

Northern Kentucky University Planroom

Registration Instructions for Contractors and Vendors

How to Set up New Company and Contact Information



Lynn Imaging 11460 Bluegrass Parkway Louisville, KY 40299 Ph (502) 499-8400 Fax (502) 499-0022 Iynn8@lynnimaging.com

How to Create a New Company

Click "Register Here"

NORTHERN KENTUCKY		
Digital Planroom		
Planroom Options NKU Home Digital Planroom Home Public Jobs Private Jobs (with password) Calendar Log In Additional Planrooms Main Purchasing	Log In User Name: Password:	Log In
Version 6.0.5.47	Forgot Your F Enter your User Name to	Password? receive your password.
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	Register	

earch your company to confirm not in database

NORTHERN KENTUCKY	
Planroom Options <u>NKU Home</u> Digital Planroom Home	Company Search
Public Jobs Private Jobs (with password) Calendar Log In Additional Planrooms Main	 Steps to creating a login: Search to verify if your company exists. The search results are limited to 5 record(s). If your company does not exist, you can click on 'Create New Company'. The first user added to a new company will become the conto step 3. Click on the company name. You will be shown the company administrators' names. Contact the company administrator to have an account created.
Version 6.0.5.47	Note: If your company administrator is no longer employed at your company, please call Northern Kentucky University at (502) 499-8400 t Company Name: Search

Digital Planroom	
NKU Home Digital Plannoom Home	Company Search
Public Jobs Private Jobs (with password) Calendar	Contact the company administrator to have an account created. If your company administrator is no longer employed at your com-
	Listed below are the company administrators for Lynn Imaging.
Additional Planrooms	Name: David Goad
Purchasing	Title: Email: <u>distribution@lynnimaging.com</u>
	Name: Dawn George
	Title: Distribution Manager

If your company is in the database, click on it and you will see a list of contacts who can add your contact information. If you do not see your company listed, click Create New Company and follow the steps.

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- Fill Out all required (*) information. 1
- Click "Next". 2

3 You will be directed to enter your "**Contact Information**". FYI: Choose a trade or CSI code. Once your register, you can edit your company info to include more codes and trades to ensure you receive all Posting Notifications through email.

Create New Co	Create New Contact			
Contact Information	Contact Information (* means required)			
Search for Companies	Search			
Company*	Lynn Imaging (Louisville)			
Locations*	Main Location			
	If the desired location is not in the list, click <u>here</u> to add it.			
Title				
First Name*				
Last Name*				
Email*				
User Name*				
Password*				
Confirm Password*				
Security Role*	Basic User 💌			
Direct Phone/ Extension				
Mobile				
_				
I want to receive site Newsletters				
Send notification to require				
account activation				
Create Contact Car	Create Contact Cancel			

- 1. Fill out all required information
- 2. **User Name**—Enter a User Name that you would like to use for the future. It does not need to be any specific length or combination of letters and numbers.
- 3. **Password**—Enter a Password that you will remember for the future. It does not need to be any specific length or combination of letters and numbers.
- 4. Click the box by "Notify", if you would like to be notified of all Construction Postings posted on the Digital Planroom. To confirm, enter security code listed in the box below.
- 5. Click "Finish" and you have completed the steps for setting up your company information, contact information and your own User Name and Password.