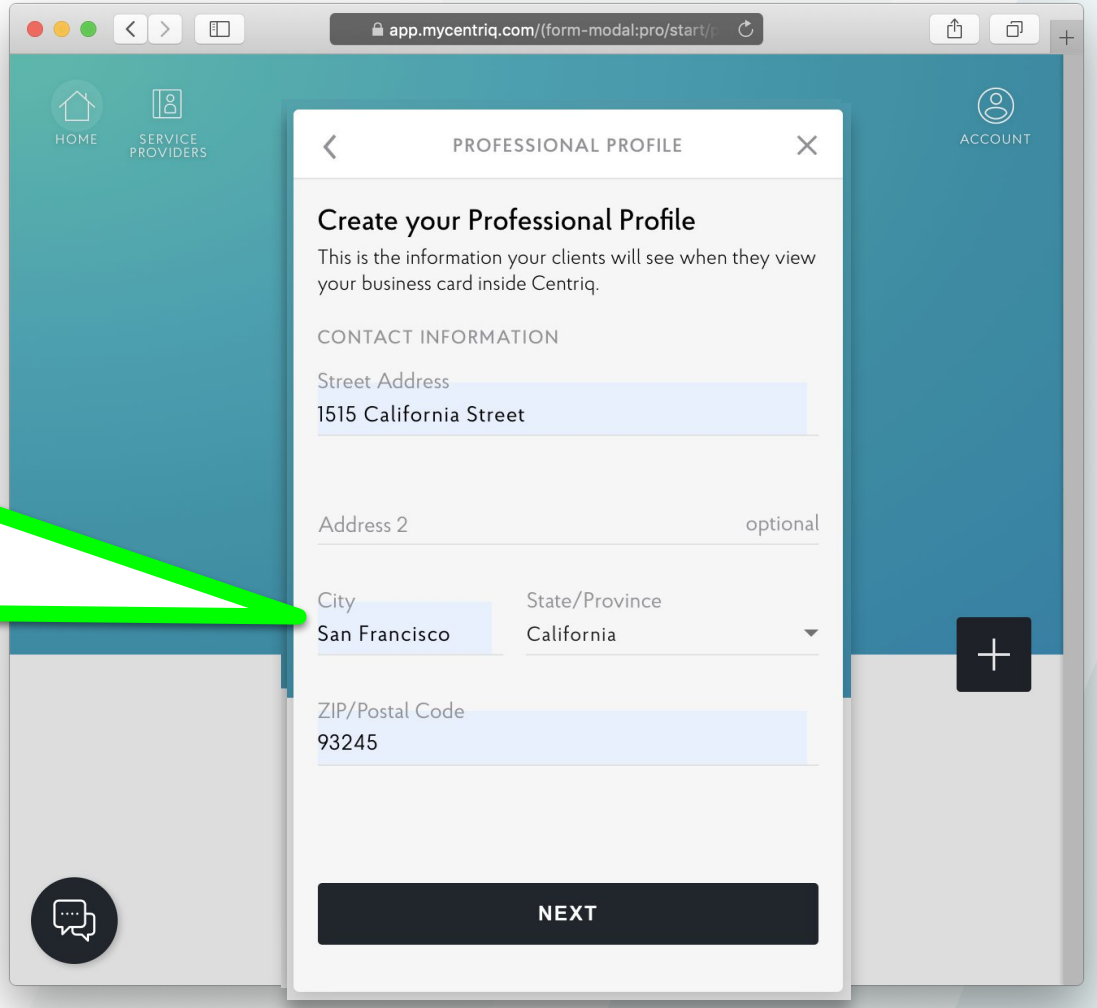
Address IS required but NOT visible in the app or in reports



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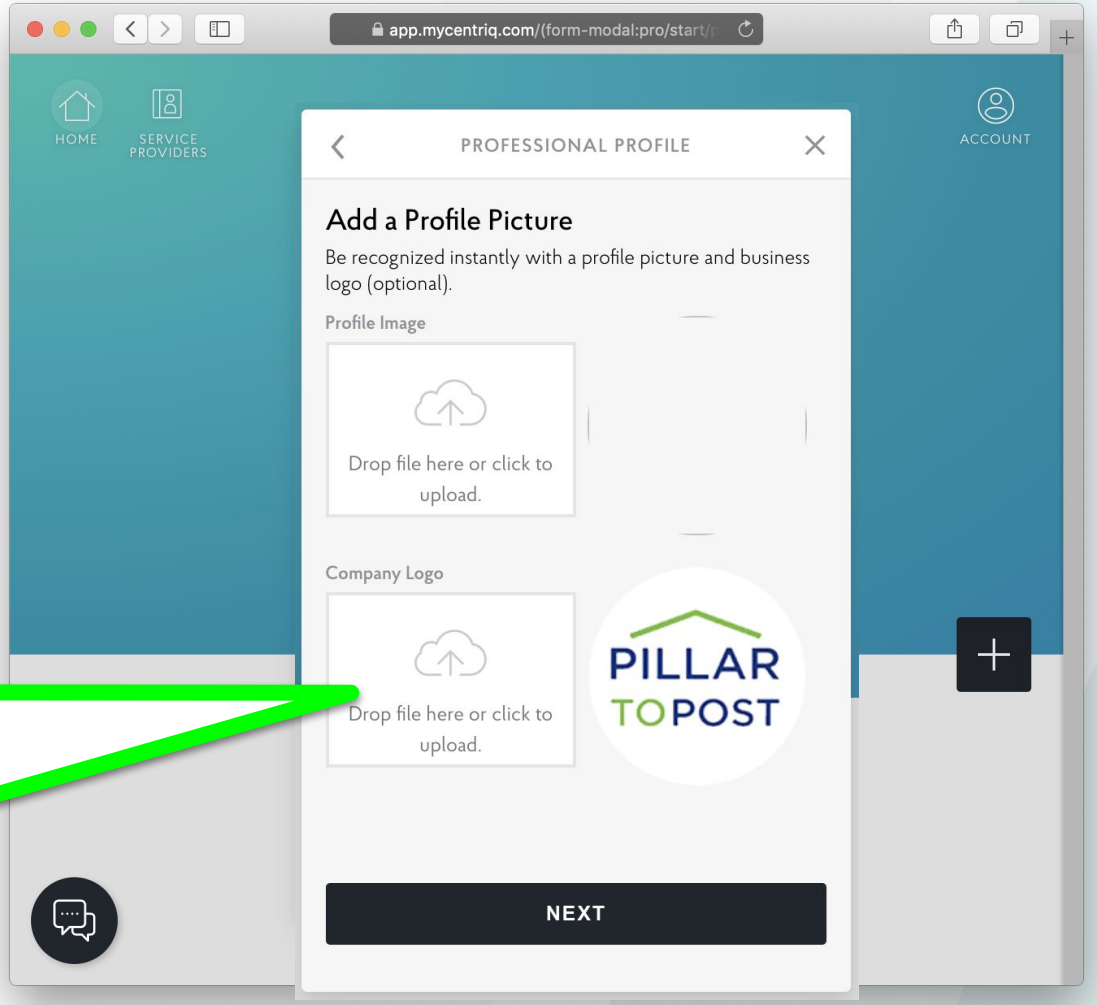
Don’t change the logo!!



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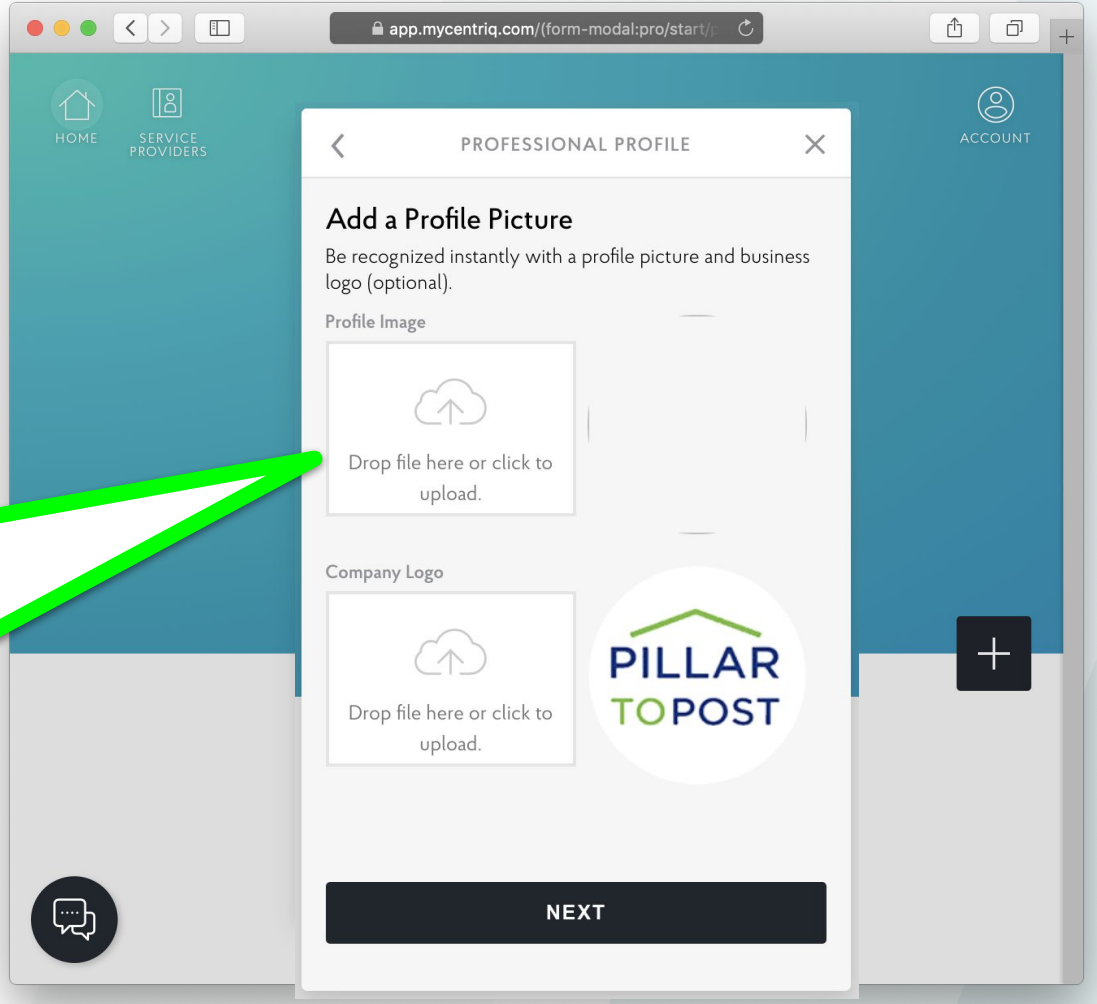
Add your headshot or team photo.

Square image works best.

(add later if you wish)



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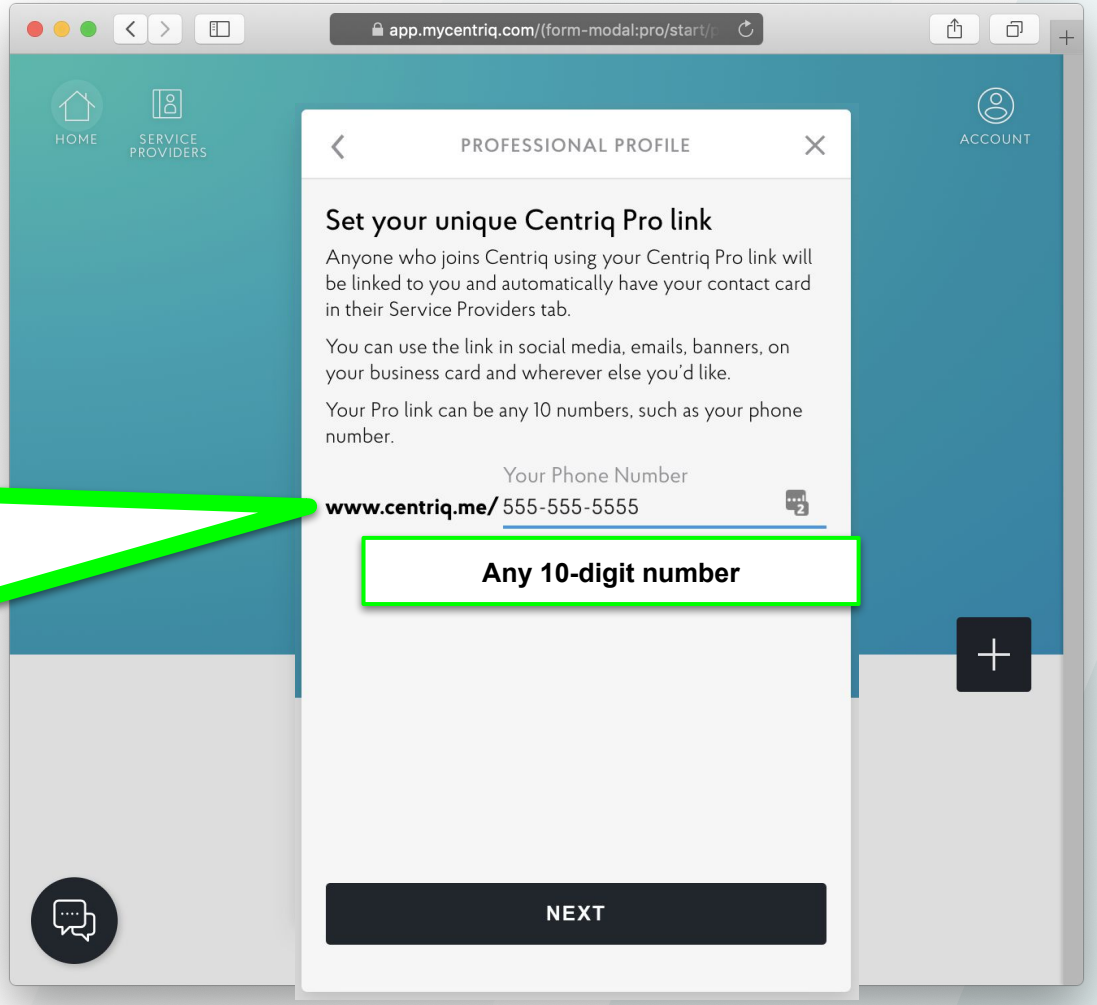
Required but NOT USED by P2P.

Any 10-digit number.



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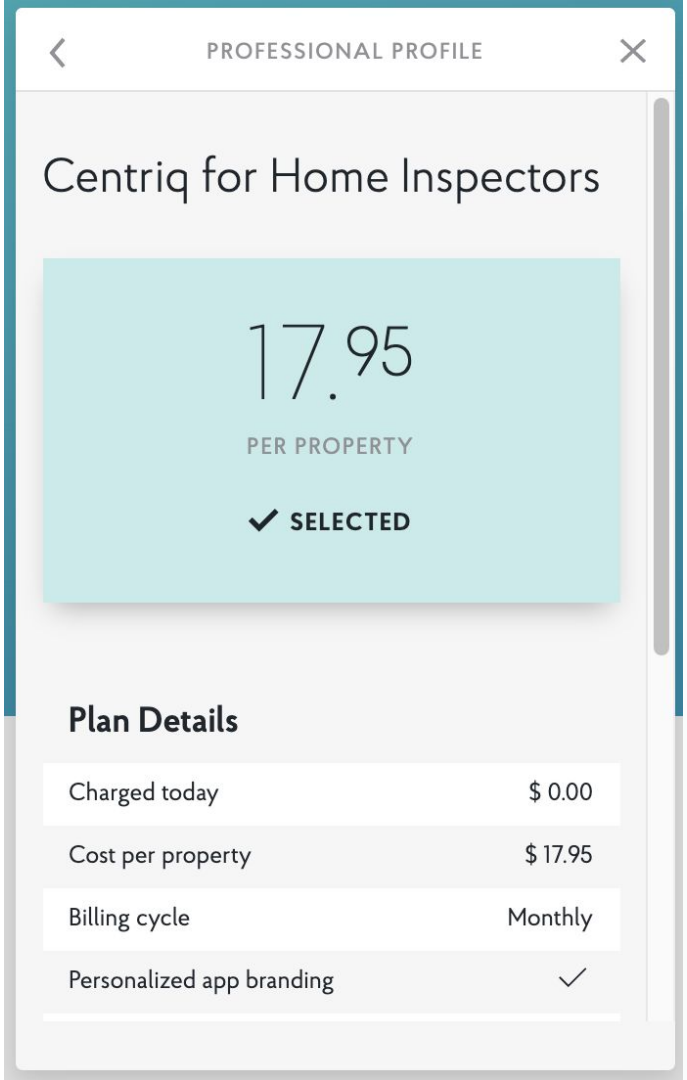


**NOT YOUR PRICE!!**

The discount should be applied automatically IF you start from the landing page

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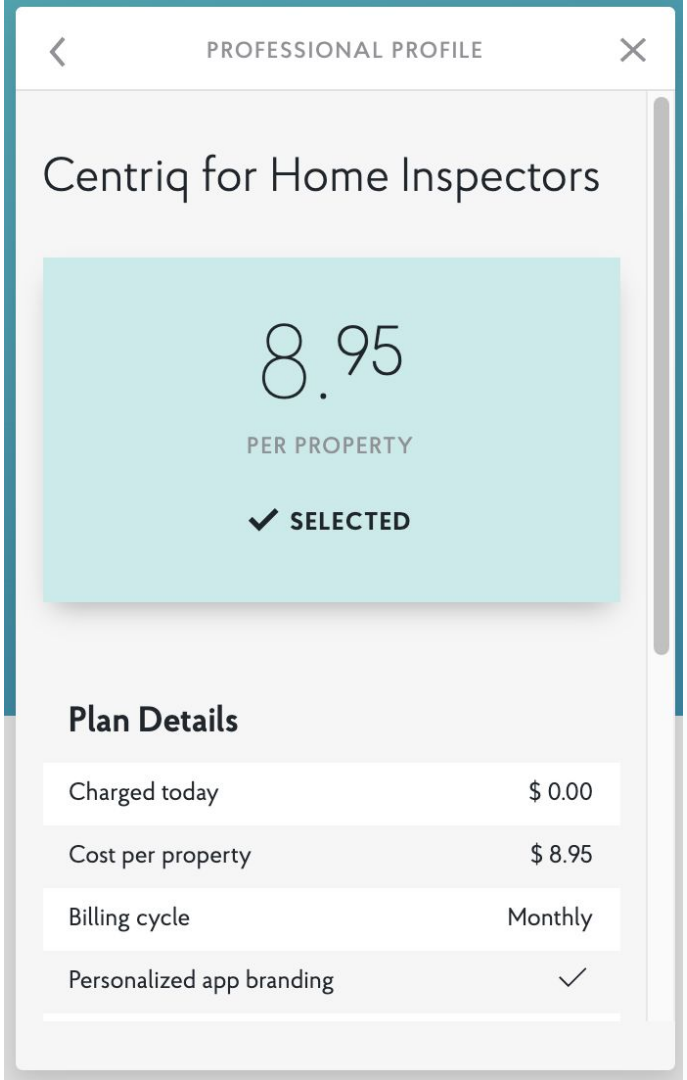


Please type in chat to let me know you made it to this screen!

Click here if you see the wrong price.

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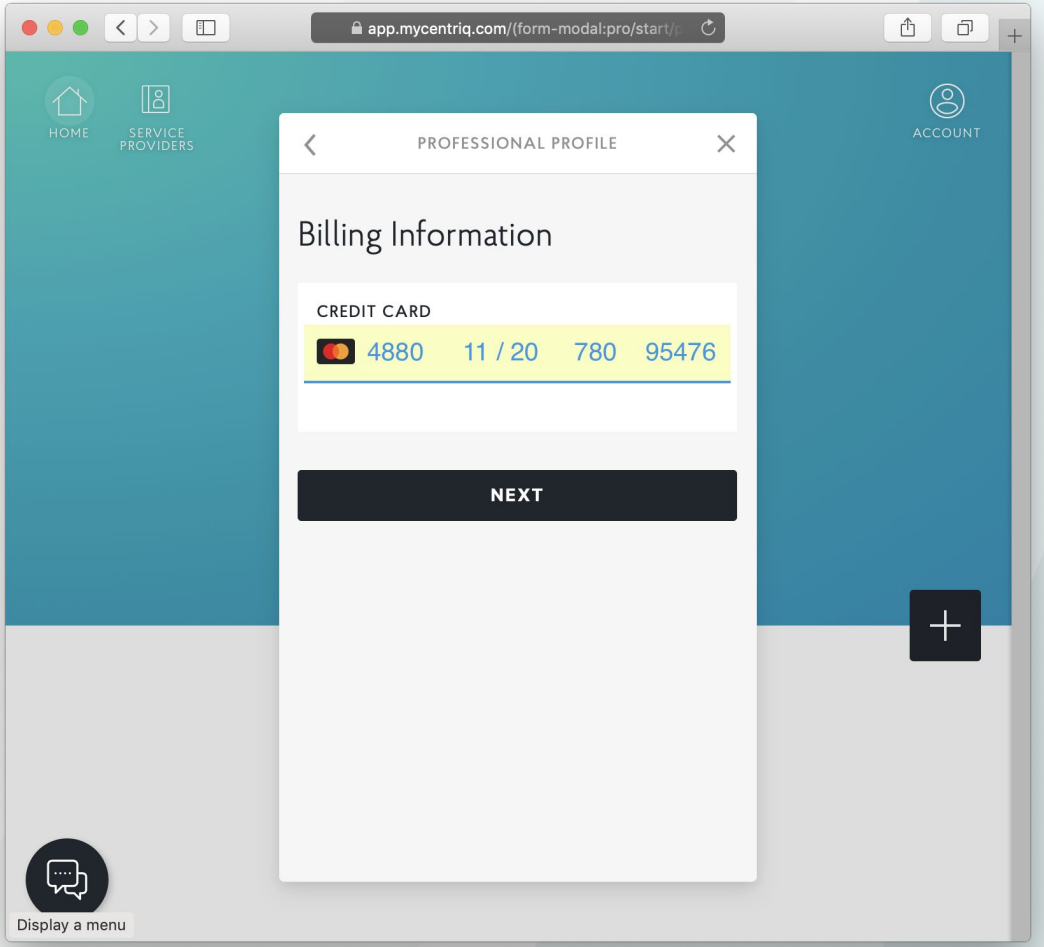
Enter your credit card info.



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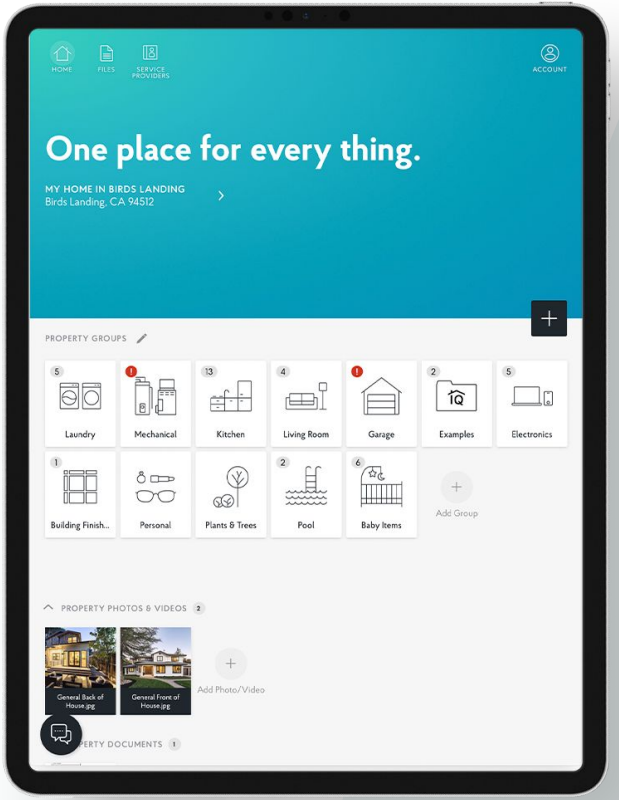
# iOS Devices have a Bug!

If you can’t enter your payment info on an **iPhone** or **iPad**, try rotating the device to change the screen orientation.



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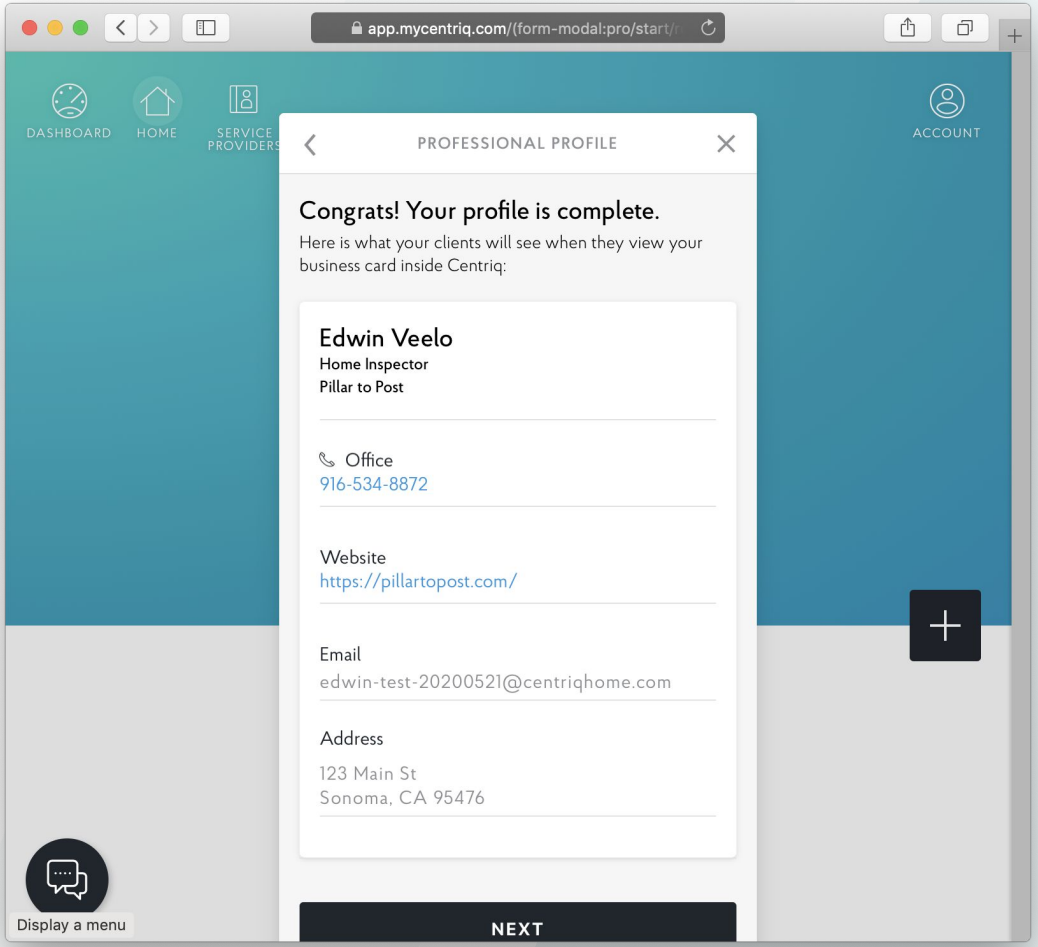
Verify that all of the information is correct



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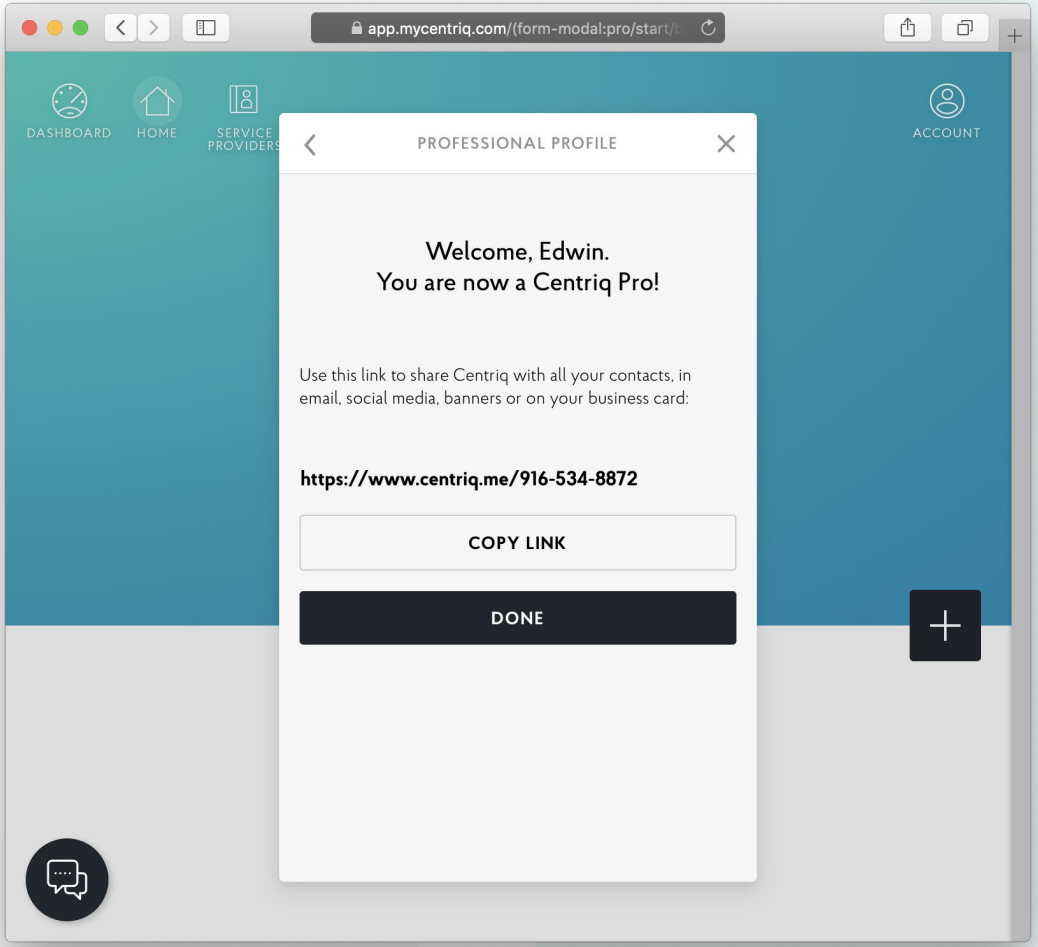
Click Done!

The link on this screen is not used by Pillar to Post.



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# Sign up Complete!

**Please type in the Webinar Chat to let us know you made it.**
**Next move on through the rest of this guide.**

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# Next Configure your Account

1. Enter your first property
2. Skip the video
3. Find where to make edits, if needed

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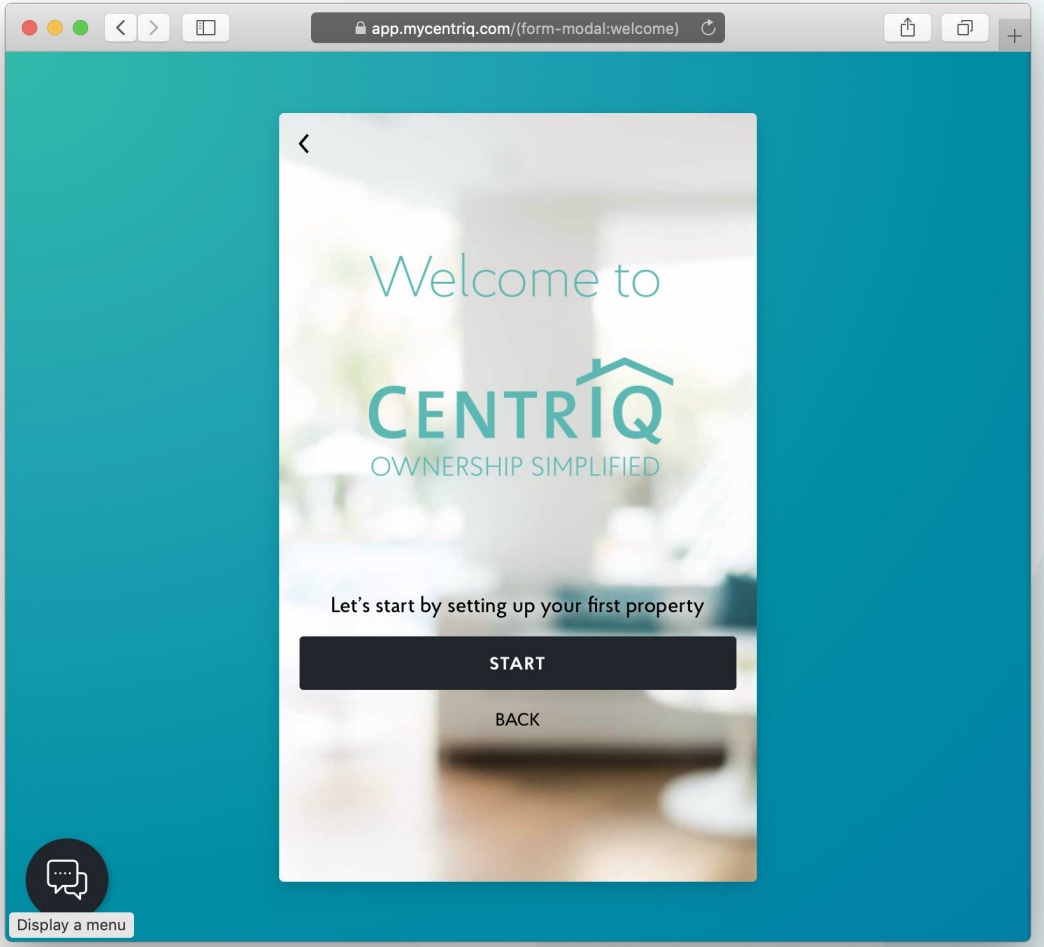
Click Start.

You must have at least one property in the account.

This is not a prompt to start over.



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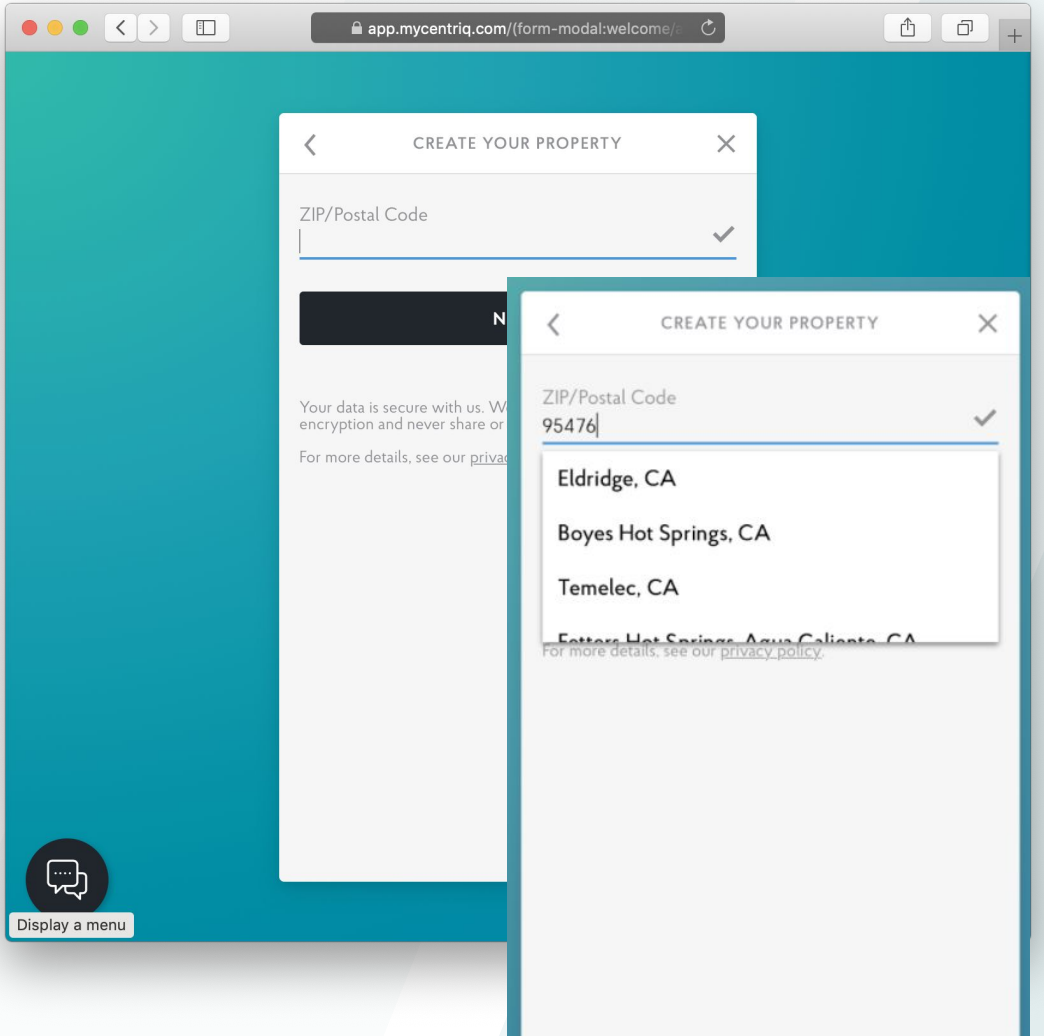
Enter your zip code.

If you give it a second a drop down will allow you to pick City and State.



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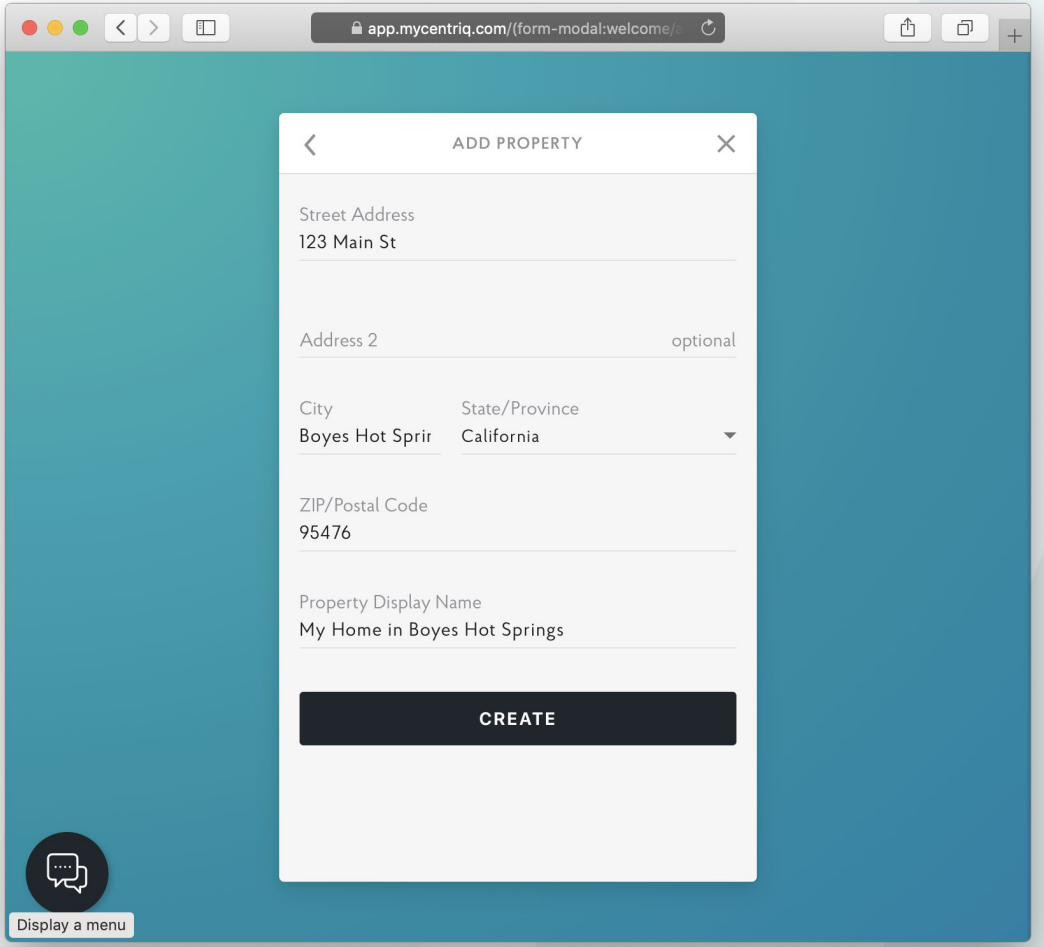
Complete your address.

This is your first practice property. This can be your home or a practice inspection.



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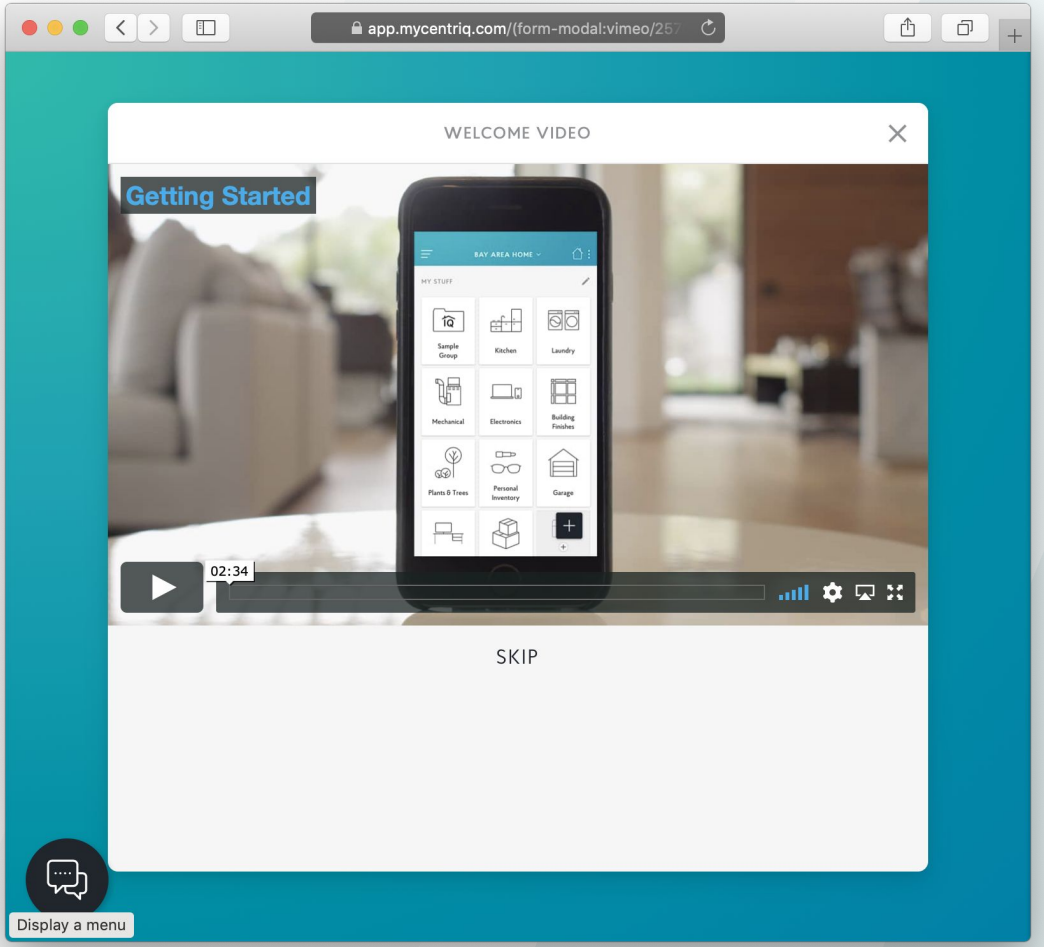
You can skip the intro video.

This is consumer facing and we will walk through everything next.



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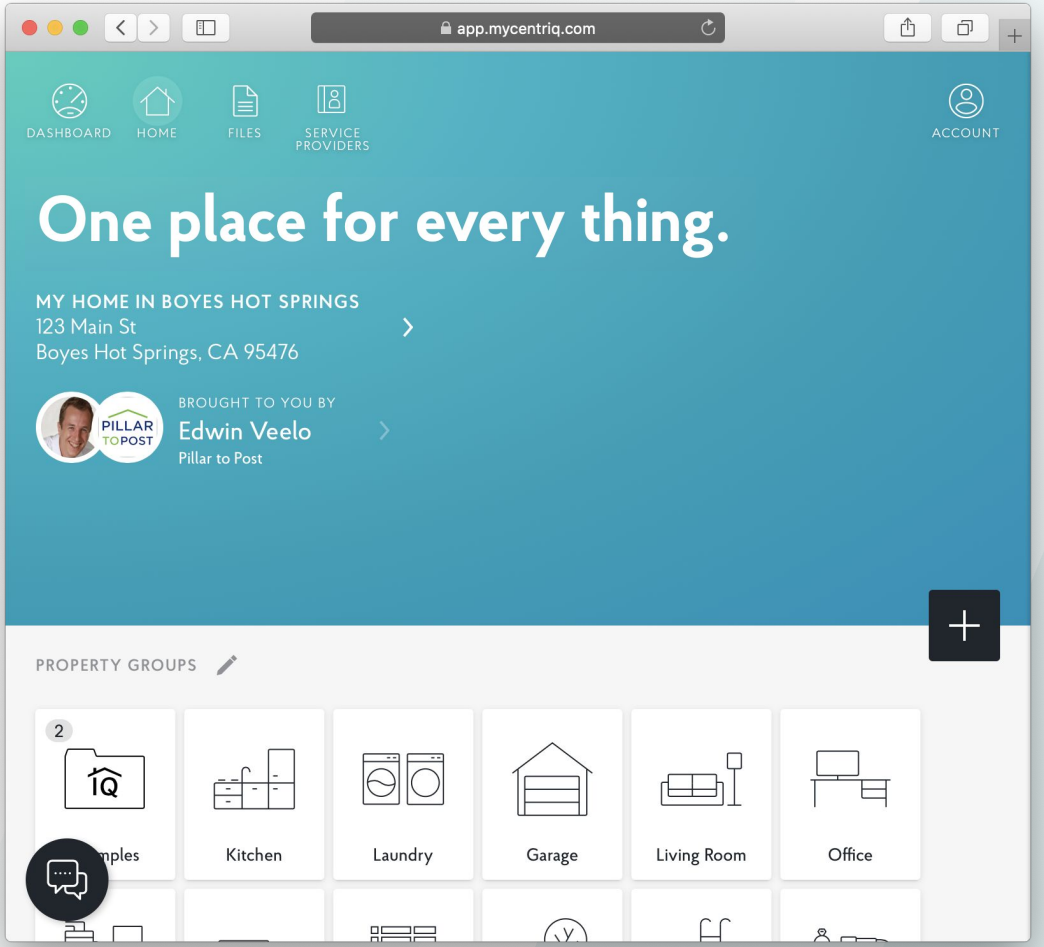
Done and done!

Check for your branding. If you see it, you are in the right place!



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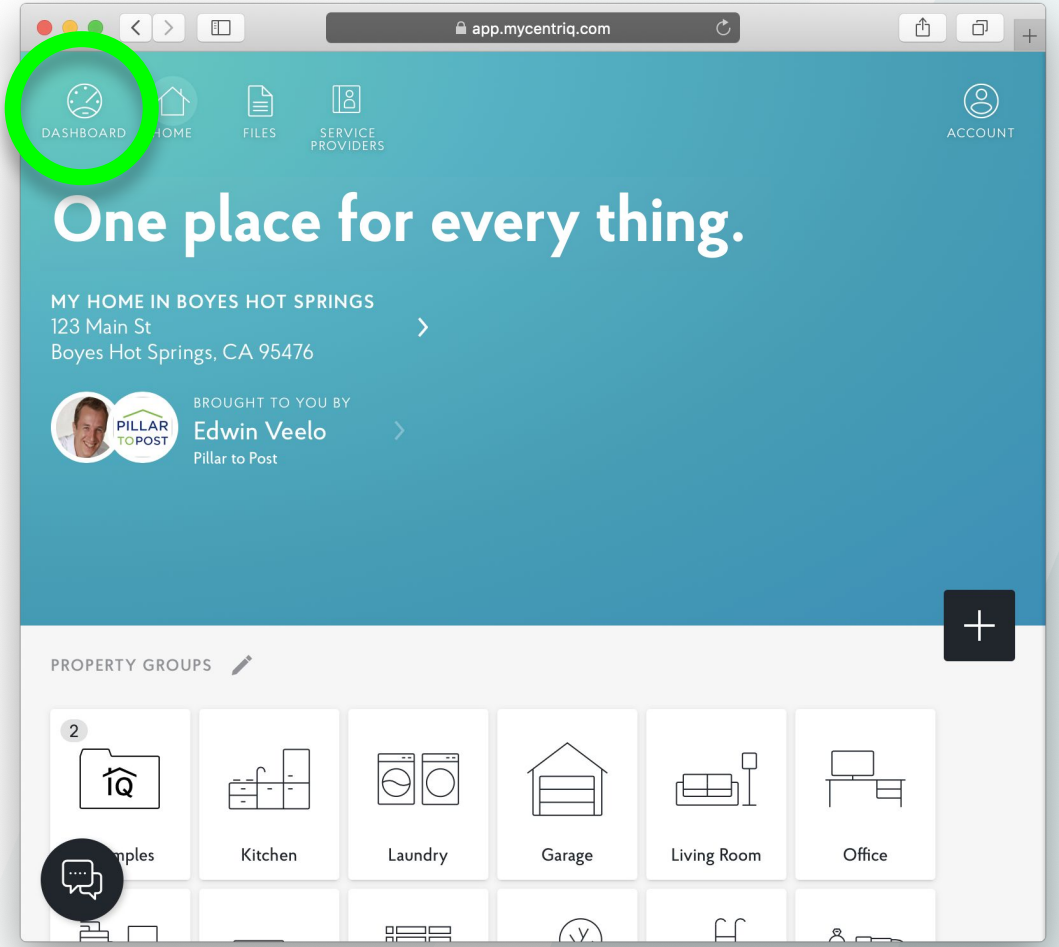
Clicking this **Dashboard** icon in the upper right corner opens your dashboard in the web app.



Lake Grand ›

# DASHBOARD PRO

Search

## PROPERTIES

| PROPERTY | SENT TO | ITEMS | SENT ON | ACCEPTED | REPORT |
|---|---|---|---|---|---|
| 123 Second Street | Client One | 27 | Sep 02 | | |
| 760 Lake Grand Ave. | Client Two | 9 | Sep 02 | | |
| Home in Schenectady | Susan Smith | 0 | Sep 02 | | |

1-3 OF 3

ADD PROPERTY

BROUGHT TO YOU BY
Home Inspector
Pillar to Post

MANAGE PROFESSIONAL PROFILE

## CENTRIQ FOR HOME INSPECTORS RESOURCES

Quick Start Guide

Sample Property Recall Report for Marketing

Request Binder Inserts (client flyers)

FAQ

Review your list of properties and make changes.

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# DASHBOARD PRO

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Home Inspector
Pillar to Post

MANAGE PROFESSIONAL PROFILE

Search

## PROPERTIES

| PROPERTY | SENT TO | ITEMS | SENT ON | ACCEPTED | REPORT |
|---|---|---|---|---|---|
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| 760 Lake Grand Ave. | Client Two | 9 | Sep 02 | | |
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1-3 OF 3

ADD PROPERTY

## CENTRIQ FOR HOME INSPECTORS RESOURCES

Quick Start Guide
Sample Property Recall Report for Marketing
Request Binder Inserts (client flyers)
FAQ

Links to completed recall reports.

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# DASHBOARD PRO

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Home Inspector
Pillar to Post

MANAGE PROFESSIONAL PROFILE

Search

## PROPERTIES

| PROPERTY | SENT TO | ITEMS | SENT ON | ACCEPTED | REPORT |
|---|---|---|---|---|---|
| 123 Second Street | Client One | 27 | Sep 02 | | |
| 760 Lake Grand Ave. | Client Two | 9 | Sep 02 | | |
| Home in Schenectady | Susan Smith | 0 | Sep 02 | | |

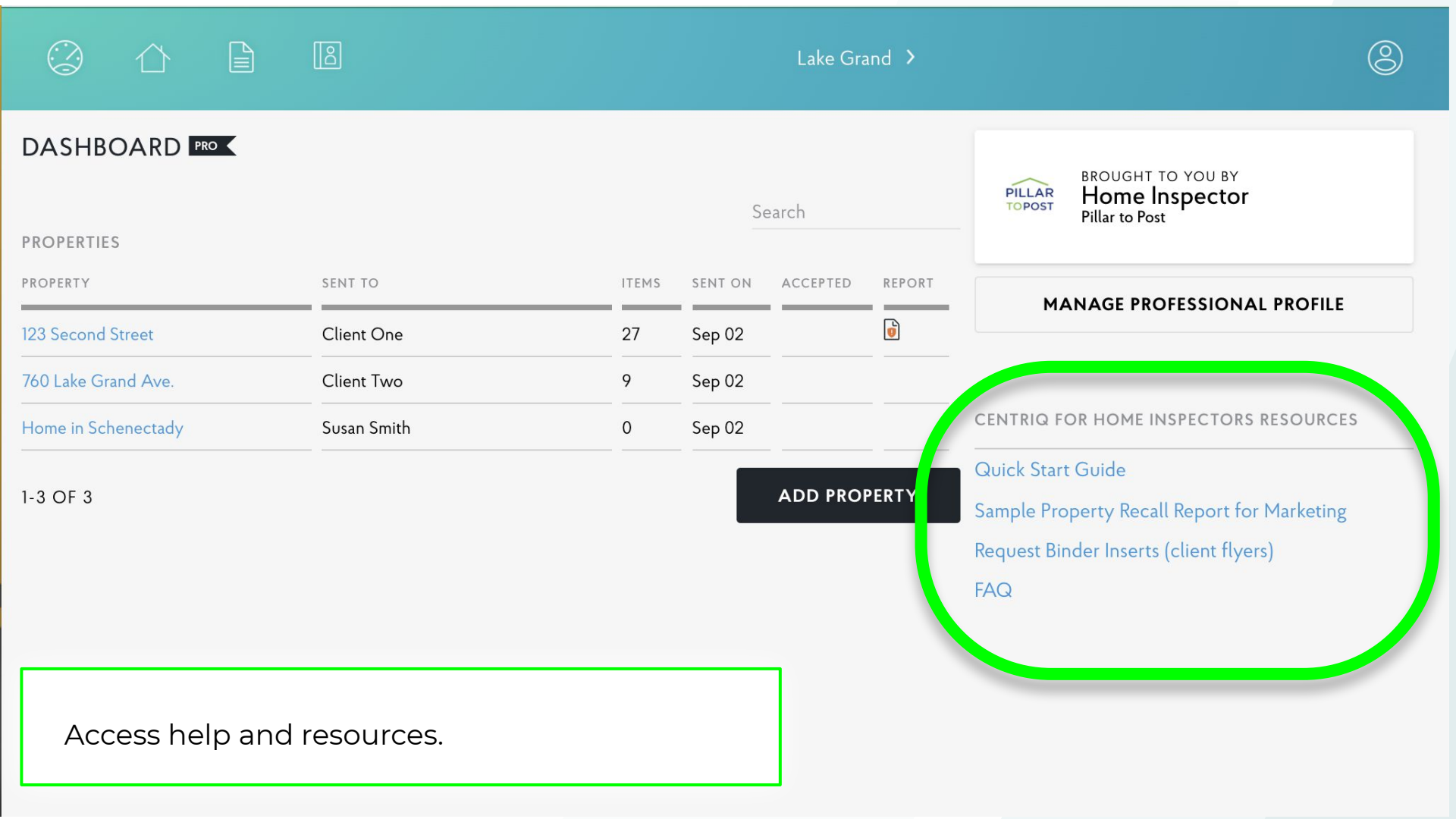
1-3 OF 3

ADD PROPERTY

## CENTRIQ FOR HOME INSPECTORS RESOURCES

Quick Start Guide
Sample Property Recall Report for Marketing
Request Binder Inserts (client flyers)
FAQ

Make edits as needed.




Access help and resources.

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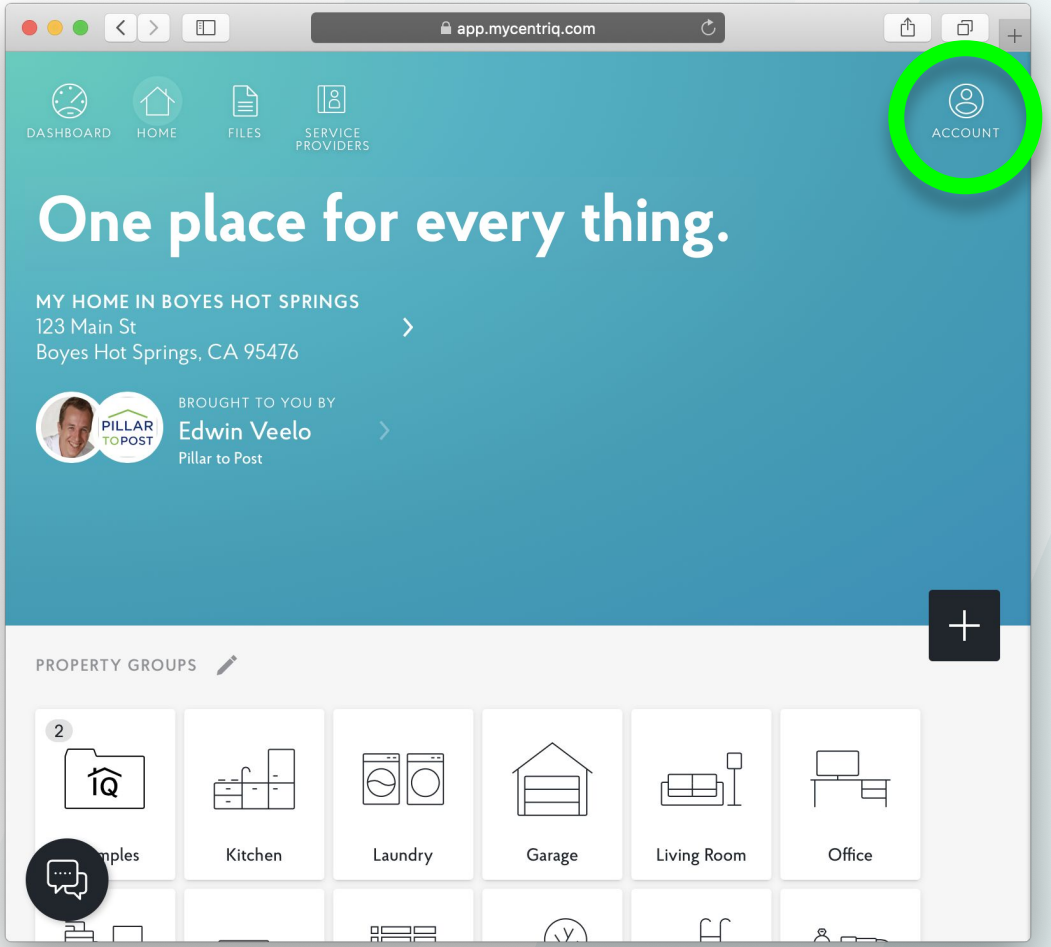
You can find more help and information under the menu

Click **Account** to open the menu.



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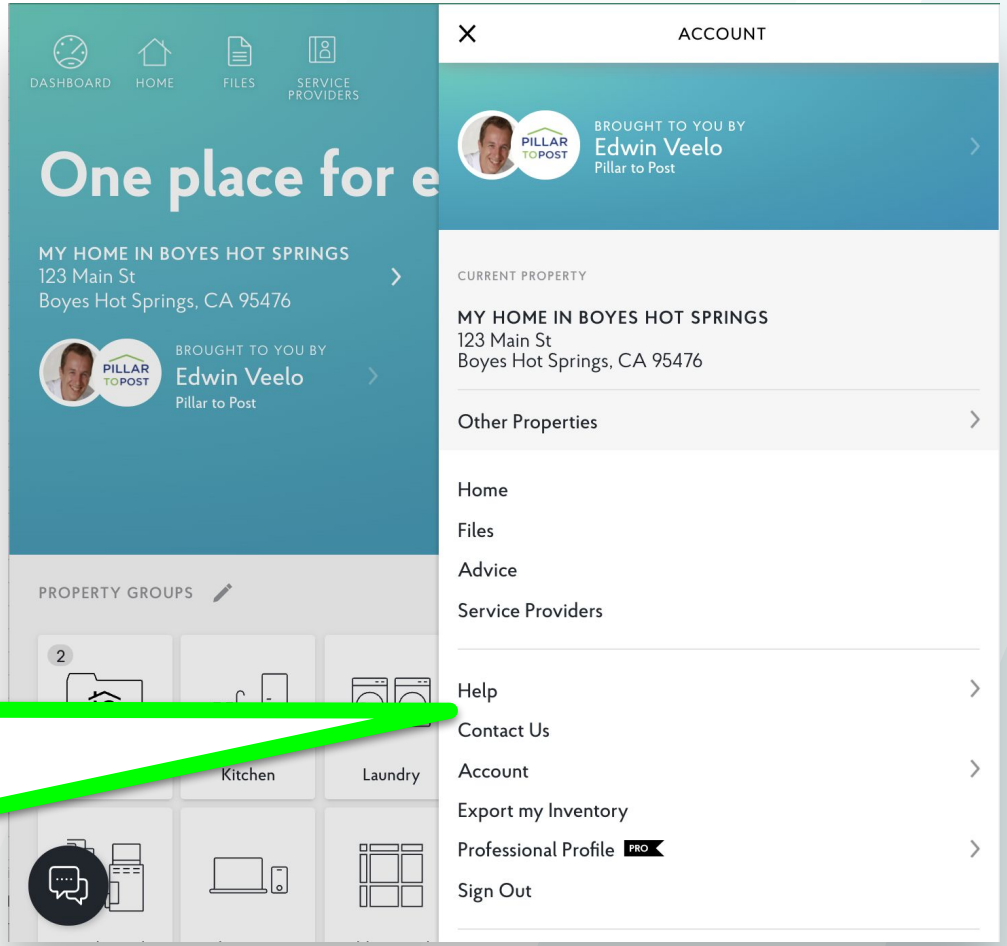
The menu has several options to help you navigate the app or get help.



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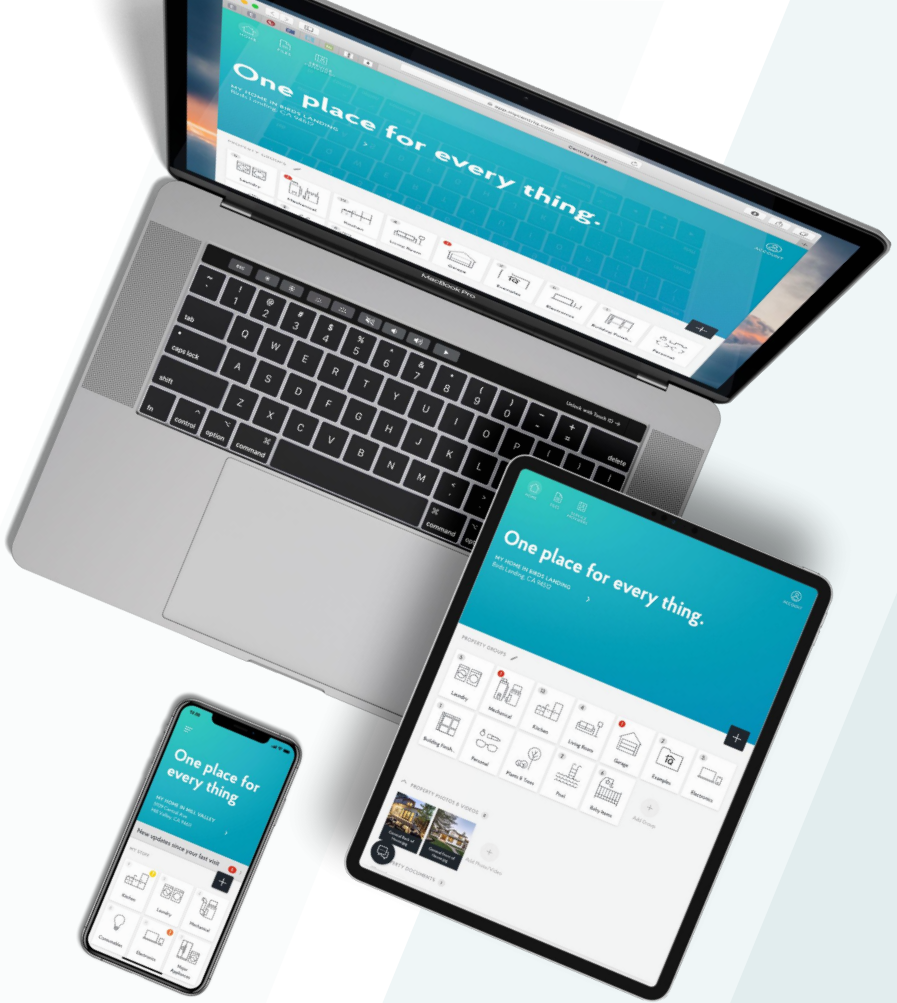
# Use Centriq on any device




**Minor Differences:**

**Mobile** app: Multi image upload

**Web** app: Access to recall reports

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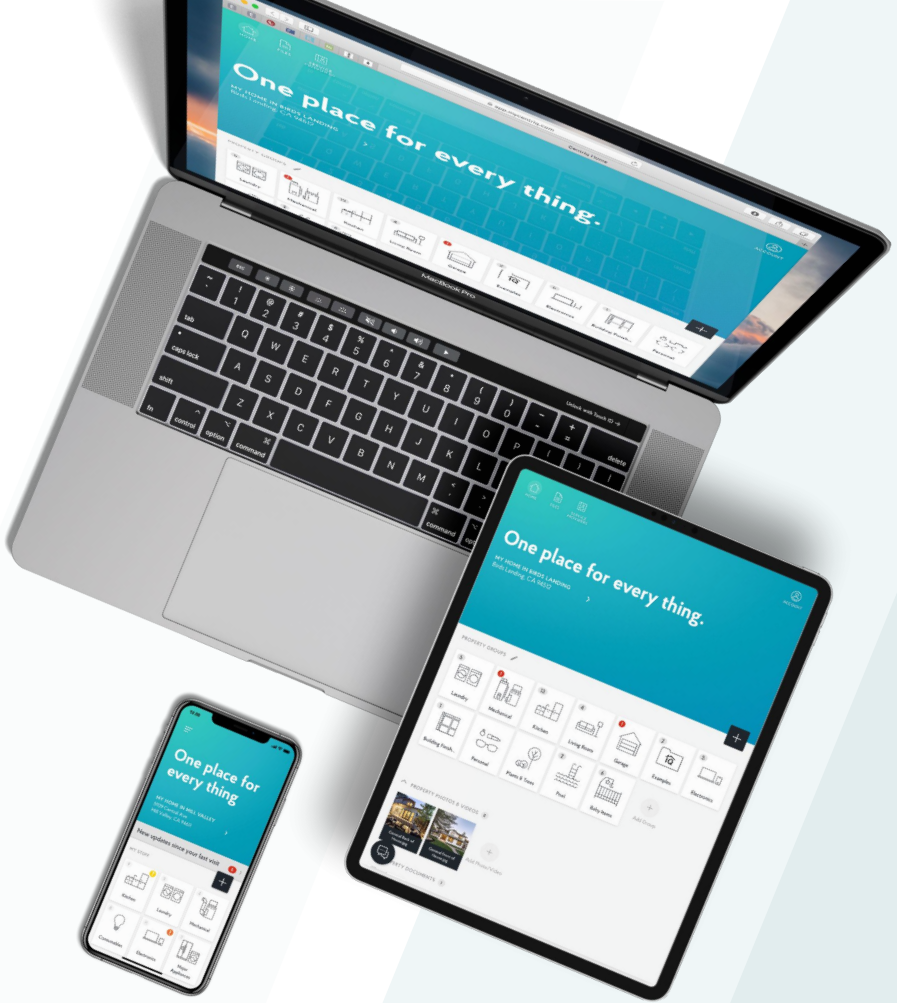
# Use Centriq on any device.

You signed up on the web app, now get the mobile app.



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You signed up on the web app.

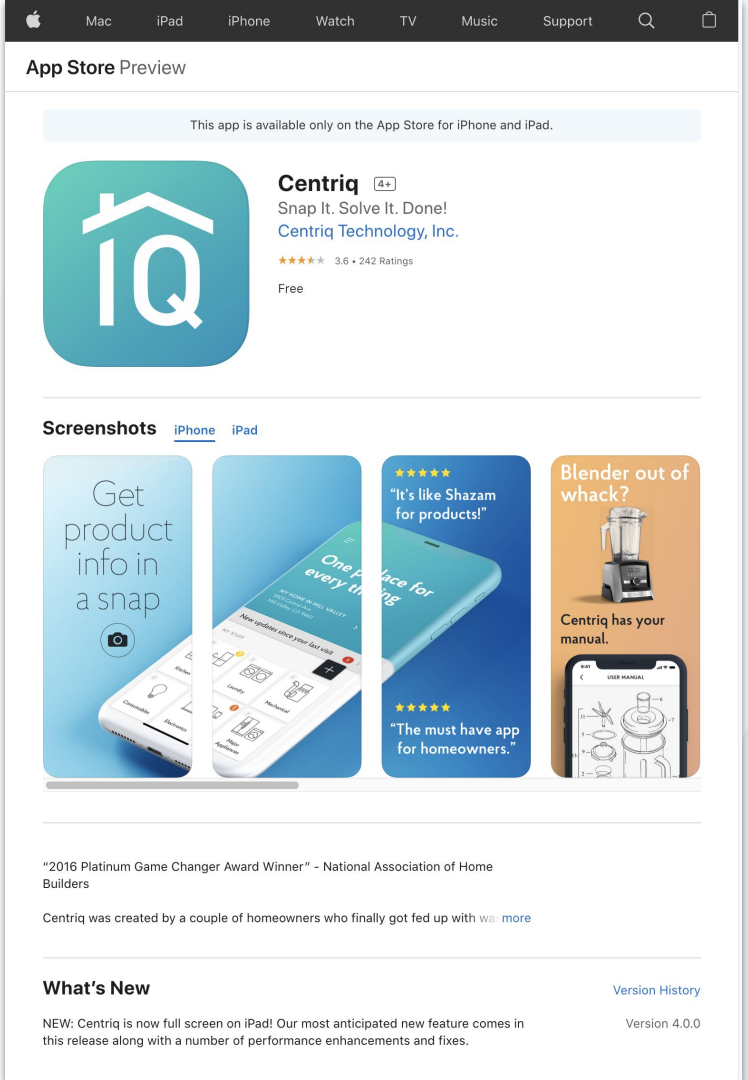
Now download Centriq from the Apple App Store.

You are using the same app as HomeOwners

Download on the App Store

GET IT ON Google Play

**You can get the mobile app now, iPhone or iPad or Android**



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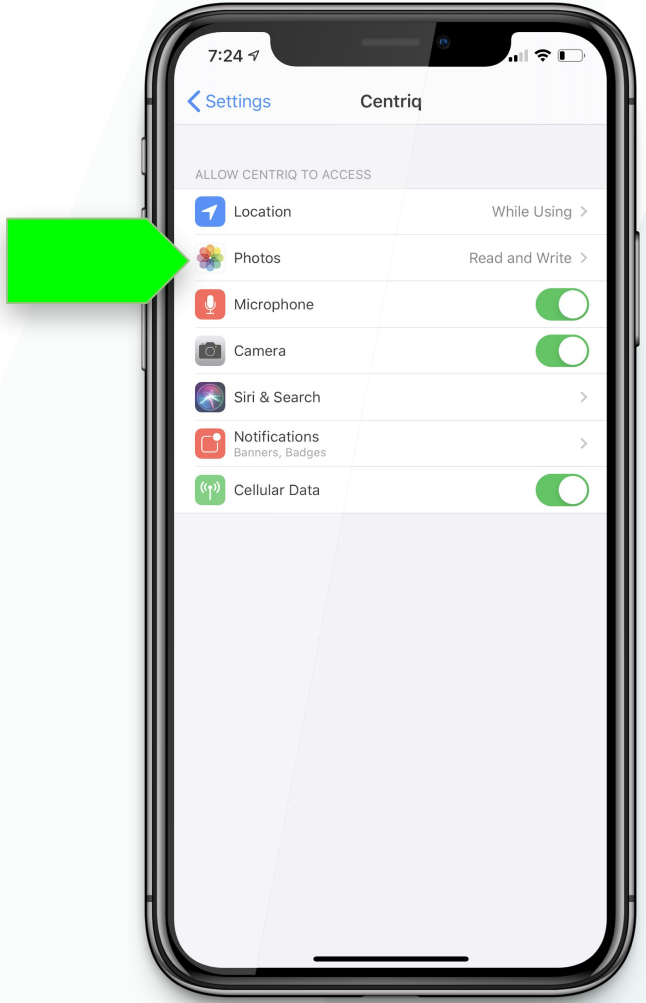
# Grant access to your device location, photos and camera.

If you miss the prompts in the app, go to your device Settings app > Centriq



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When you open the app you see 4 intro screens.  Scroll past them to get to the Welcome.

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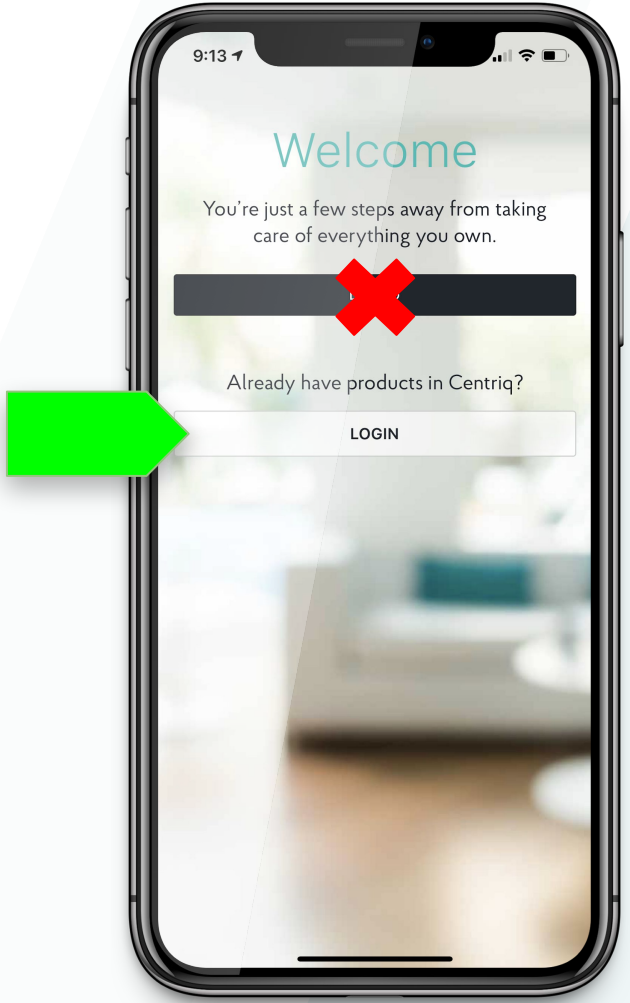
# Select Log In

If you select “Lets Go”, you won’t be in your inspector account



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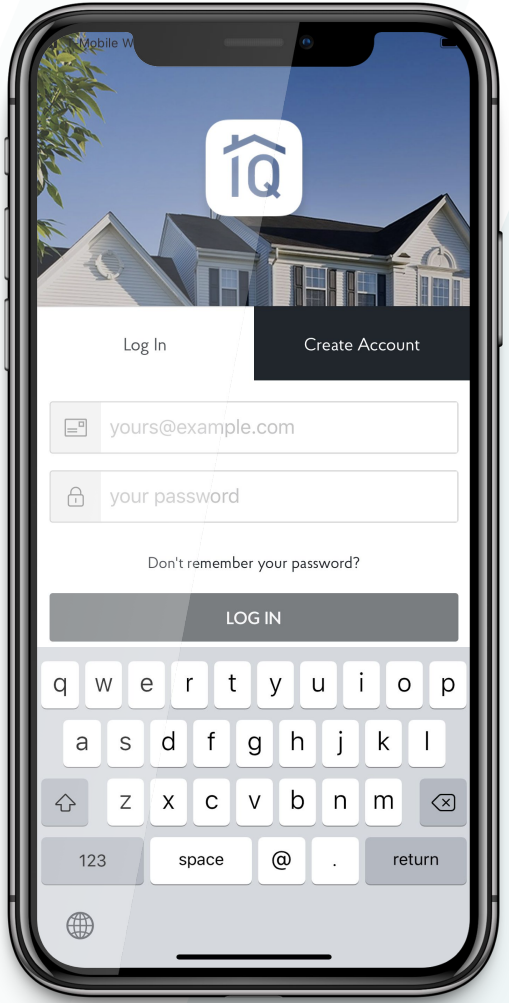
# Sign in with the email you used to create your account



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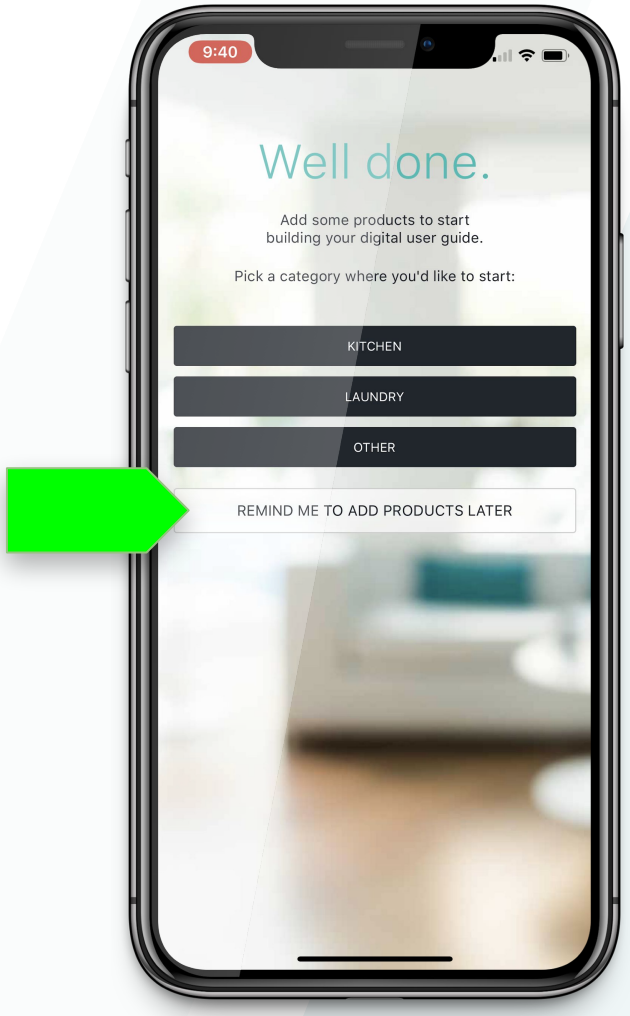
After initial login on mobile you may be prompted to add items.

Just click “**Remind me to add items later**”



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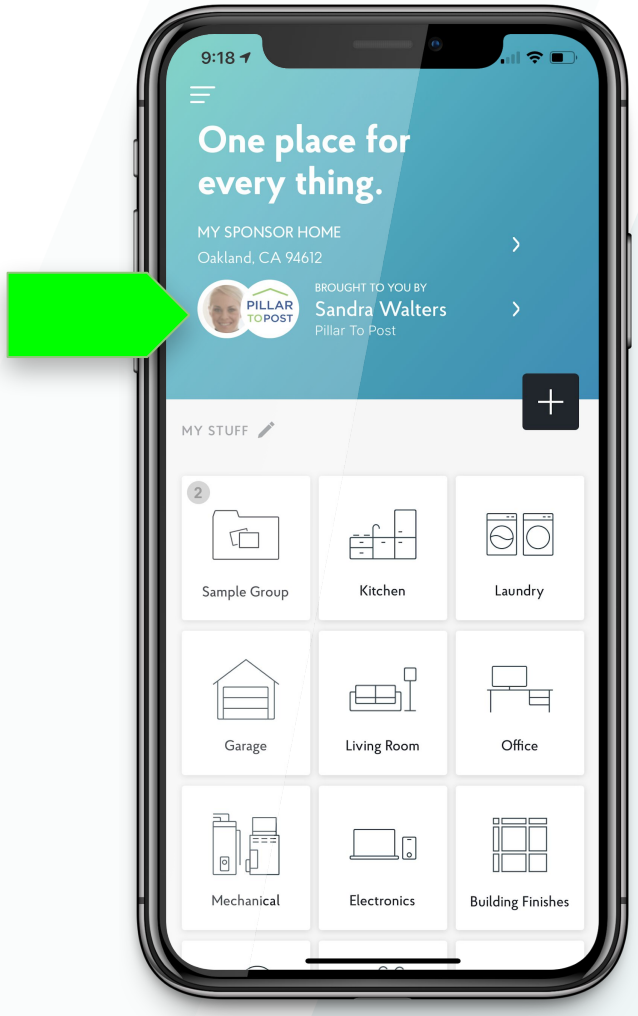
Look for your branding. If its not there, you are in the wrong place!



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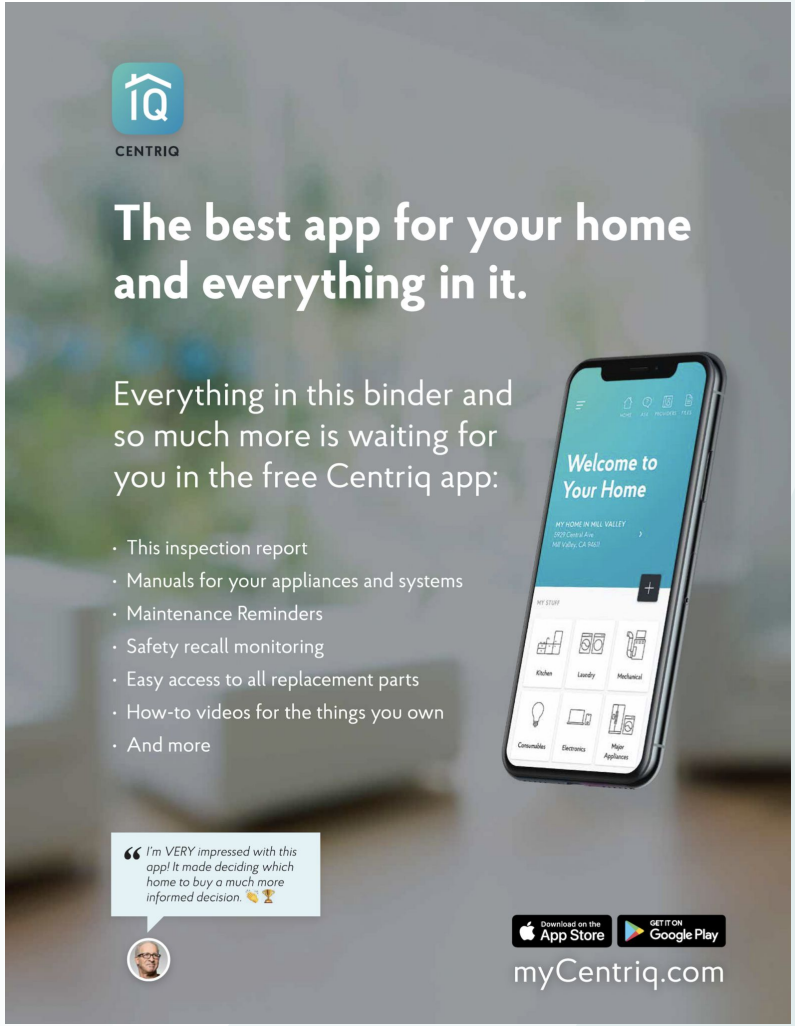
[Click here now](#) to request your binder inserts

Then go to the **NEXT SLIDE**



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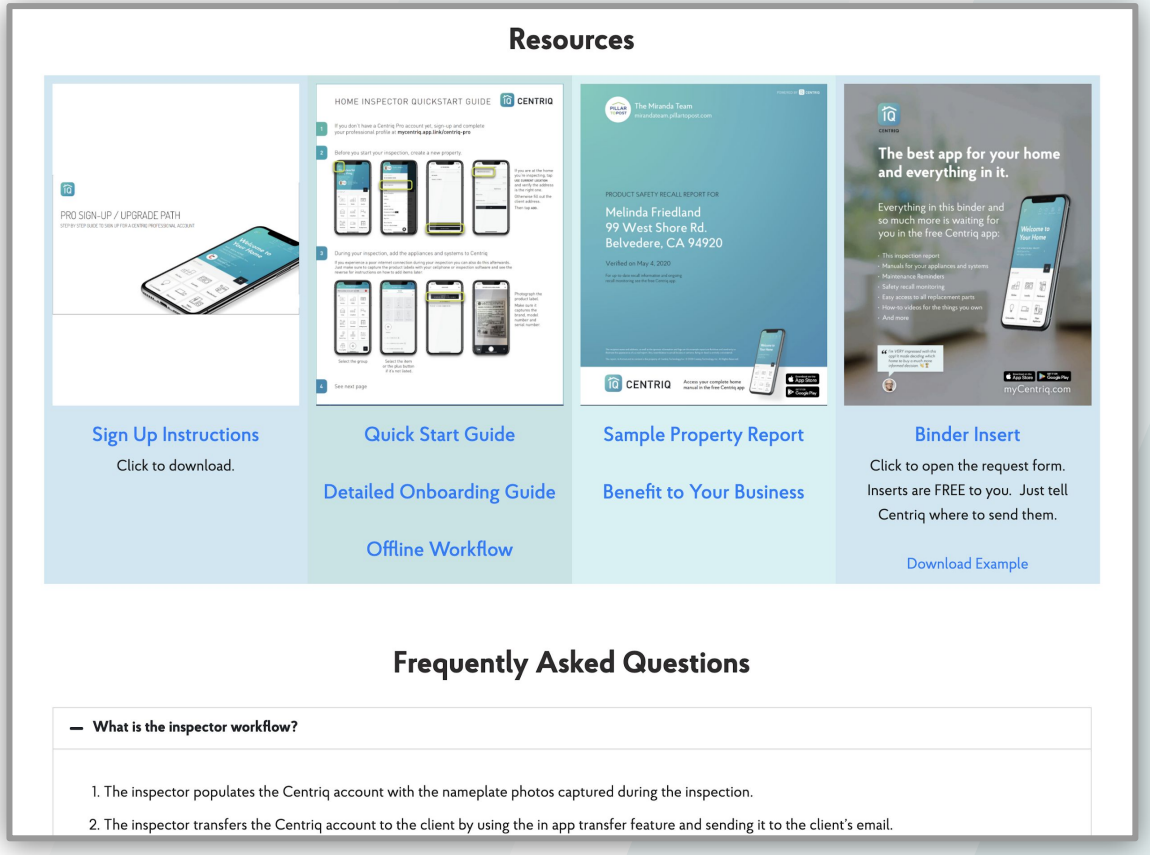
[Click here now](#) to review the materials that will help you get started.

Then go to the

**NEXT SLIDE**



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Click here now to download your Detailed Guide

Then go to the **NEXT SLIDE**

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# You are done!

**Please type in the Webinar Chat when you are ready to move on.**

**Feel free to ask questions or drop from the call**

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# Thank you!!!

## Contact Us any time

(415) 967-3993 (call or text)

**support@mycentriq.com**

**Last Updated:** Tuesday, September 22, 2020