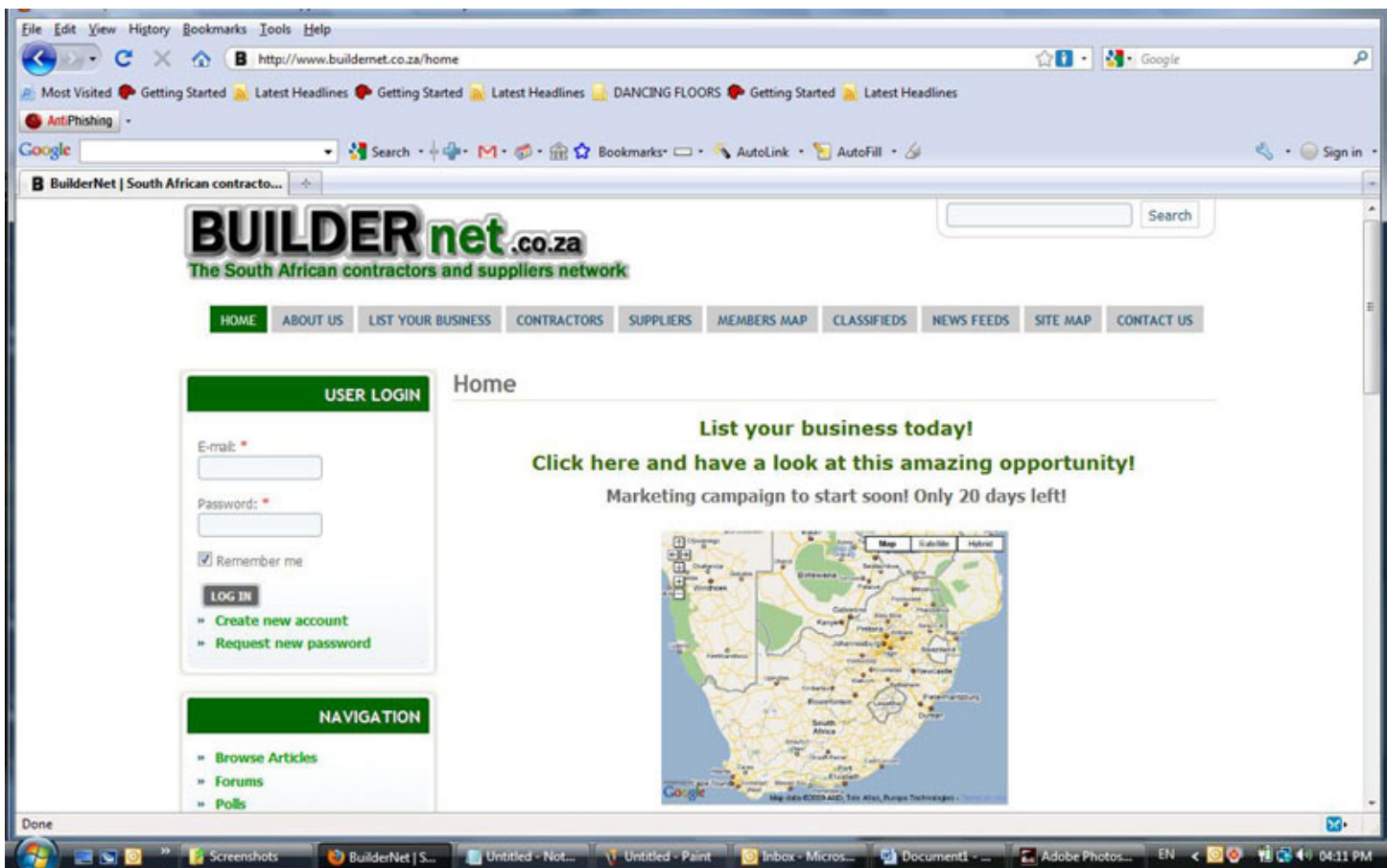


A quick overview on how to create a profile as a Contractor or supplier:

1. In the user login box – click Create new account.
2. Choose which type of account you wish to create. Normal user; Contractor or Supplier.
3. Provide your e-mail address, agree with our terms of use, enter the image code and click on "create new account"
4. You will receive a confirmation e-mail to confirm that you want to create a new account. This is used as a measure to protect us and you from unsolicited mail.
5. Click on the link in the confirmation e-mail which will take you back to the site.
6. Now you can create your own password and use it with your username given to login.



7. After login use the navigation window displaying your username to edit and manage your profile.
8. The menu items allows you the following:

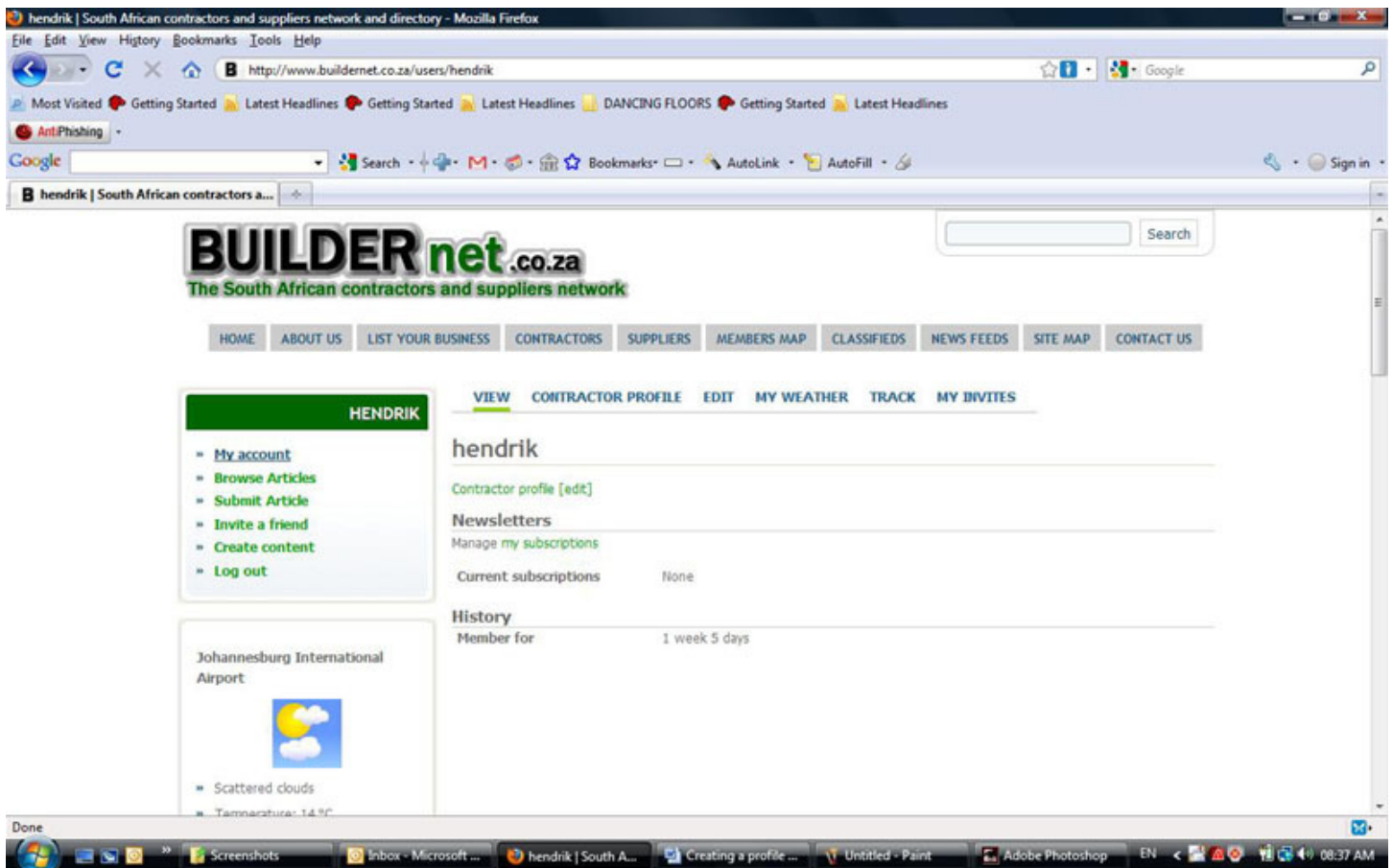
My account – Create your profile by choosing either supplier or contractor profile and complete your detail.

- Contractor/Supplier profile: Edit and manage your profile
- Edit: Change account detail such as e-mail address, password, personal information and upload personal pic
- My Weather: Choose your local weather which will display when logged in.
- Track and My Invites: Manage and track the people you've invited to the site.

Submit Article – Submit articles you have written to the site – subject to moderation.

Invite a friend – Invite other contractors, suppliers and service providers with whom you have a business or personal relationship to join the site. (Use the track function to see who joined)

Create content – Place classified ads, View or edit your profile, Forums will only be made available at a later stage.



If you have any questions please feel free to contact me at any time.

If you want us to create the profile on your behalf, create an account for us to link the information to and simply e-mail me all your company detail, with pictures, and a company logo, and we will let you know when it's been done.

Kind regards,

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