

# Time to Sign Up

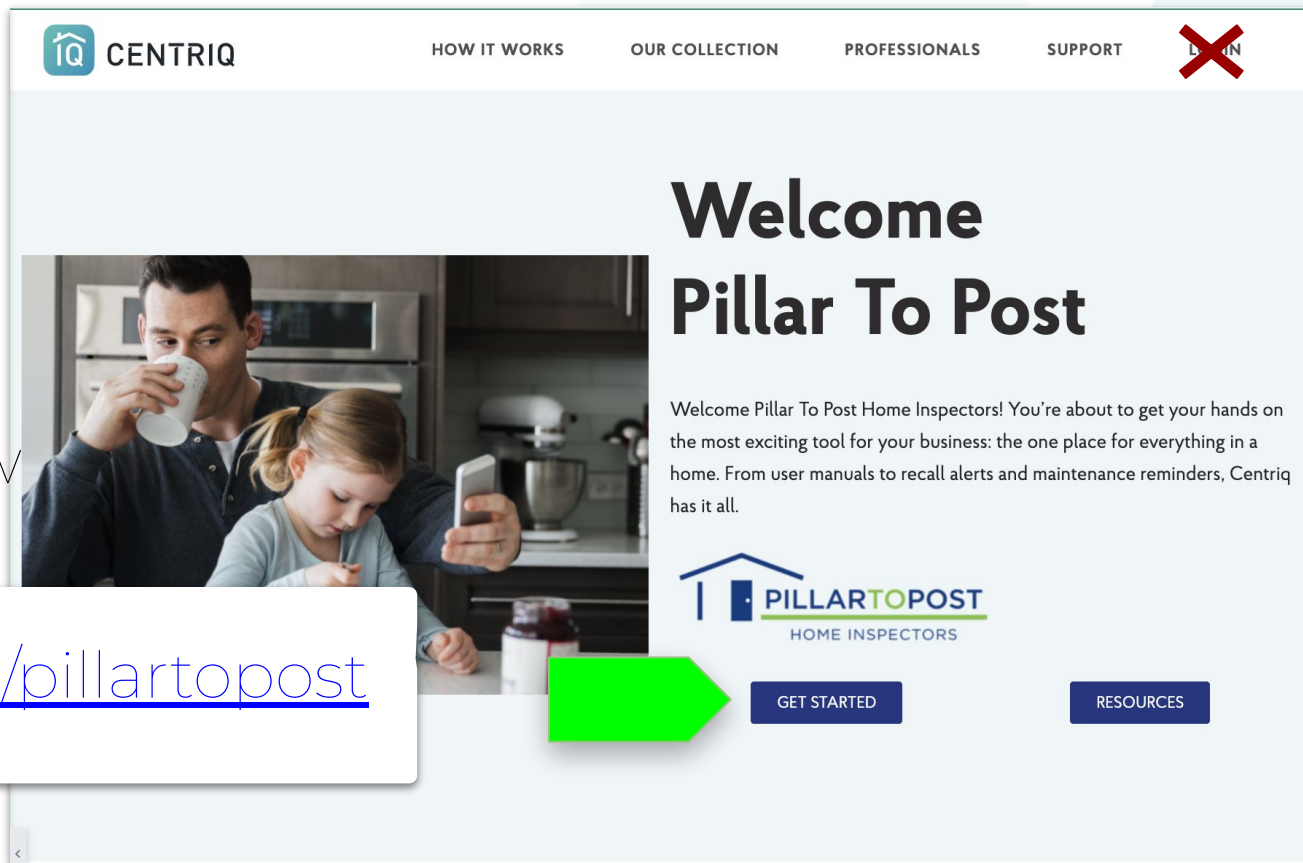
**Please scroll through the entire guide before you start.**

# Time to Sign Up


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


In a separate  
browser window  
go to:

[mycentriq.com/pillartopost](https://mycentriq.com/pillartopost)




The screenshot shows the top portion of the Centriq website. The header features the Centriq logo on the left, followed by navigation links: "HOW IT WORKS", "OUR COLLECTION", "PROFESSIONALS", and "SUPPORT". On the far right of the header is a red "X" icon. Below the header is a hero section. On the left side of the hero section is a photograph of a man and a young girl in a kitchen; the man is drinking from a cup and the girl is looking at a smartphone. To the right of the photo is the heading "Welcome Pillar To Post" in a large, bold, black font. Below the heading is a paragraph of text: "Welcome Pillar To Post Home Inspectors! You're about to get your hands on the most exciting tool for your business: the one place for everything in a home. From user manuals to recall alerts and maintenance reminders, Centriq has it all." Below this text is the "PILLARTOPOST HOME INSPECTORS" logo, which consists of a stylized house icon and the company name. At the bottom of the hero section are two dark blue buttons: "GET STARTED" and "RESOURCES". A large green arrow points from the URL box on the left towards the "GET STARTED" button.


 CENTRIQ

HOW IT WORKS   OUR COLLECTION   PROFESSIONALS   SUPPORT   

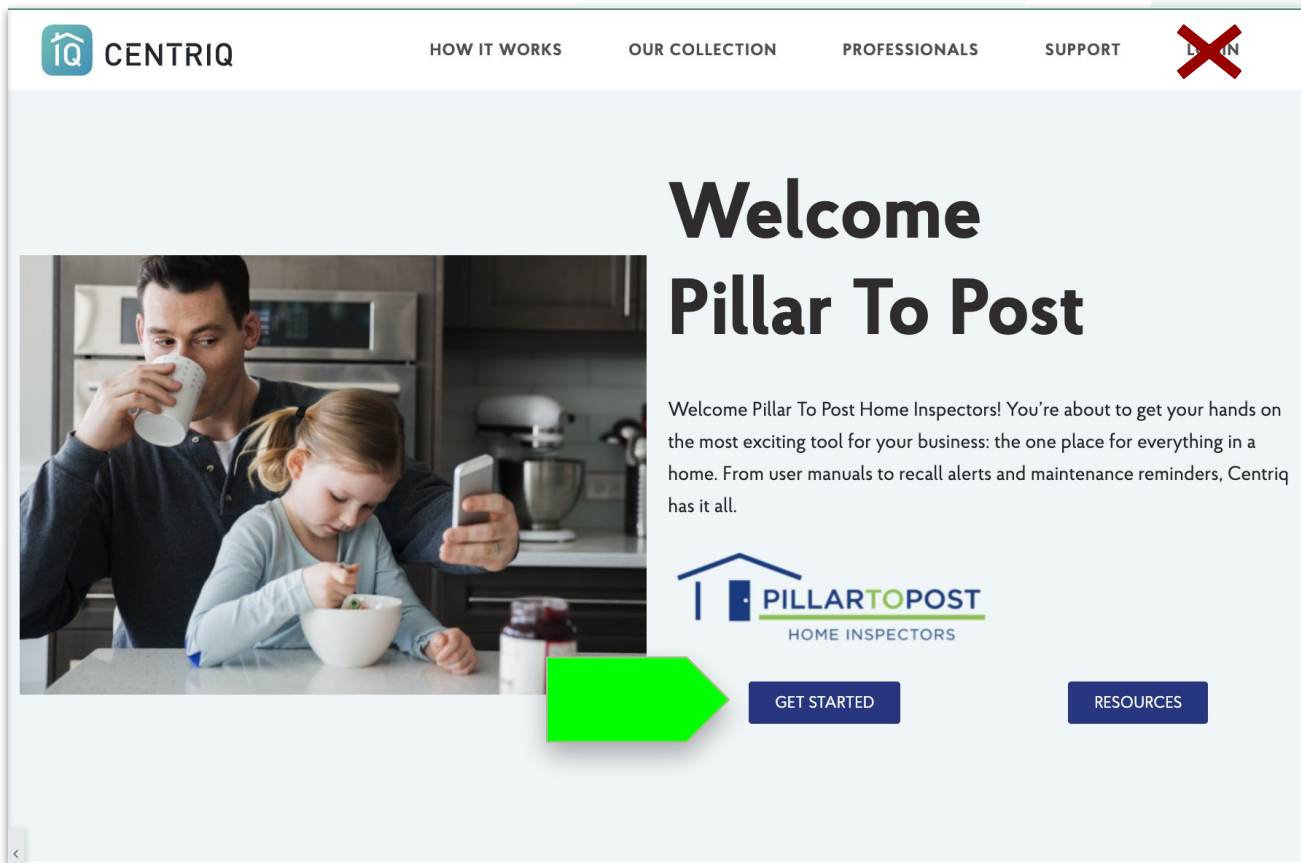
# Welcome Pillar To Post

Welcome Pillar To Post Home Inspectors! You're about to get your hands on the most exciting tool for your business: the one place for everything in a home. From user manuals to recall alerts and maintenance reminders, Centriq has it all.


 **PILLARTOPOST**  
HOME INSPECTORS

 [GET STARTED](#) [RESOURCES](#)

Click the “Get Started” button




The screenshot shows the Centriq website homepage. At the top is a navigation bar with the Centriq logo, links for 'HOW IT WORKS', 'OUR COLLECTION', 'PROFESSIONALS', 'SUPPORT', and a 'LOG IN' button with a red 'X' over it. The main content area features a large image of a man and a young girl in a kitchen. The man is drinking from a cup, and the girl is eating from a bowl while looking at a smartphone. To the right of the image is the heading 'Welcome Pillar To Post' and a paragraph of text. Below the text is the Pillar To Post Home Inspectors logo. At the bottom right are two buttons: 'GET STARTED' and 'RESOURCES'. A large green arrow points to the 'GET STARTED' button.

 CENTRIQ

HOW IT WORKS OUR COLLECTION PROFESSIONALS SUPPORT ~~LOG IN~~

# Welcome Pillar To Post

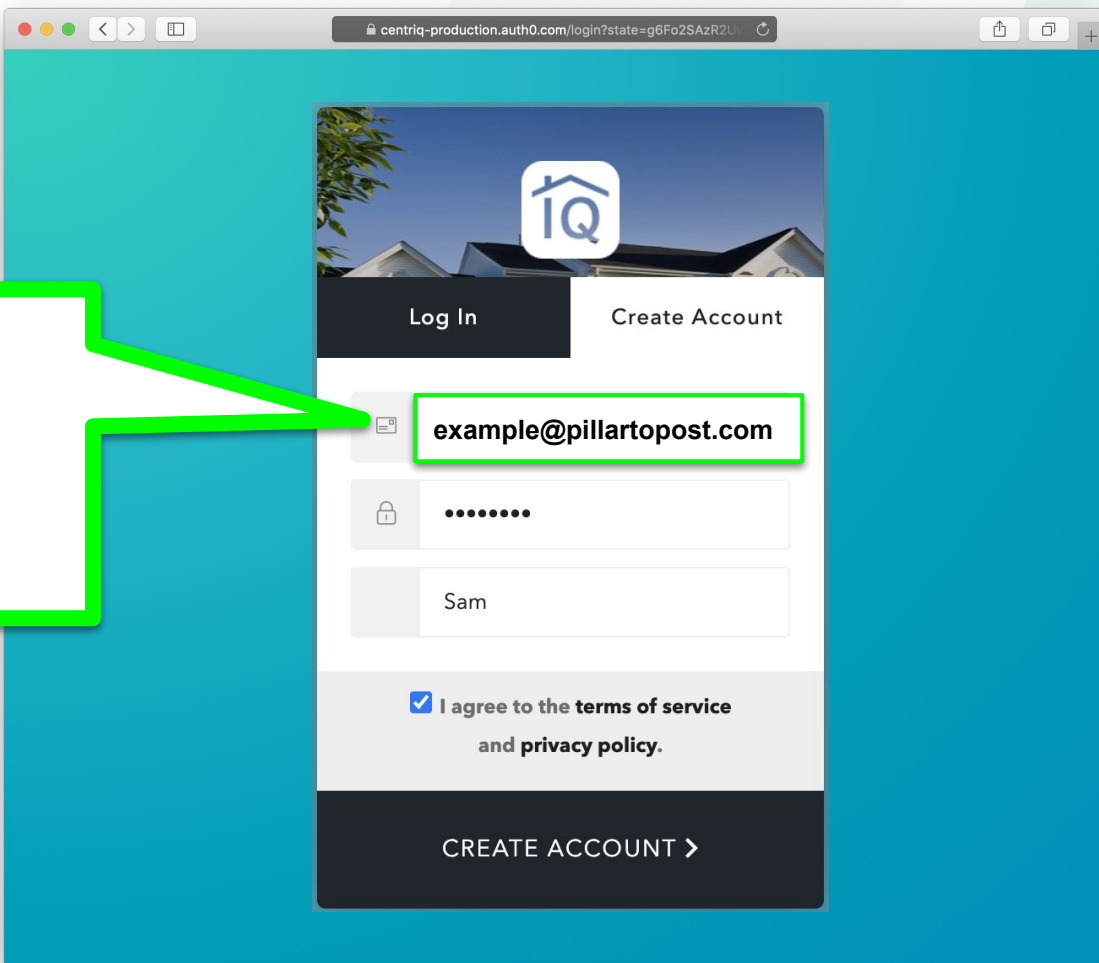
Welcome Pillar To Post Home Inspectors! You're about to get your hands on the most exciting tool for your business: the one place for everything in a home. From user manuals to recall alerts and maintenance reminders, Centriq has it all.



[GET STARTED](#) [RESOURCES](#)



Use your  
@pillartopost.com  
email address



The screenshot shows a web browser window with the URL `centriq-production.auth0.com/login?state=g6Fo2SAzR2U`. The page features a blue header with the CENTRIQ logo and navigation links for "Log In" and "Create Account". Below these links are three input fields: an email field containing "example@pillartopost.com", a password field with masked characters, and a name field containing "Sam". A checkbox labeled "I agree to the terms of service and privacy policy." is checked. At the bottom is a large "CREATE ACCOUNT >" button.

Log In Create Account

example@pillartopost.com

.....

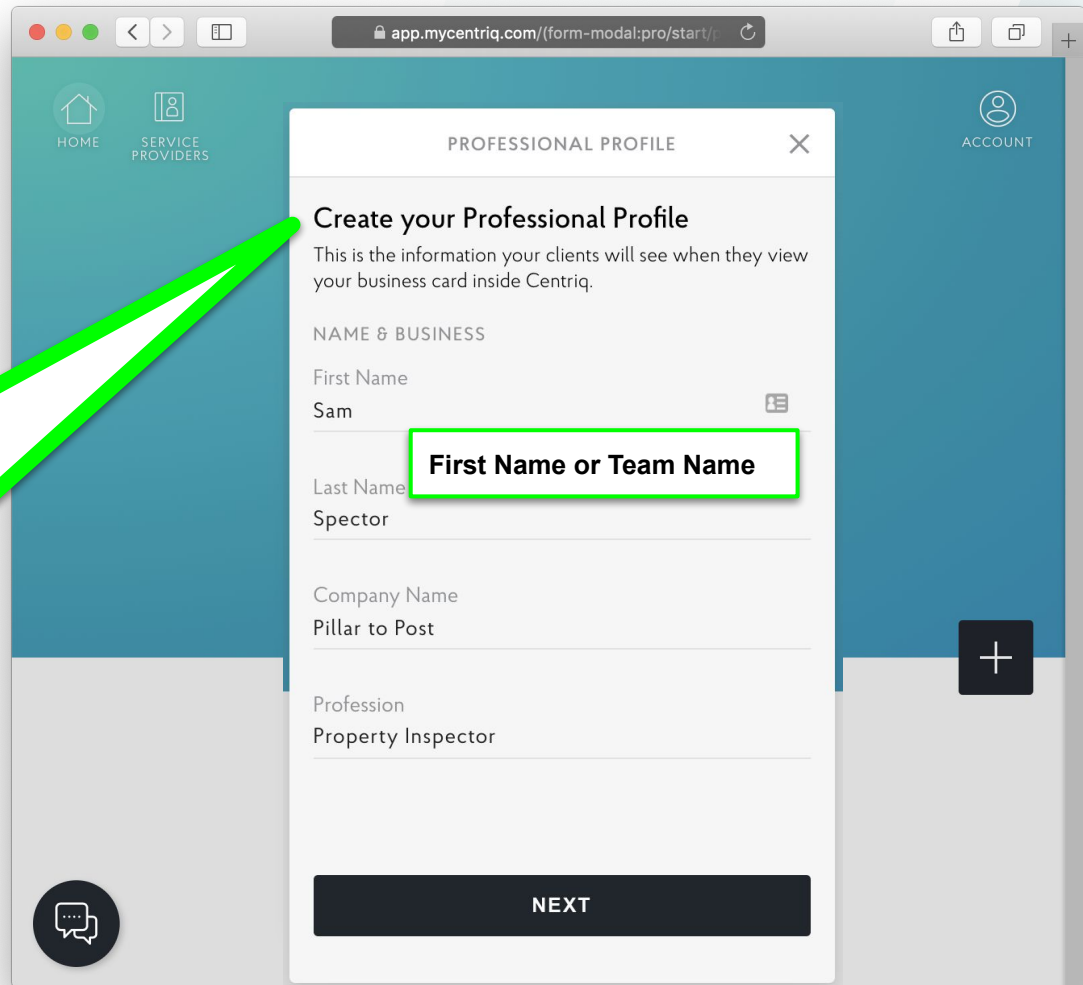
Sam

☒ I agree to the terms of service and privacy policy.

CREATE ACCOUNT >

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

Website  
Email  
Phone Numbers



app.mycentriq.com/(form-modal:pro/start/)

HOME SERVICE PROVIDERS ACCOUNT

### PROFESSIONAL PROFILE

#### Create your Professional Profile

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

NAME & BUSINESS

First Name  
Sam

Last Name  
Spector

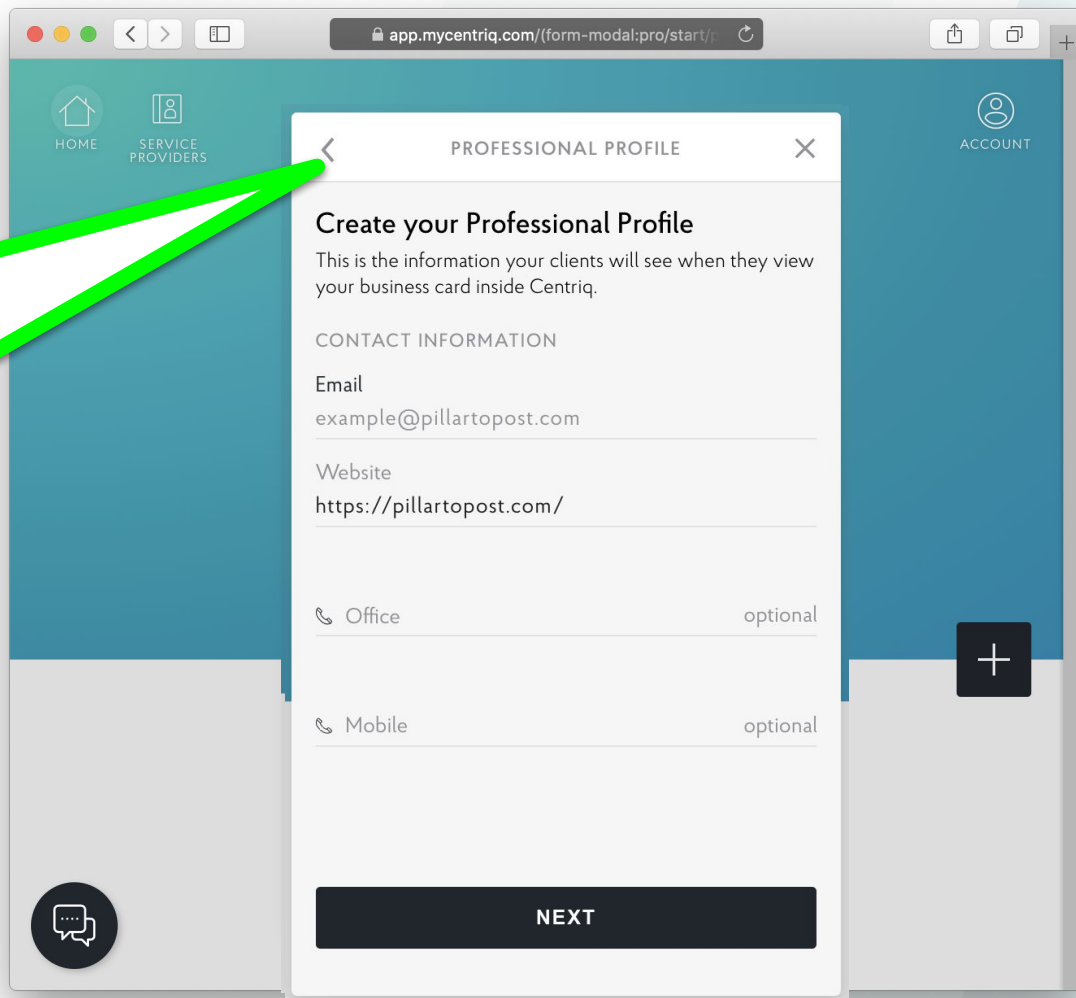
Company Name  
Pillar to Post

Profession  
Property Inspector

**First Name or Team Name**

NEXT

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



The screenshot shows a web browser window with the URL `app.mycentriq.com/(form-modal:pro/start/)`. The page has a teal header with navigation icons for HOME, SERVICE PROVIDERS, and ACCOUNT. A modal titled "PROFESSIONAL PROFILE" is open, featuring a back arrow icon in the top left corner. A green callout box points to this icon with the text: "Use this icon to go back. Don't use the browser back button!!". The form content includes a title "Create your Professional Profile", a descriptive sentence, and sections for "CONTACT INFORMATION" with fields for Email, Website, Office, and Mobile. A "NEXT" button is at the bottom.

app.mycentriq.com/(form-modal:pro/start/)

HOME SERVICE PROVIDERS ACCOUNT

PROFESSIONAL PROFILE

**Create your Professional Profile**

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

CONTACT INFORMATION

Email  
example@pillartopost.com

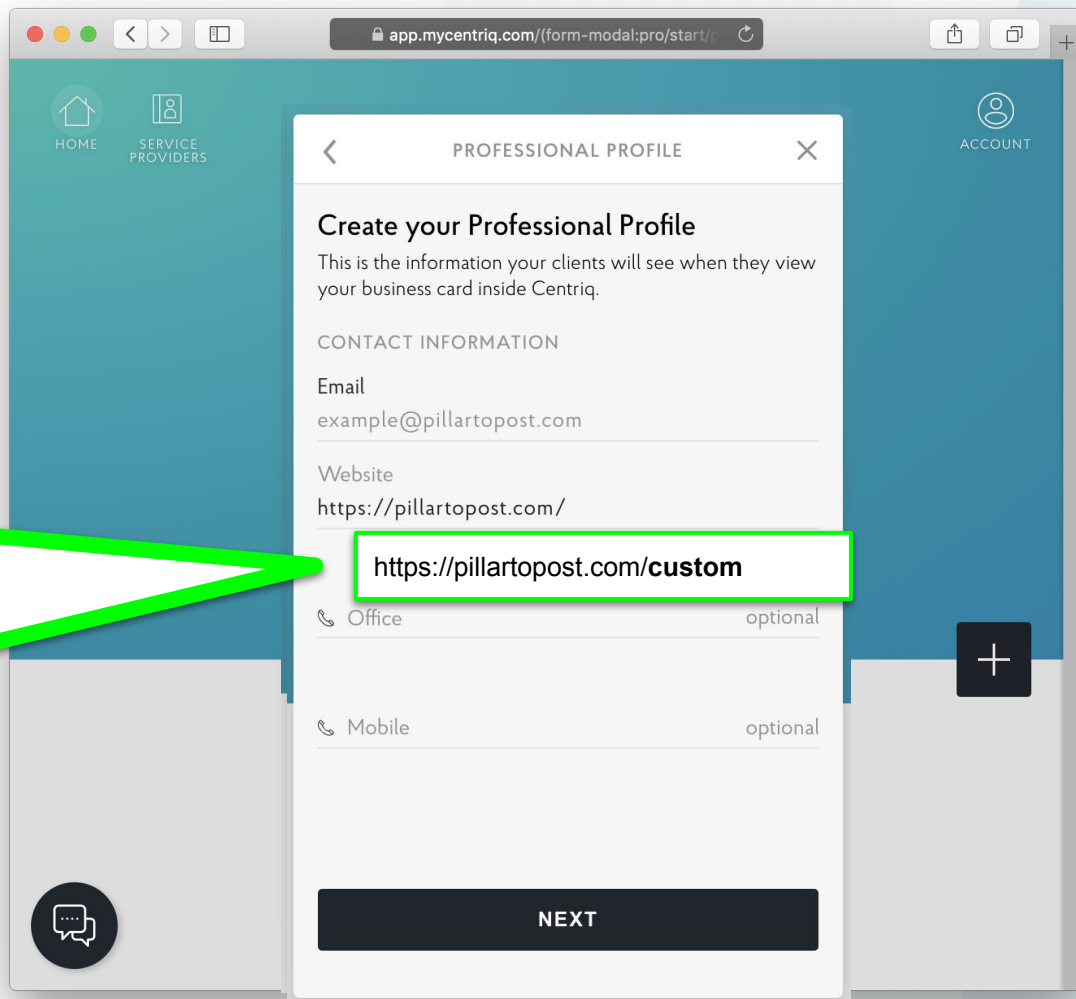
Website  
https://pillartopost.com/

Office optional

Mobile optional

NEXT

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



app.mycentriq.com/(form-modal:pro/start/)

HOME SERVICE PROVIDERS ACCOUNT

### PROFESSIONAL PROFILE

#### Create your Professional Profile

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

CONTACT INFORMATION

Email  
example@pillartopost.com

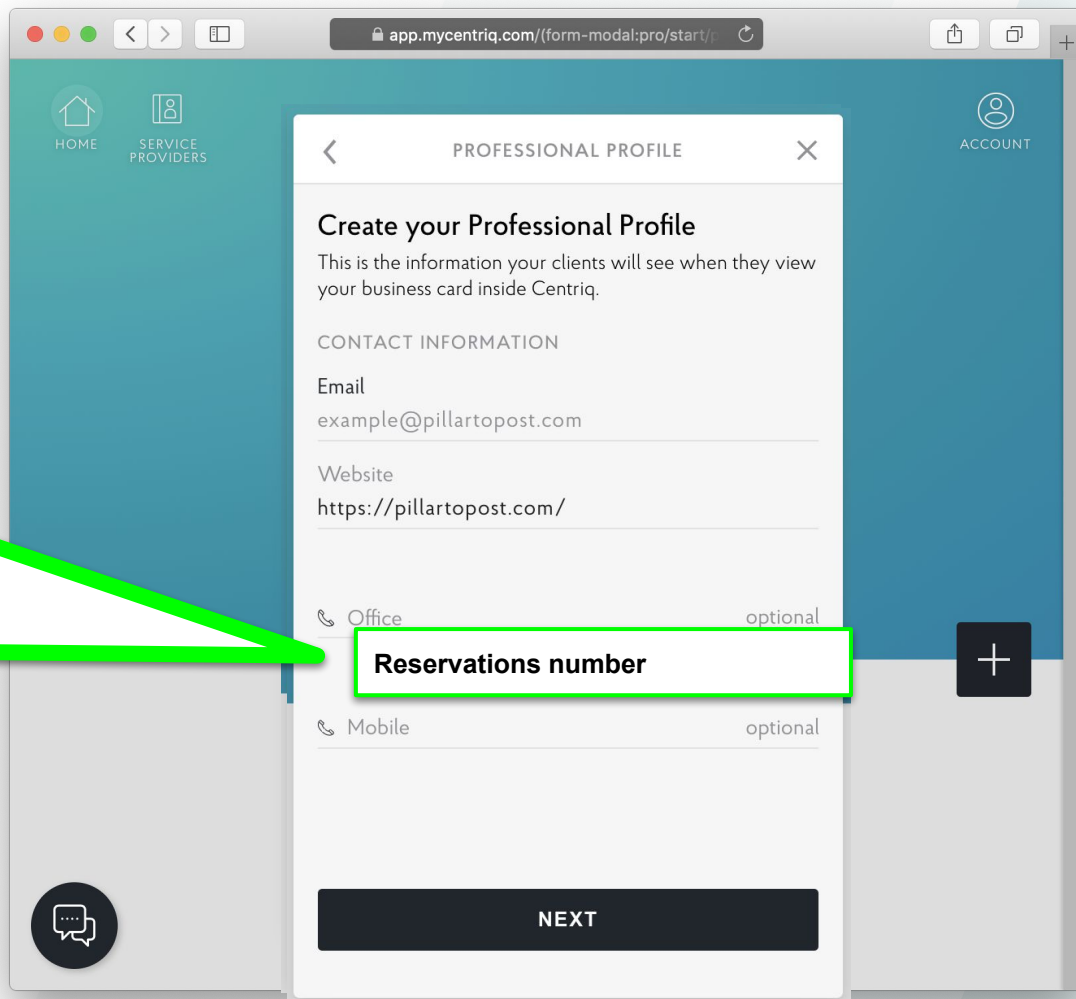
Website  
https://pillartopost.com/  
**https://pillartopost.com/custom**

Office optional

Mobile optional

NEXT

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

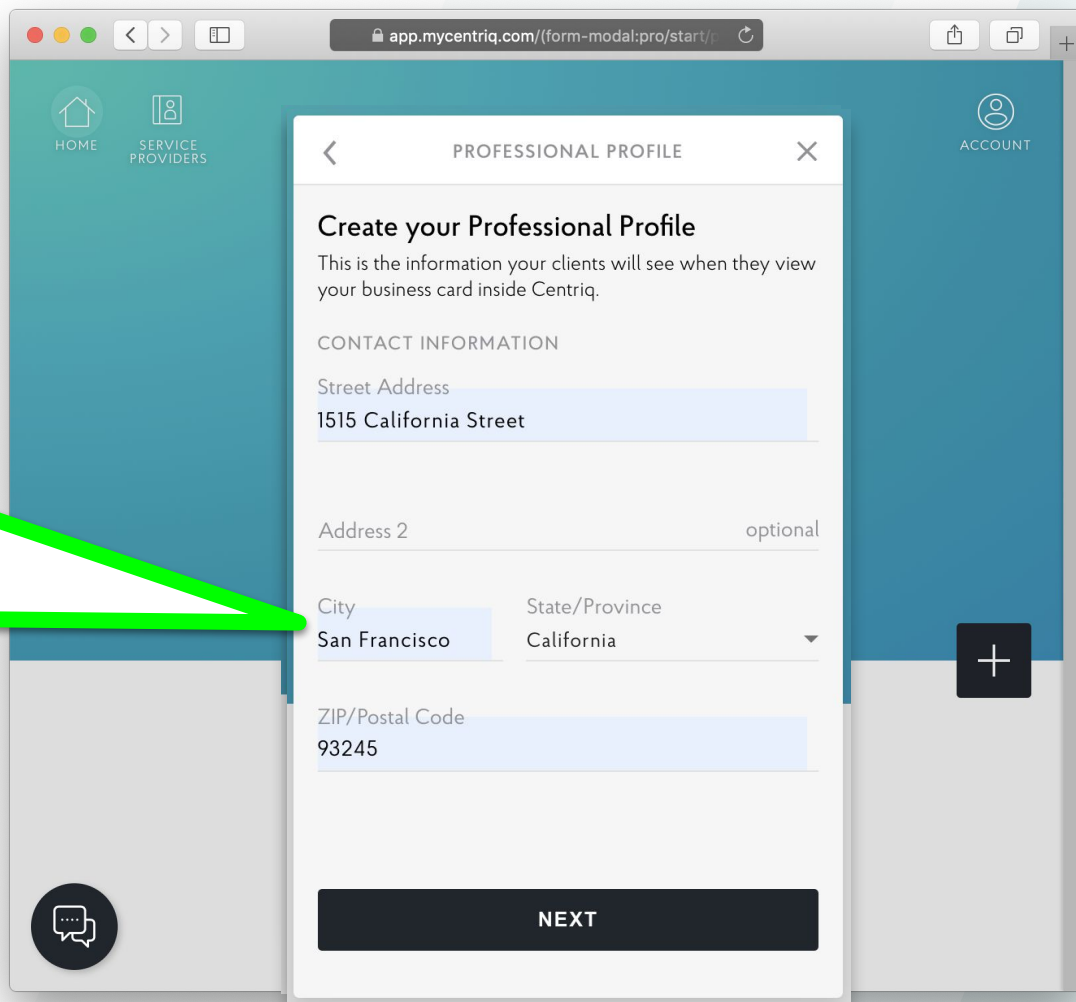


The screenshot shows a web browser window with the URL `app.mycentriq.com/(form-modal:pro/start/)`. The page has a teal header with navigation icons for HOME, SERVICE PROVIDERS, and ACCOUNT. A white modal titled "PROFESSIONAL PROFILE" is open, containing the following sections:

- Create your Professional Profile**  
This is the information your clients will see when they view your business card inside Centriq.
- CONTACT INFORMATION**
  - Email: `example@pillartopost.com`
  - Website: `https://pillartopost.com/`
  - Office:  optional
  - Mobile:  optional
- Reservations number**: A text input field highlighted with a green box and a green arrow pointing to it from the text box on the left.
- NEXT**: A dark blue button at the bottom.

At the bottom left of the page, there is a dark blue circular icon with a white speech bubble. At the bottom right, there is a dark blue square button with a white plus sign.

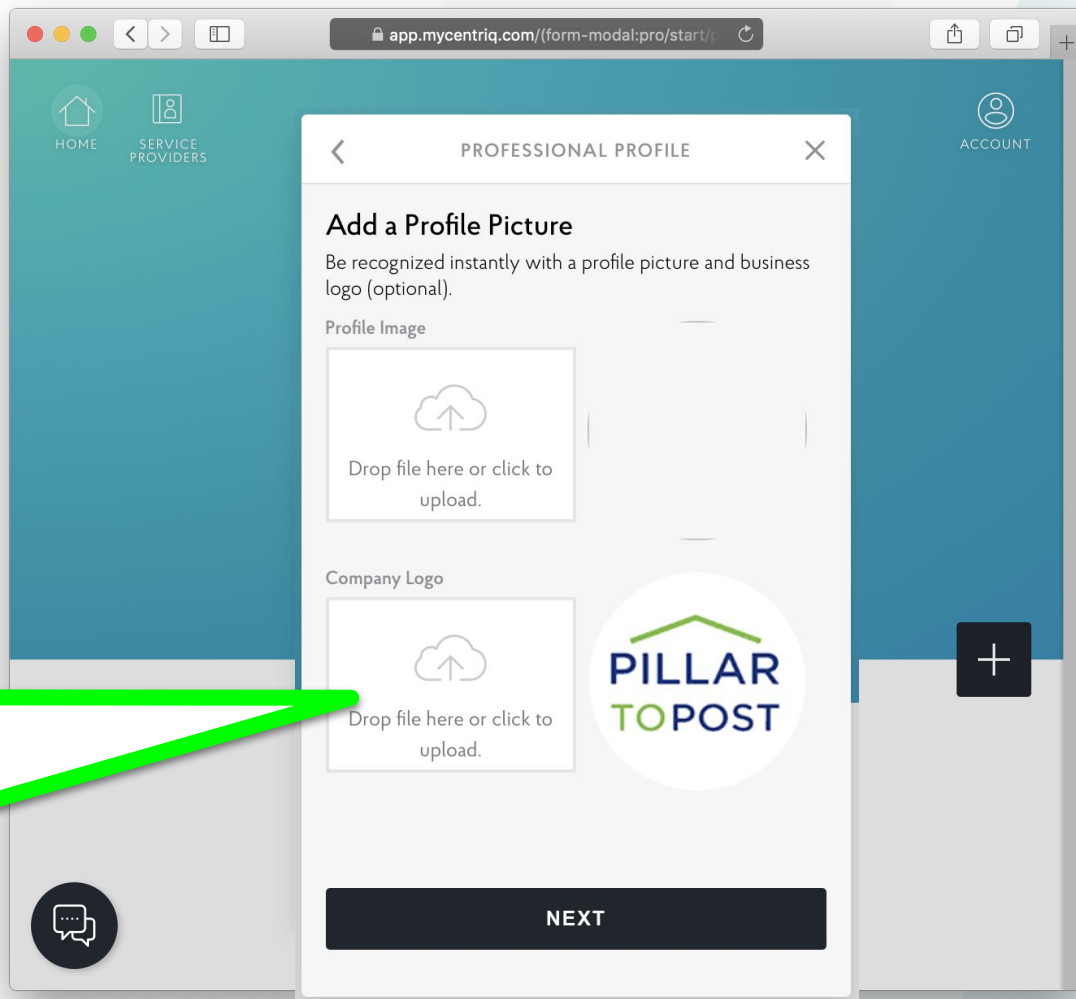
Address IS required  
but NOT visible in  
the app or in  
reports



The screenshot shows a web browser window with the URL `app.mycentriq.com/(form-modal:pro/start/)`. The page has a teal header with navigation icons for HOME, SERVICE PROVIDERS, and ACCOUNT. A white modal titled "PROFESSIONAL PROFILE" is open, containing the following sections:

- Create your Professional Profile**  
This is the information your clients will see when they view your business card inside Centriq.
- CONTACT INFORMATION**
  - Street Address: 1515 California Street
  - Address 2: optional
  - City: San Francisco
  - State/Province: California
  - ZIP/Postal Code: 93245
- NEXT** button

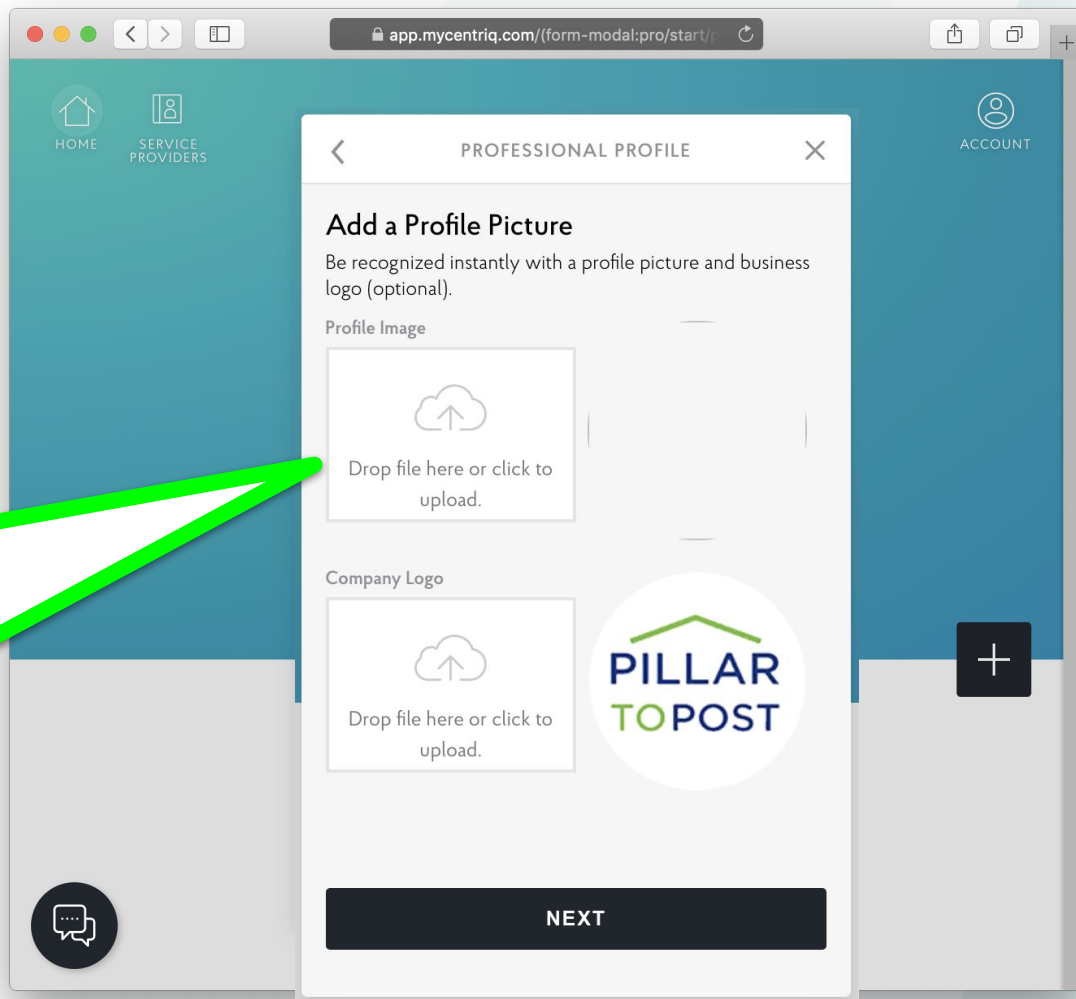
A green callout box points to the "Address 2" field, indicating that while an address is required, this specific field is not visible in the app or reports.



The screenshot shows a web browser window with the URL `app.mycentriq.com/(form-modal:pro/start/)`. The page has a teal header with navigation icons for HOME, SERVICE PROVIDERS, and ACCOUNT. A modal titled "PROFESSIONAL PROFILE" is open, containing the following elements:

- Section Header:** "Add a Profile Picture"
- Text:** "Be recognized instantly with a profile picture and business logo (optional)."
- Form Fields:**
  - Profile Image:** A box with a cloud and upload icon, containing the text "Drop file here or click to upload."
  - Company Logo:** A box with a cloud and upload icon, containing the text "Drop file here or click to upload."
- Image:** A circular logo for "PILLAR TOPOST" is displayed to the right of the upload boxes.
- Buttons:** A "NEXT" button is at the bottom right, and a "+" button is on the right side of the modal.

Don't change the  
logo!!



app.mycentriq.com/(form-modal:pro/start/)

HOME SERVICE PROVIDERS ACCOUNT

### PROFESSIONAL PROFILE

#### Add a Profile Picture

Be recognized instantly with a profile picture and business logo (optional).

Profile Image

Drop file here or click to upload.

Company Logo

Drop file here or click to upload.

PILLAR TOPOST

NEXT

Add your headshot or team photo.

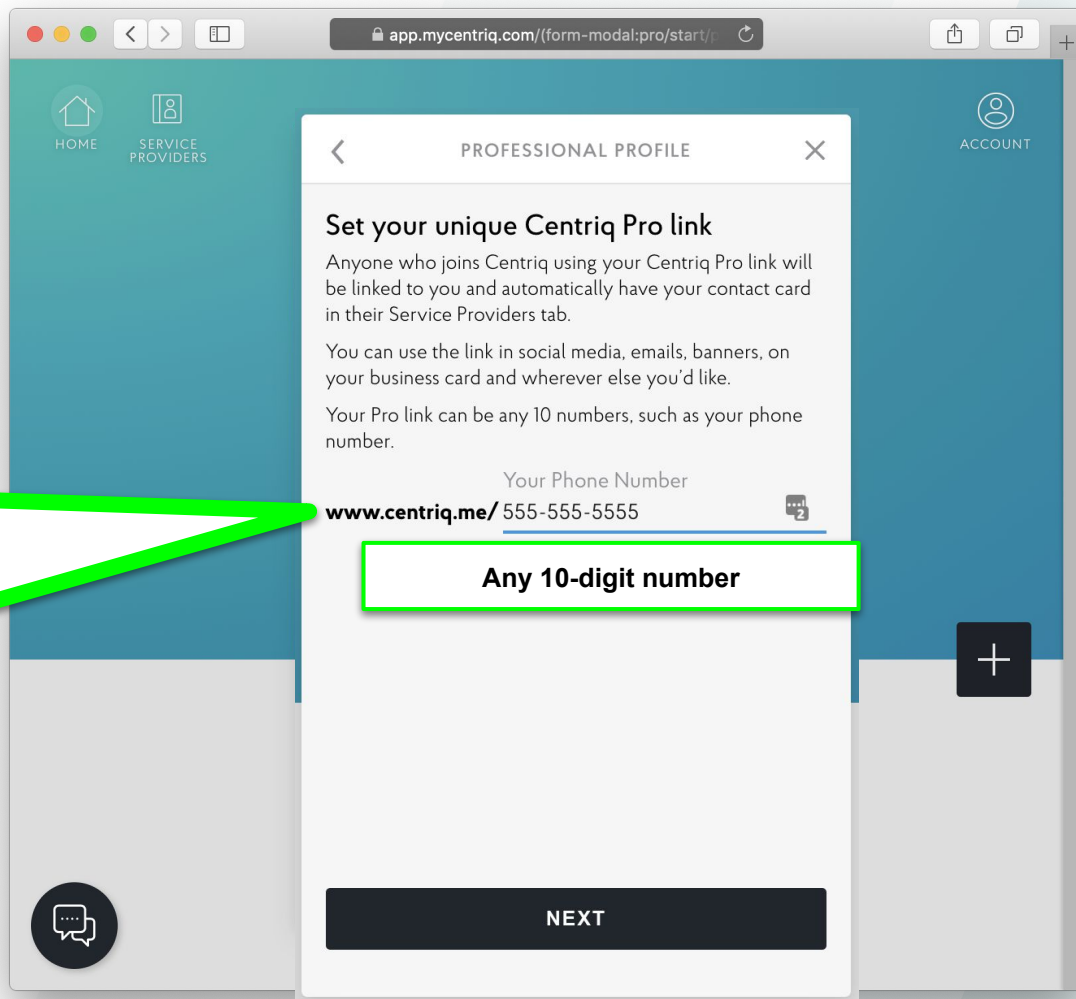
Square image works best.

(add later if you wish)



Required but NOT  
USED by P2P.

Any 10-digit  
number.



The screenshot shows a web browser window with the URL `app.mycentriq.com/(form-modal:pro/start/)`. The page has a teal header with navigation icons for HOME, SERVICE PROVIDERS, and ACCOUNT. A modal titled "PROFESSIONAL PROFILE" is open, containing the following text:

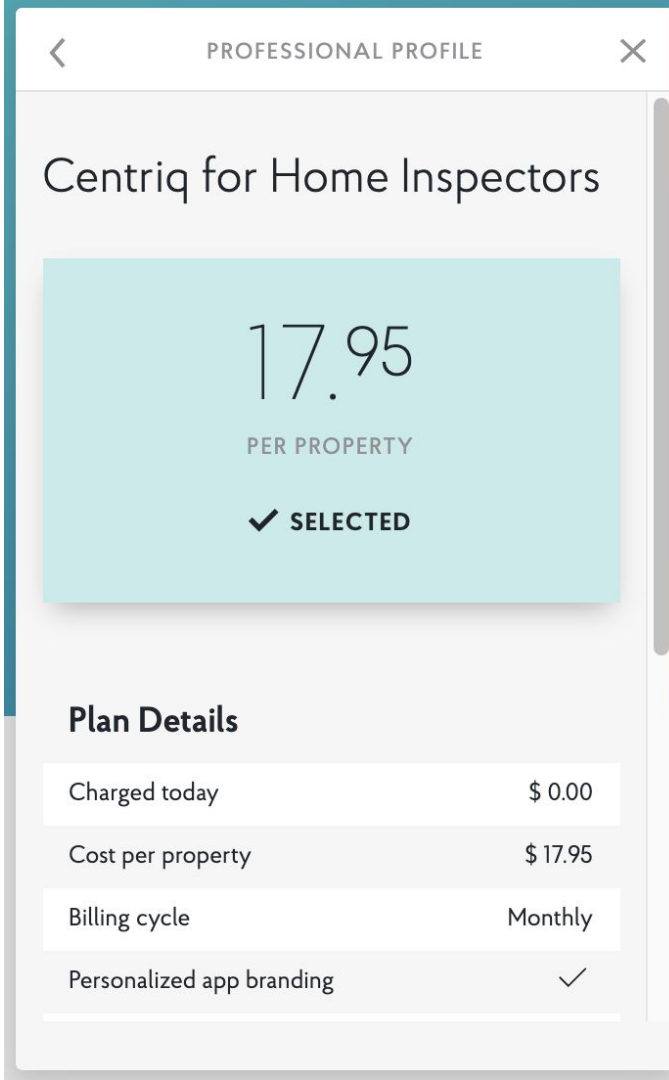
**Set your unique Centriq Pro link**

Anyone who joins Centriq using your Centriq Pro link will be linked to you and automatically have your contact card in their Service Providers tab.

You can use the link in social media, emails, banners, on your business card and wherever else you'd like.



Your Pro link can be any 10 numbers, such as your phone number.

Below the text, there is a label "Your Phone Number" and a text input field containing `www.centriq.me/555-555-5555`. A green callout box points to this field with the text "Any 10-digit number". At the bottom of the modal is a dark blue button labeled "NEXT".



## NOT YOUR PRICE!!

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

 PROFESSIONAL PROFILE 

## Centriq for Home Inspectors

8.95

PER PROPERTY

✓ **SELECTED**

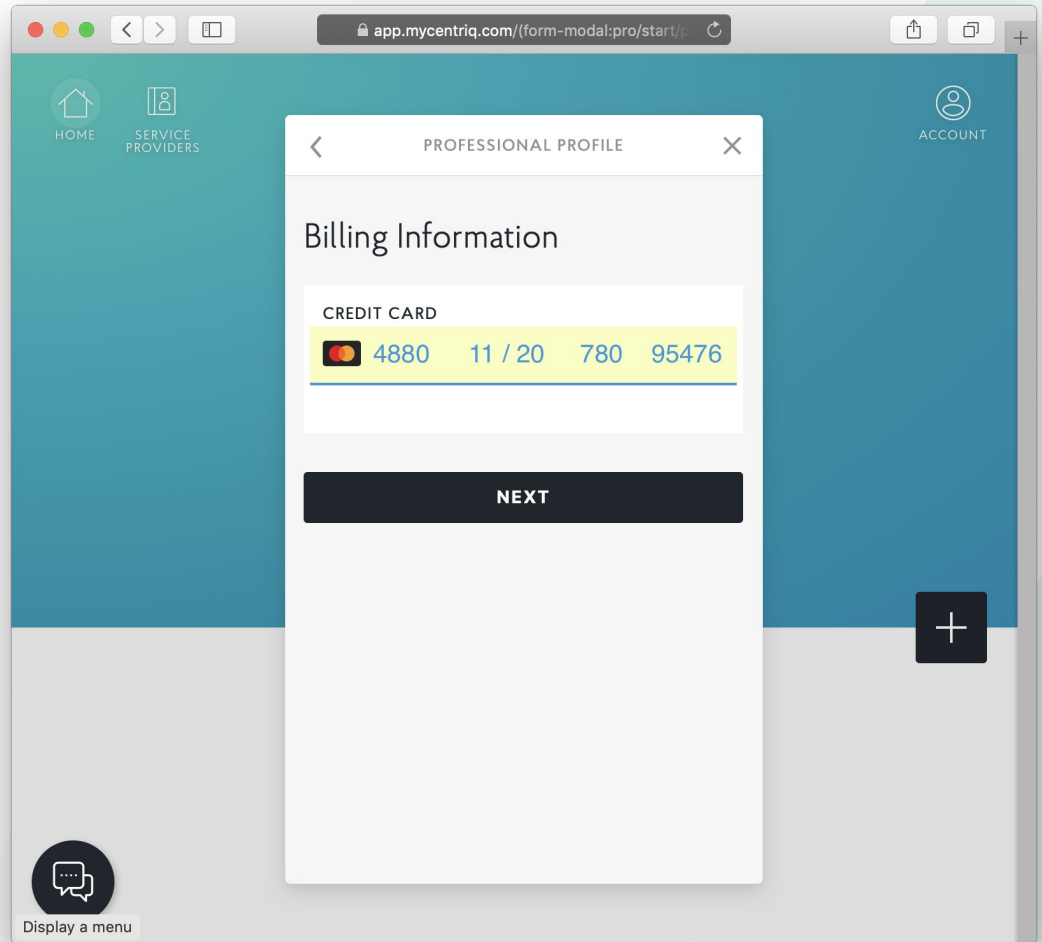
### Plan Details

Charged today	\$ 0.00
Cost per property	\$ 8.95
Billing cycle	Monthly
Personalized app branding	✓

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

[Click here if you see the wrong price.](#)

Enter your credit card info.



The screenshot shows a web browser window with the URL `app.mycentriq.com/(form-modal:pro/start/)`. The page has a teal header with navigation icons for HOME, SERVICE PROVIDERS, and ACCOUNT. A modal titled "PROFESSIONAL PROFILE" is open, displaying the "Billing Information" section. Under the "CREDIT CARD" heading, a yellow box contains a Mastercard icon, the number "4880 11 / 20 780 95476", and a "NEXT" button. A "Display a menu" button is at the bottom left, and a "+" button is at the bottom right.

app.mycentriq.com/(form-modal:pro/start/)

HOME SERVICE PROVIDERS ACCOUNT

PROFESSIONAL PROFILE

Billing Information

CREDIT CARD

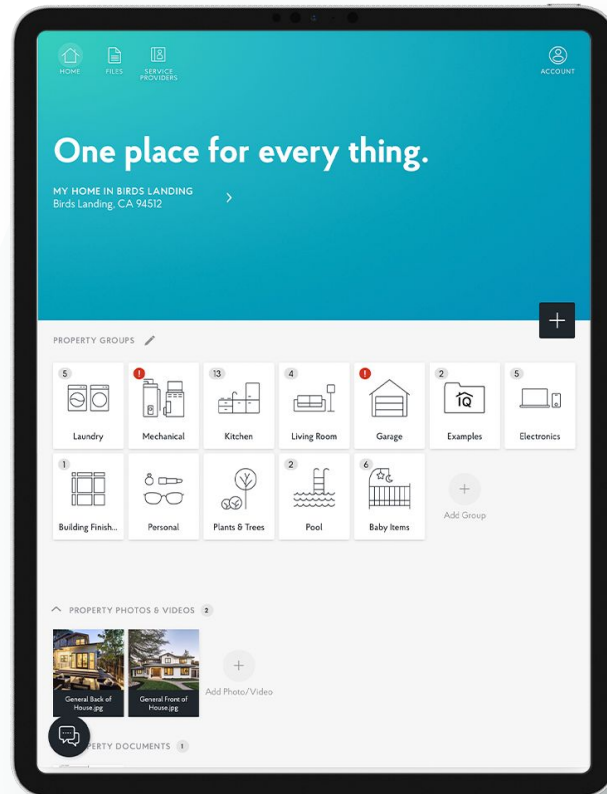
4880 11 / 20 780 95476

NEXT

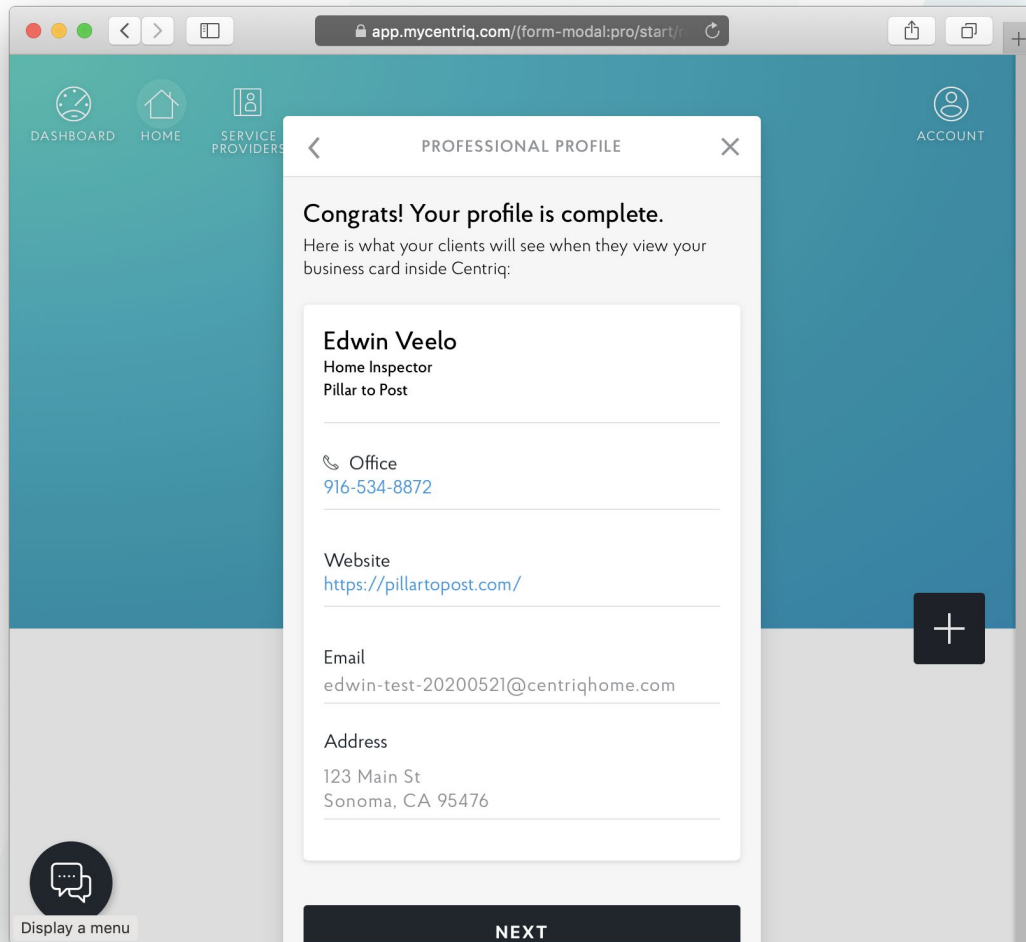
Display a menu

# 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.



Verify that all of the  
information is correct



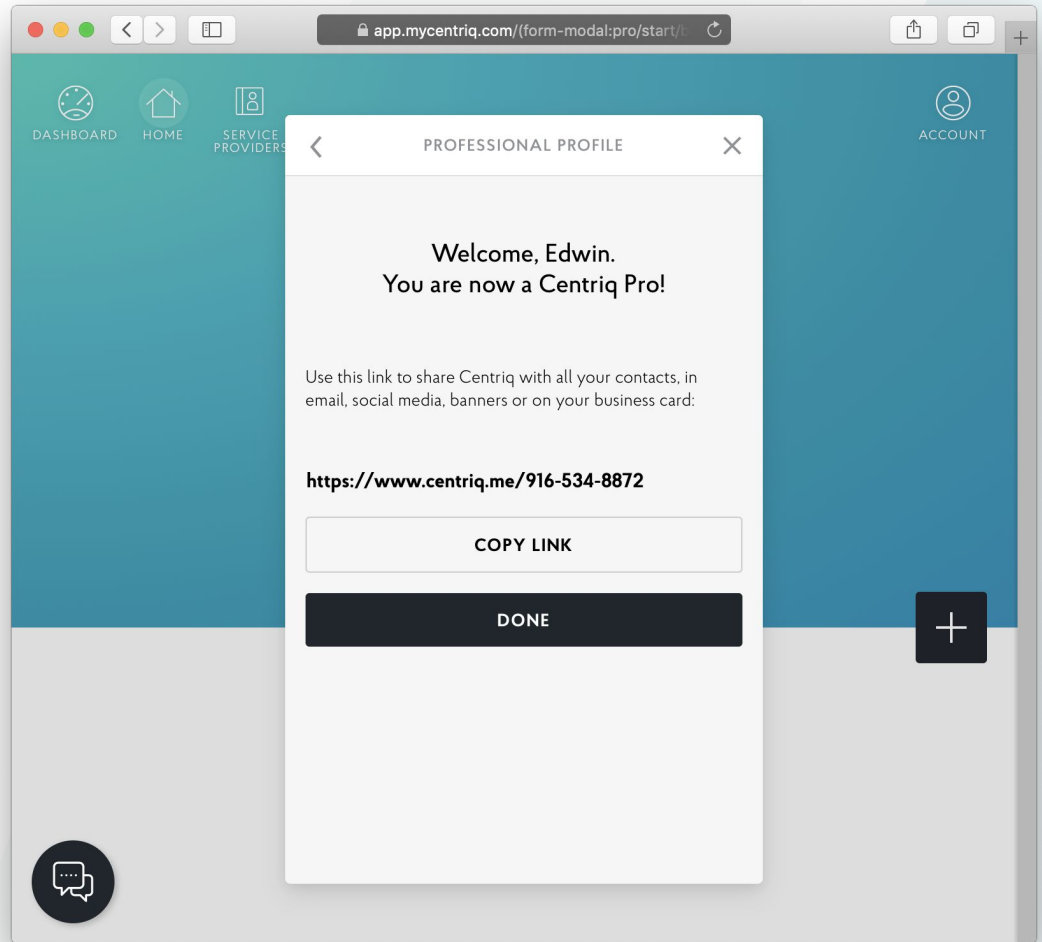
The screenshot shows a web browser window with the URL `app.mycentriq.com/(form-modal:pro/start/)`. The browser's address bar and navigation buttons are visible at the top. The page has a teal header with navigation icons for DASHBOARD, HOME, SERVICE PROVIDERS, and ACCOUNT. A modal window titled "PROFESSIONAL PROFILE" is open, displaying a confirmation message: "Congrats! Your profile is complete." Below this, it states: "Here is what your clients will see when they view your business card inside Centriq:". The business card preview shows the following information:

- Edwin Veelo**  
Home Inspector  
Pillar to Post
- Office: [916-534-8872](tel:916-534-8872)
- Website: <https://pillartopost.com/>
- Email: [edwin-test-20200521@centriqhome.com](mailto:edwin-test-20200521@centriqhome.com)
- Address: 123 Main St, Sonoma, CA 95476

At the bottom of the modal, there is a "NEXT" button. In the bottom left corner of the browser window, there is a "Display a menu" button with a speech bubble icon. A dark square button with a white plus sign is located on the right side of the modal.

Click Done!

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



# 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.**



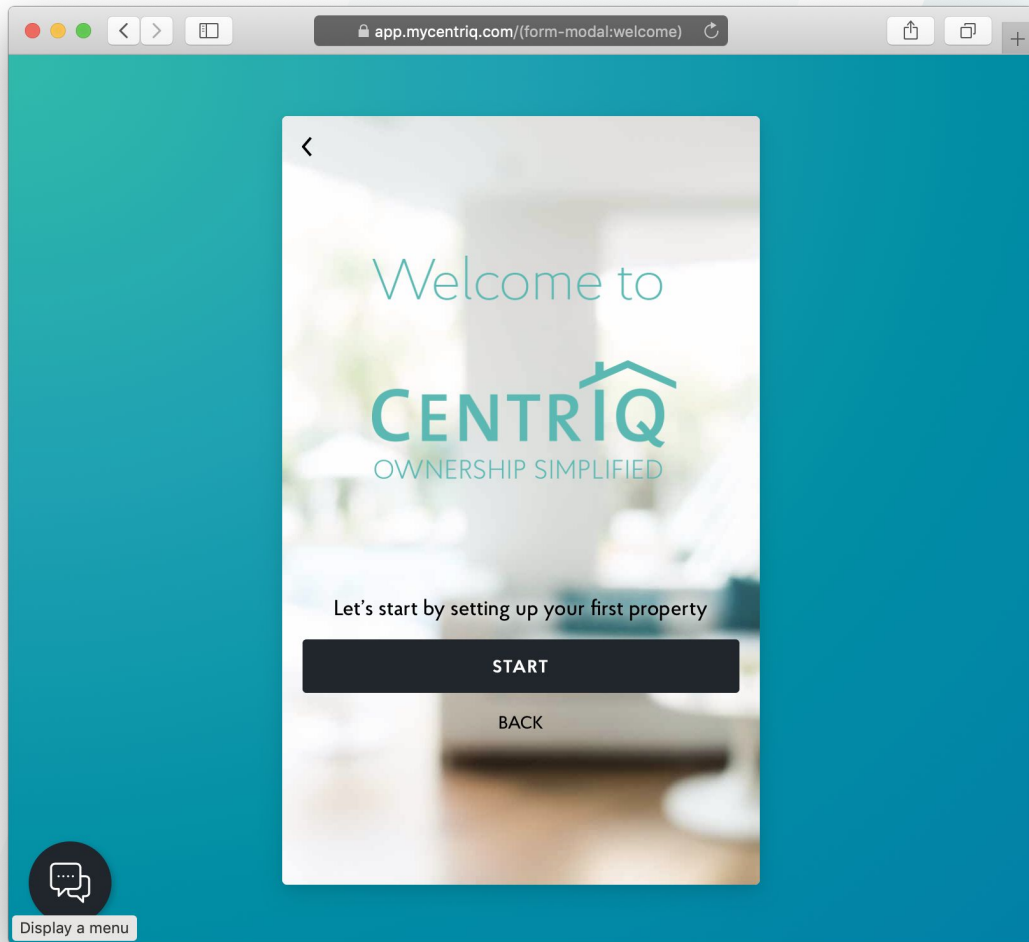
# Next Configure your Account

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

Click Start.

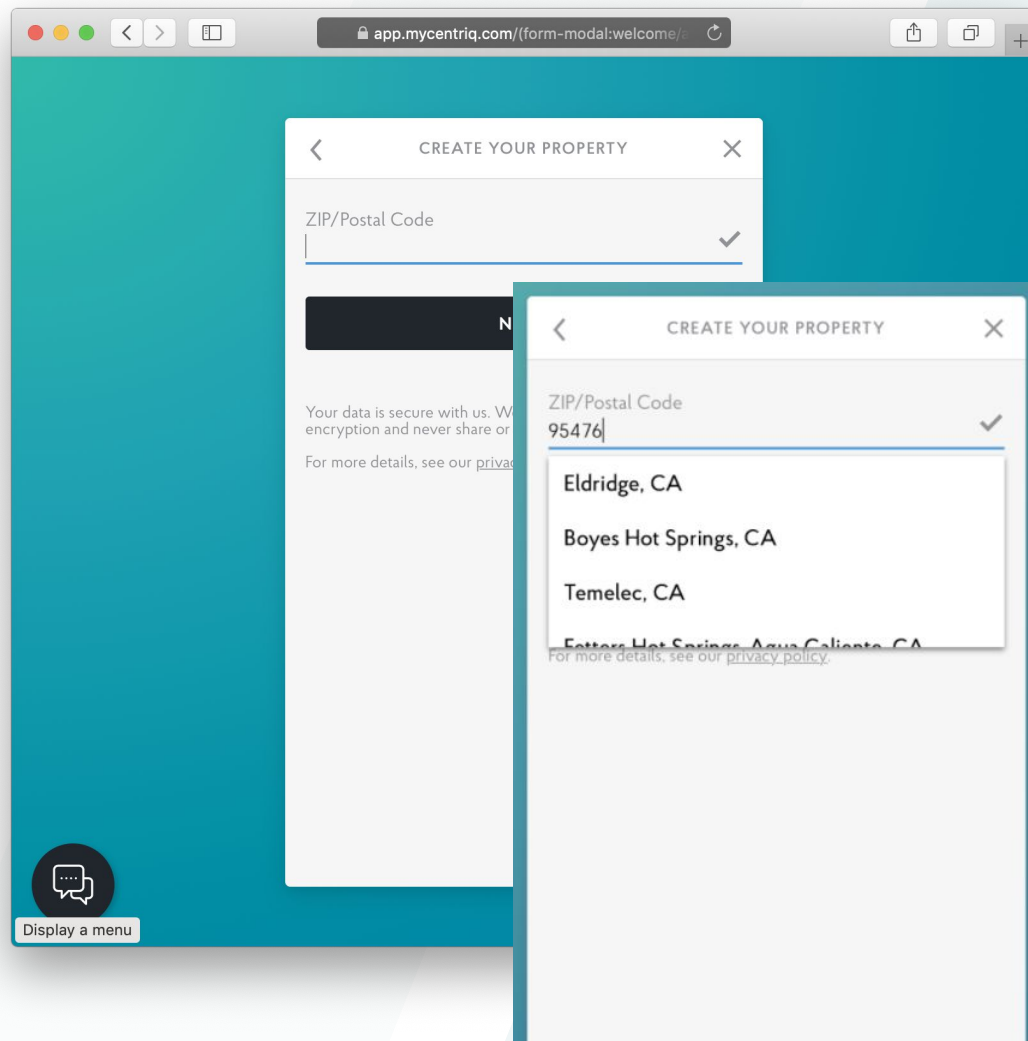
You must have at least one property in the account.

This is not a prompt to start over.



Enter your zip code.

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



app.mycentriq.com/(form-modal:welcome/)

CREATE YOUR PROPERTY

ZIP/Postal Code

95476

Eldridge, CA

Boyes Hot Springs, CA

Temelec, CA

Fattoria Hot Springs, Agua Caliente, CA

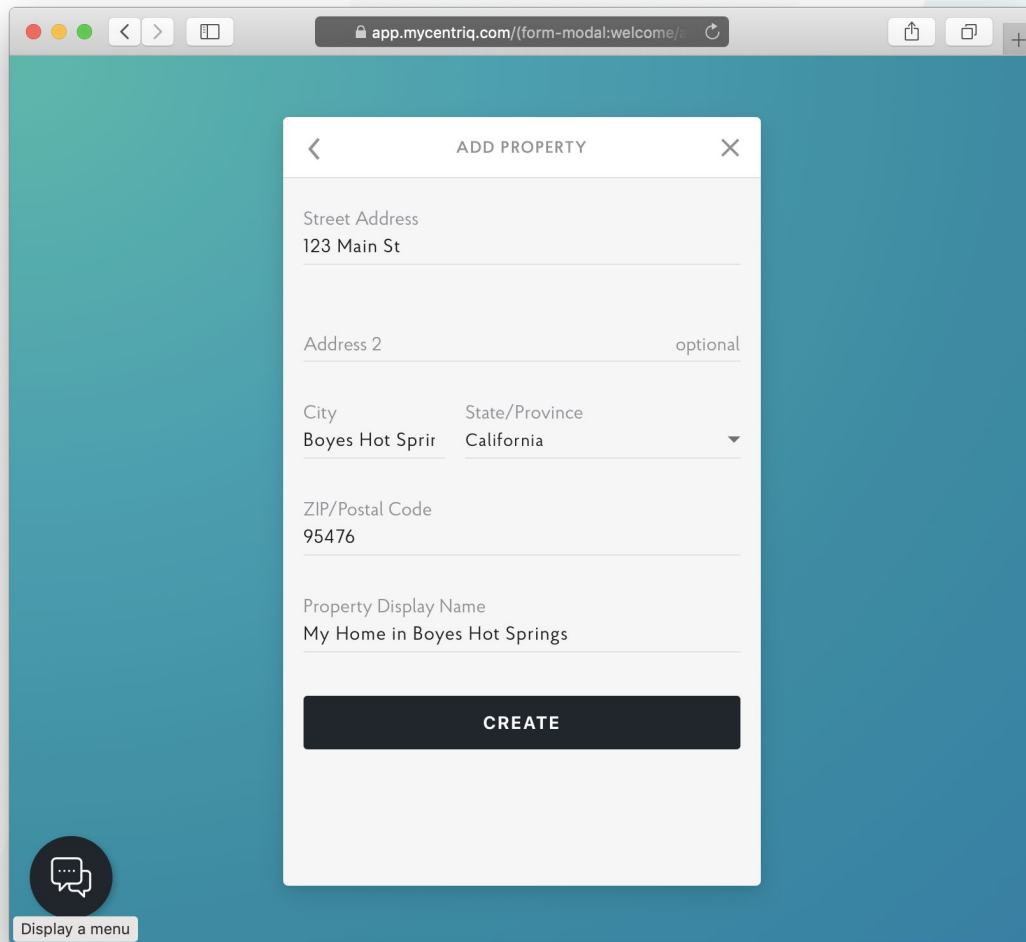
Your data is secure with us. We use encryption and never share or sell your data.

For more details, see our [privacy policy](#).

Display a menu

Complete your address.

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



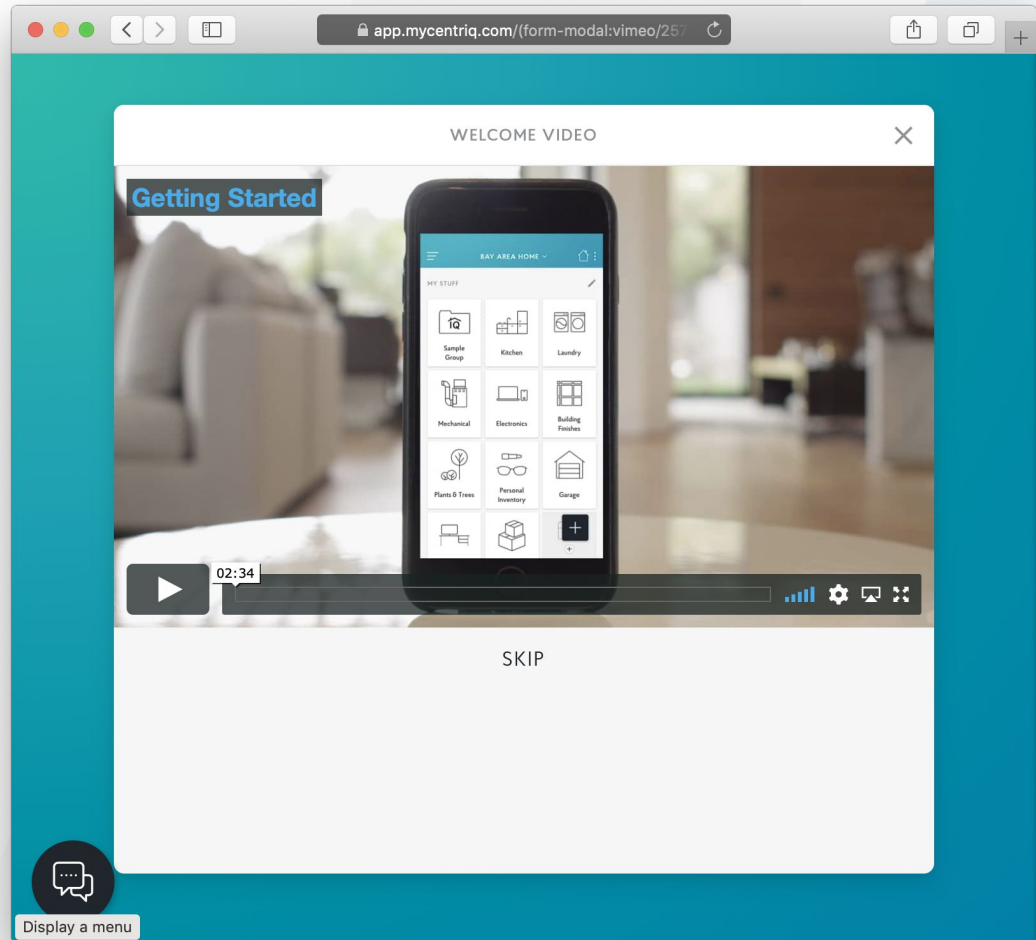
The screenshot shows a web browser window with the URL `app.mycentriq.com/(form-modal:welcome/)`. The browser's address bar includes navigation buttons (back, forward, home) and a refresh button. The page content is a modal form titled "ADD PROPERTY" with a close button (X) in the top right corner. The form contains the following fields:

- Street Address:** 123 Main St
- Address 2:** optional
- City:** Boyes Hot Sprir
- State/Province:** California (with a dropdown arrow)
- ZIP/Postal Code:** 95476
- Property Display Name:** My Home in Boyes Hot Springs

At the bottom of the form is a large black button labeled "CREATE". In the bottom left corner of the browser window, there is a circular icon with a speech bubble and a "Display a menu" button.

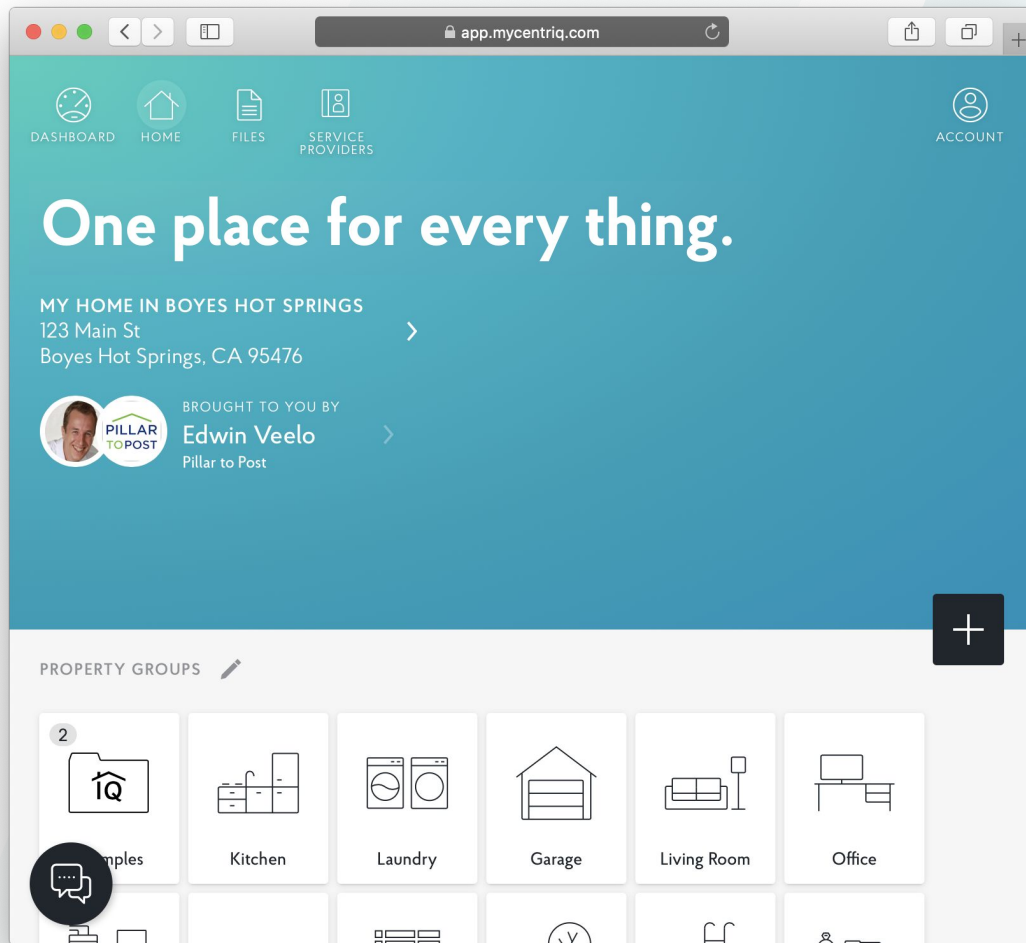
You can skip the intro video.

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

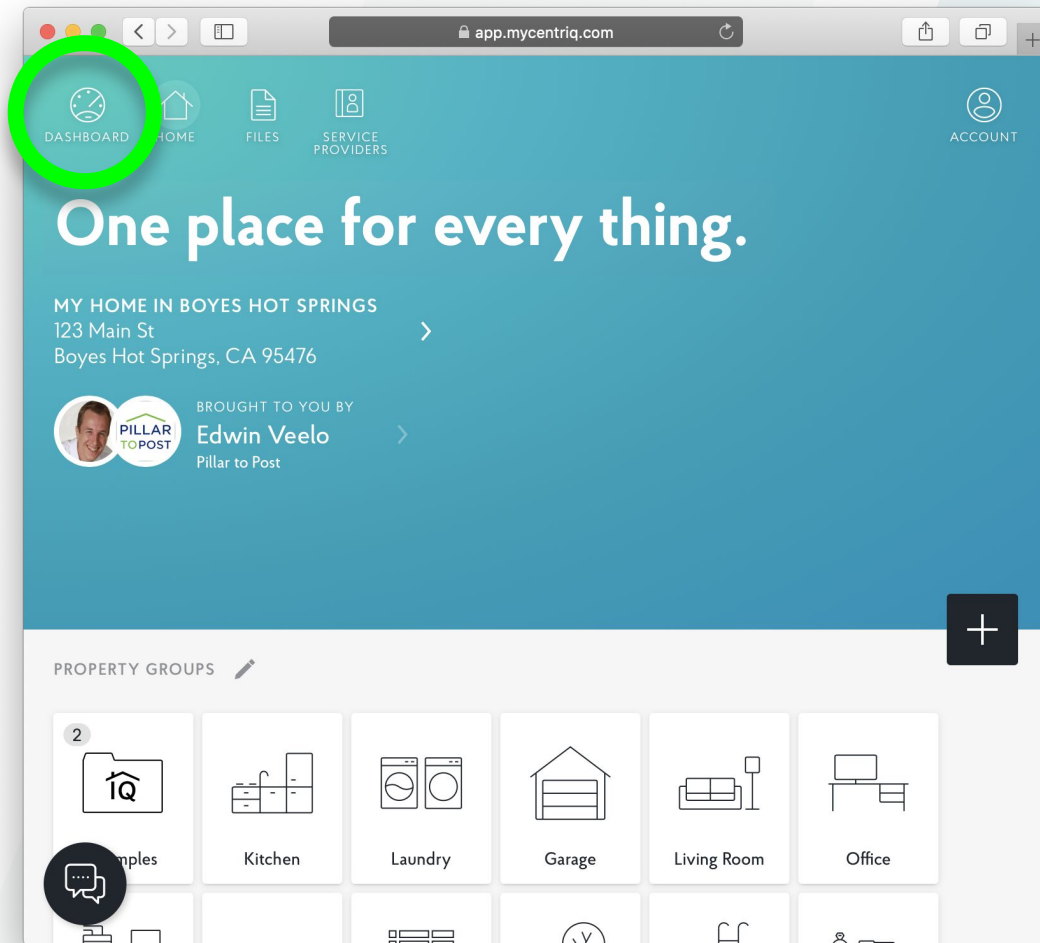


Done and done!

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



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





Lake Grand >



## DASHBOARD PRO

### PROPERTIES

PROPERTY	SENT TO	ITEMS	SENT ON	ACCEPTED	REPORT
<a href="#">123 Second Street</a>	Client One	27	Sep 02		
<a href="#">760 Lake Grand Ave.</a>	Client Two	9	Sep 02		
<a href="#">Home in Schenectady</a>	Susan Smith	0	Sep 02		

1-3 OF 3

ADD PROPERTY

Search



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.





Lake Grand >



## DASHBOARD PRO

### PROPERTIES

PROPERTY	SENT TO	ITEMS	SENT ON	ACCEPTED	REPORT
<a href="#">123 Second Street</a>	Client One	27	Sep		
<a href="#">760 Lake Grand Ave.</a>	Client Two	9	Sep 02		
<a href="#">Home in Schenectady</a>	Susan Smith	0	Sep 02		

1-3 OF 3

ADD PROPERTY

Search



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](#)

Links to completed recall reports.



Lake Grand >



## DASHBOARD PRO

Search

### PROPERTIES

PROPERTY	SENT TO	ITEMS	SENT ON	ACCEPTED	REPORT
<a href="#">123 Second Street</a>	Client One	27	Sep 02		
<a href="#">760 Lake Grand Ave.</a>	Client Two	9	Sep 02		
<a href="#">Home in Schenectady</a>	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](#)

Make edits as needed.



Lake Grand >



## DASHBOARD PRO

Search

### PROPERTIES

PROPERTY	SENT TO	ITEMS	SENT ON	ACCEPTED	REPORT
<a href="#">123 Second Street</a>	Client One	27	Sep 02		
<a href="#">760 Lake Grand Ave.</a>	Client Two	9	Sep 02		
<a href="#">Home in Schenectady</a>	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](#)

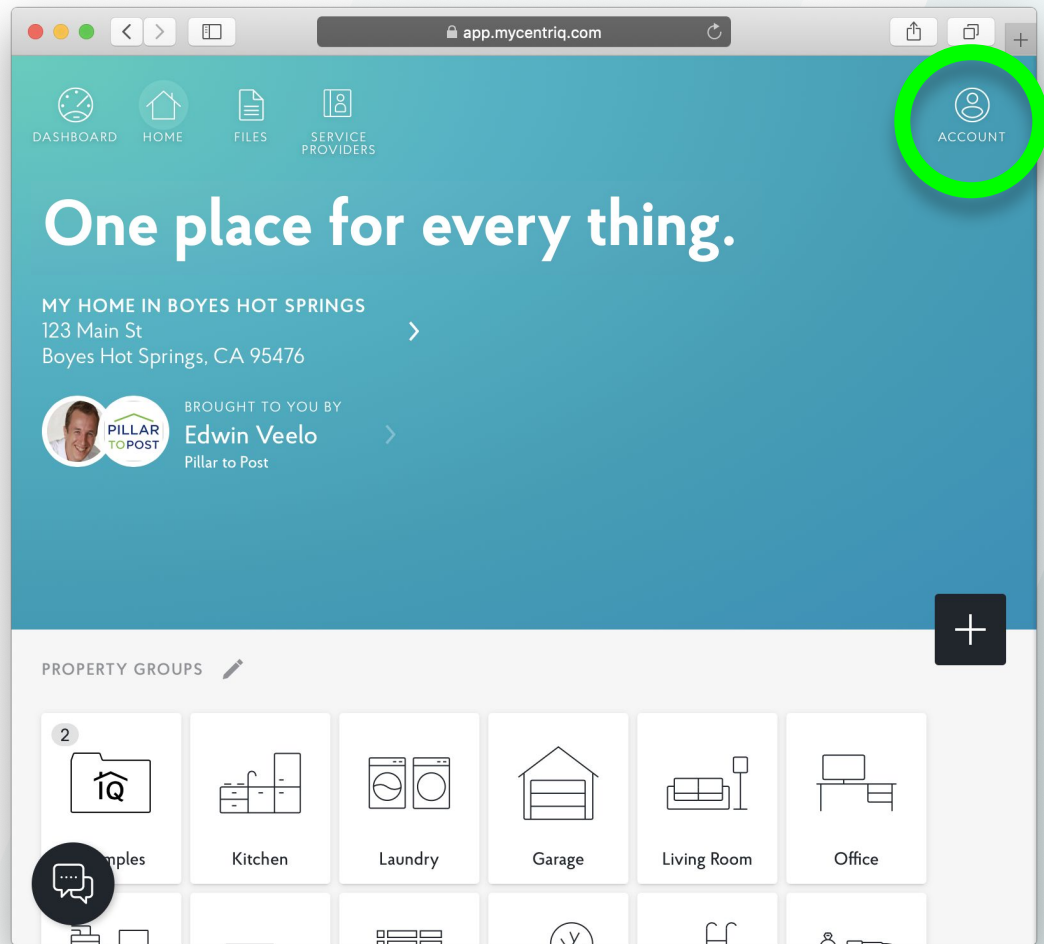
[Request Binder Inserts \(client flyers\)](#)

[FAQ](#)

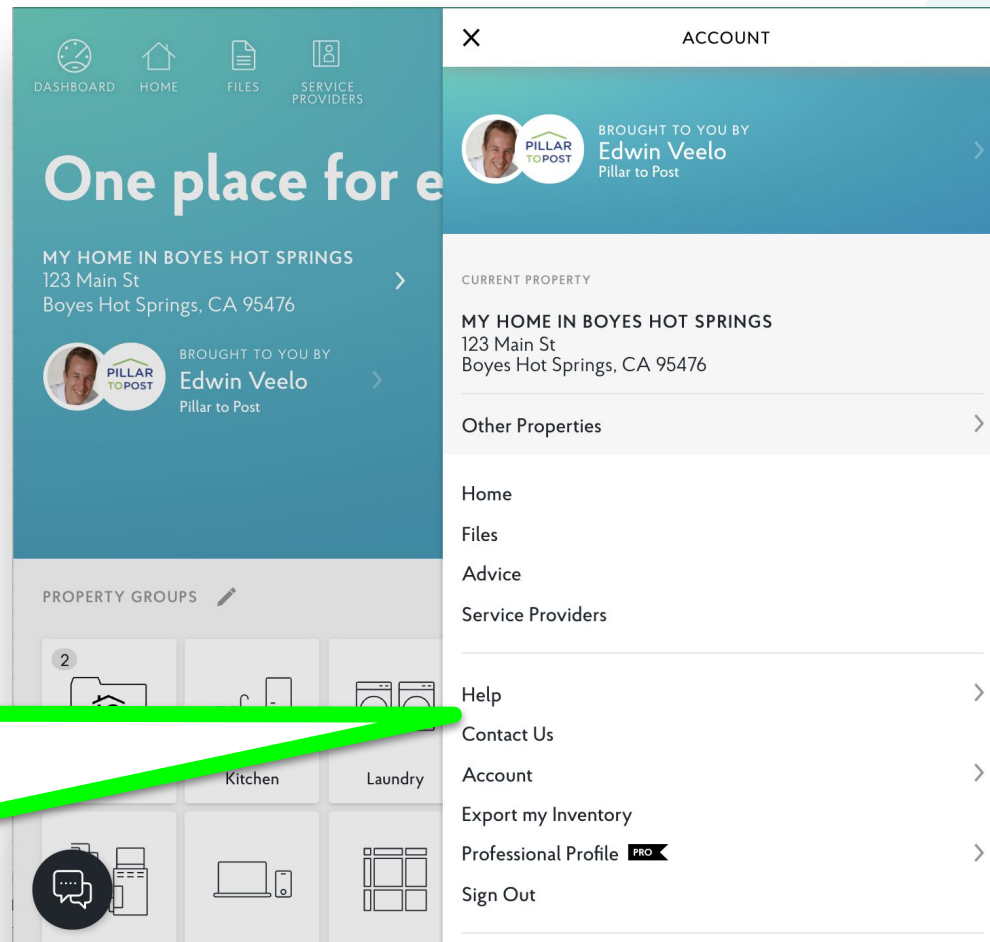
Access help and resources.

You can find more help  
and information under the  
menu

Click **Account** to open the  
menu.



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



Use Centriq on any device

### Minor Differences:

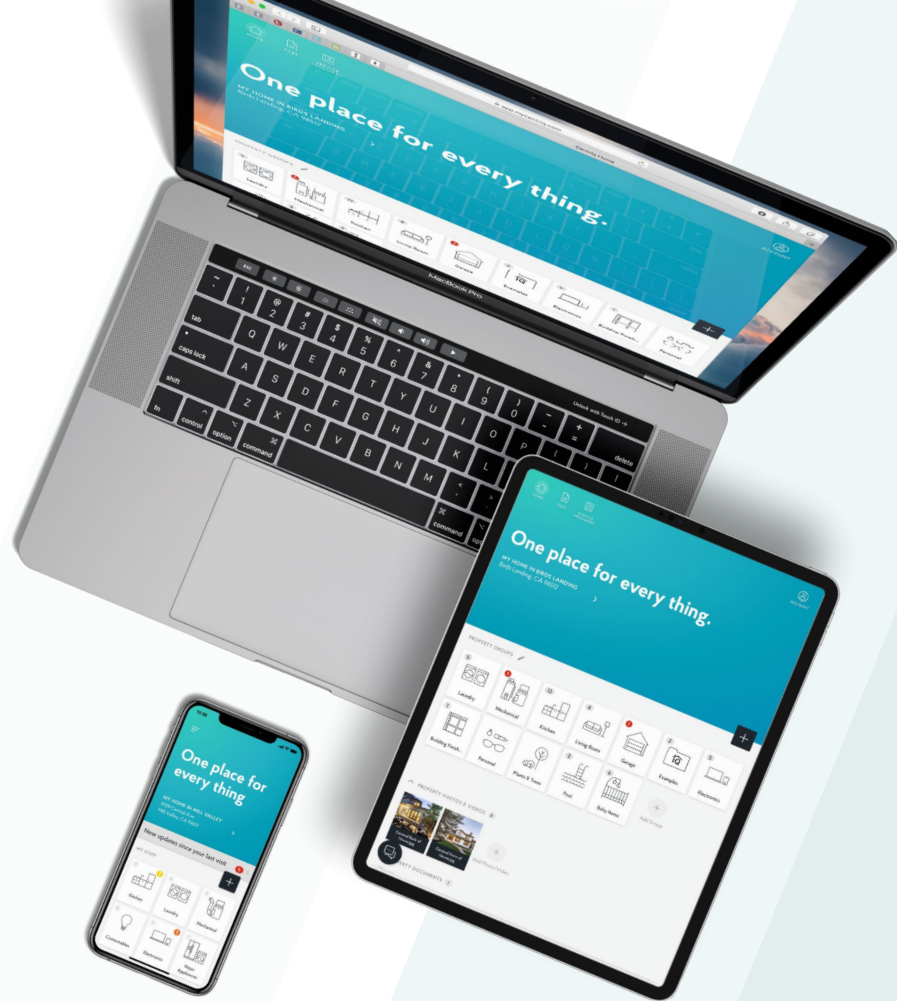
**Mobile** app: Multi image upload

**Web** app: Access to recall reports



Use Centriq on any device.

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





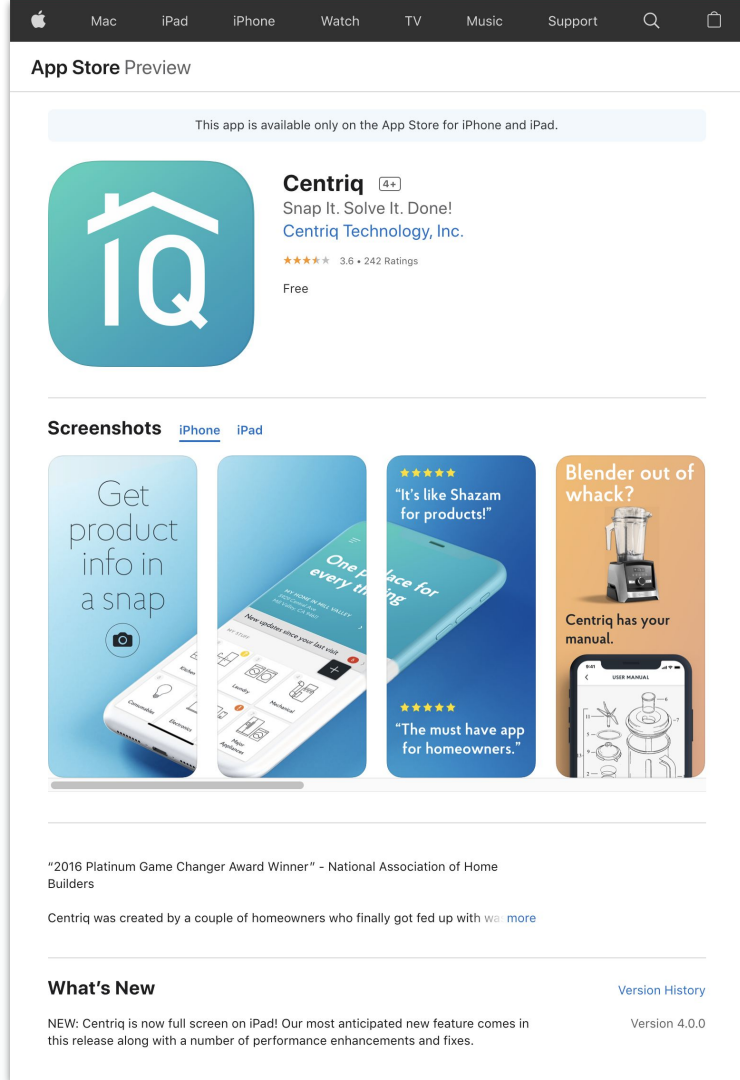
You signed up on the web app.

Now [download Centriq](#) from the Apple App Store.

You are using the same app as HomeOwners



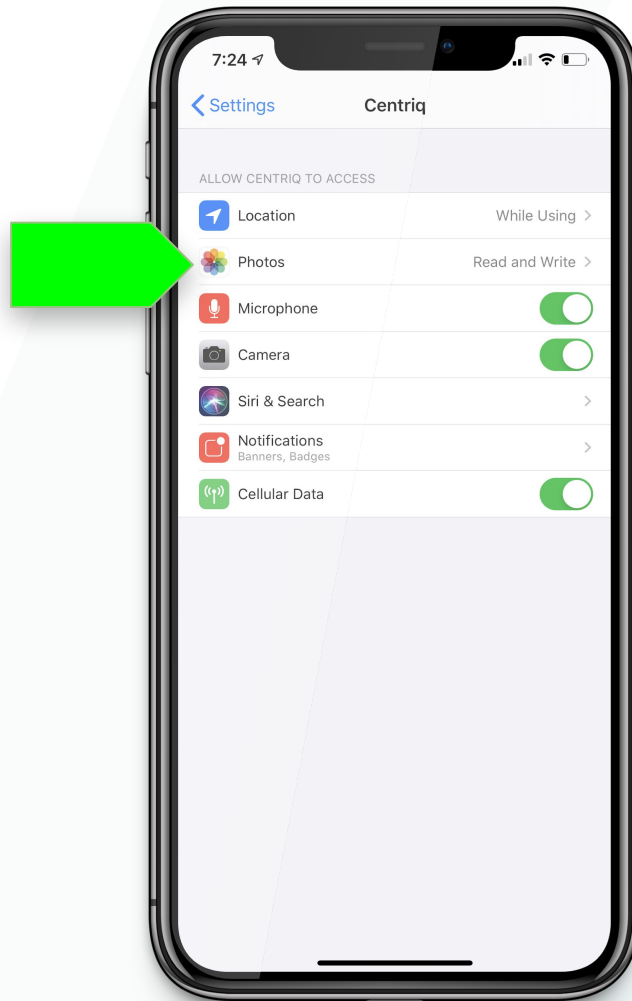
You can get the mobile app now,  
iPhone or iPad or Android





Grant access to your device location, photos and camera.

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

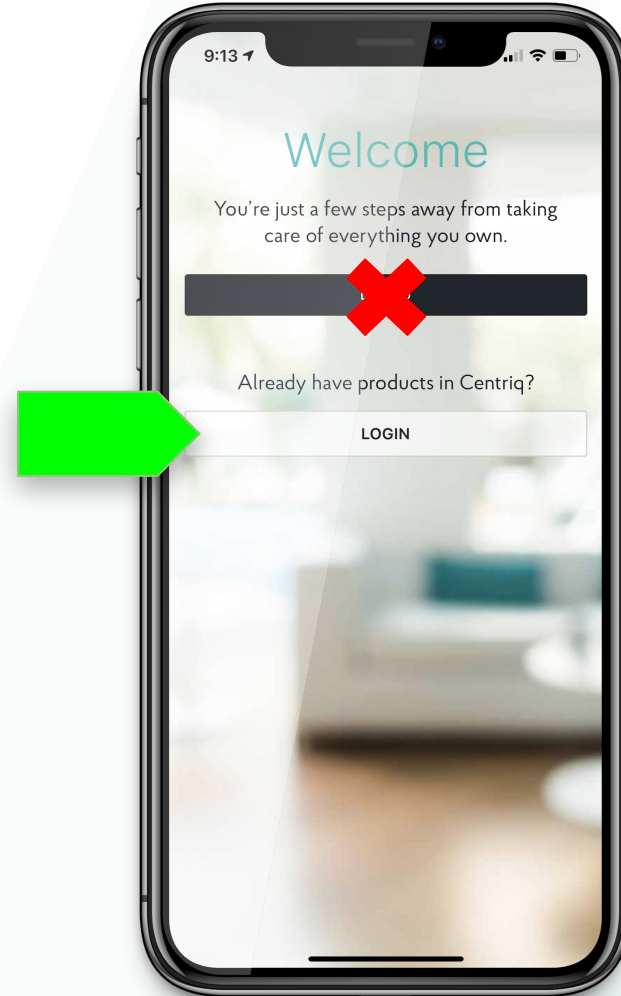


When you open the app you see 4 intro screens. Scroll past them to get to the Welcome.

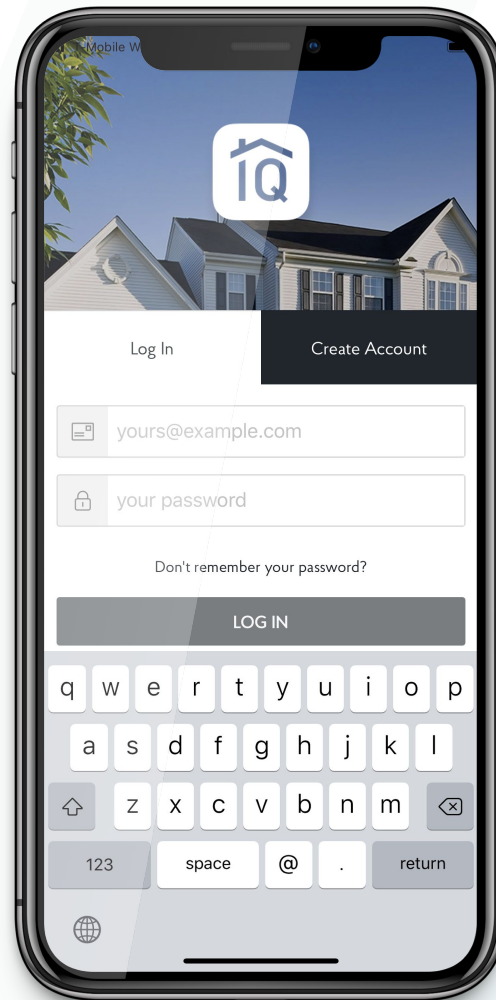


## Select Log In

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

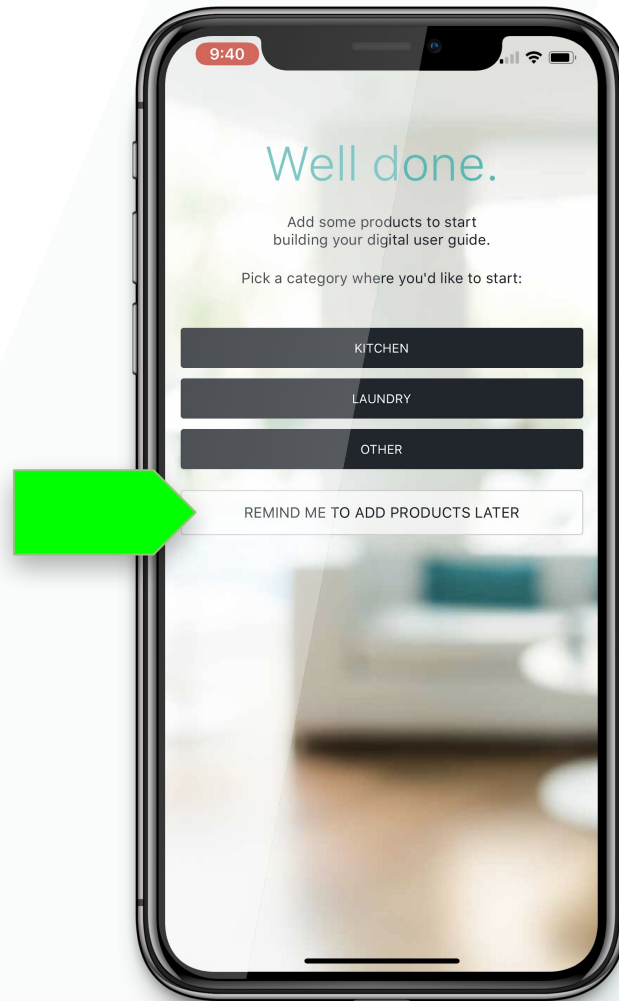


Sign in with the email  
you used to create your  
account

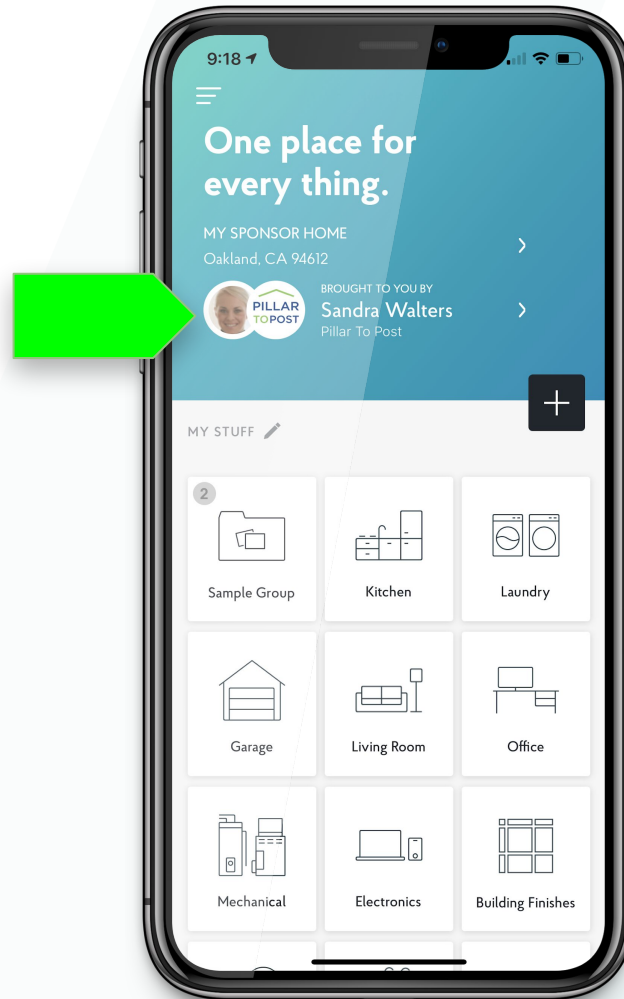


After initial login on mobile you may be prompted to add items.

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



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



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

Then go to the

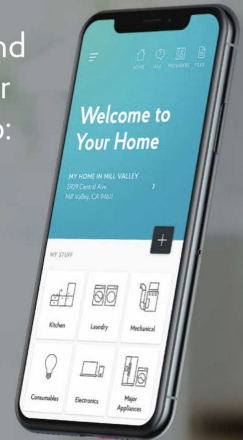
**NEXT SLIDE**



## The best app for your home and everything in it.

Everything in this binder and  
so much more is waiting for  
you in the free Centriq app:

- This inspection report
- Manuals for your appliances and systems
- Maintenance Reminders
- Safety recall monitoring
- Easy access to all replacement parts
- How-to videos for the things you own
- And more



“I’m VERY impressed with this  
appl! It made deciding which  
home to buy a much more  
informed decision. 🏡👍”



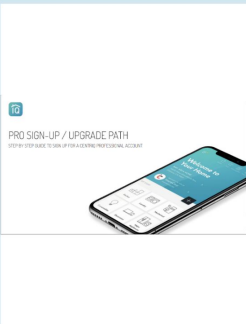
myCentriq.com

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

Then go to the




## Resources



**PRO SIGN-UP / UPGRADE PATH**  
OPTION: EXPLORE TO SIGN UP FOR A NEW PROFESSIONAL ACCOUNT

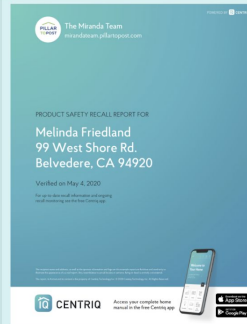
**Sign Up Instructions**  
 Click to download.



**HOME INSPECTOR QUICKSTART GUIDE**

1. If you don't have a Centriq Pro account yet, sign up and complete your professional profile in [myCentriq app](#).
2. Before you start your inspection, create a new property.
3. During your inspection, add the appliances and systems to Centriq.
4. After inspection is complete, you can also do follow-up work.
5. See next page.

**Quick Start Guide**  
**Detailed Onboarding Guide**  
**Offline Workflow**

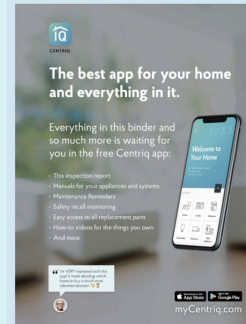


**The Miranda Team**  
[mirandateam@belltop.com](#)

**PRODUCT SAFETY RECALL REPORT FOR**  
**Melinda Friedland**  
 99 West Shore Rd.  
 Belvedere, CA 94920

Verified on May 4, 2020

**Sample Property Report**  
**Benefit to Your Business**



**The best app for your home and everything in it.**

Everything in this binder and so much more is waiting for you in the free Centriq app.

- This inspection report
- Manuals for your appliances and systems
- Maintenance Reminders
- Safety recall monitoring
- Easy access to all replacement parts
- How-to videos for the things you own
- And more...

**Binder Insert**  
 Click to open the request form.  
 Inserts are FREE to you. Just tell Centriq where to send them.

**Download Example**

## Frequently Asked Questions

### — What is the inspector workflow?

1. The inspector populates the Centriq account with the nameplate photos captured during the inspection.
2. The inspector transfers the Centriq account to the client by using the in app transfer feature and sending it to the client's email.



[Click here now](#) to download  
your Detailed Guide

Then go to the

**NEXT SLIDE**

Pillar to Post  
Centriq  
Onboarding





# 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**

Thank you!!!

Contact Us any time  
(415) 967-3993 (call or text)

**support@mycentriq.com**