



# 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**  
**lynn8@lynnimaging.com**

# How to Create a New Company

Click “Register Here”

The screenshot displays the NKU Digital Planroom interface. At the top left is the NKU logo and the text "NORTHERN KENTUCKY UNIVERSITY". Below this is a black header with "Digital Planroom" in white. A sidebar on the left contains a "Planroom Options" menu with links for "NKU Home", "Digital Planroom Home", "Public Jobs", "Private Jobs (with password)", "Calendar", and "Log In". Below the menu is an "Additional Planrooms" section with links for "Main" and "Purchasing", and a "Version 6.0.5.47" label. The main content area features a "Log In" section with input fields for "User Name:" and "Password:", a "Remember me" checkbox, and a "Log In" button. Below the login section are three boxes: "Forgot Your Password?" with a "Submit" button, "Forgot Your User Name?" with a "Submit" button, and "New User?" with a prominent "Register Here" button.

**NKU** NORTHERN KENTUCKY UNIVERSITY

**Digital Planroom**

**Planroom Options**

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**Additional Planrooms**

[Main](#)  
[Purchasing](#)

**Version 6.0.5.47**

**Log In**  
User Name:   
Password:   
 Remember me.

**Forgot Your Password?**  
Enter your User Name to receive your password.  
Username:

**Forgot Your User Name?**  
Enter the email address you registered with to retrieve it.

**New User?**

# Search your company to confirm not in database

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## Company Search

Steps to creating a login:

1. Search to verify if your company exists. The search results are limited to 5 record(s).
2. If your company does not exist, you can click on 'Create New Company'. The first user added to a new company will become the company administrator.
3. Click on the company name.
4. You will be shown the company administrators' names.
5. Contact the company administrator to have an account created.

Note: If your company administrator is no longer employed at your company, please call Northern Kentucky University at (502) 499-8400 to request a new administrator.

Company Name:

**NKU** NORTHERN KENTUCKY UNIVERSITY  
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## Company Search

Contact the company administrator to have an account created.  
If your company administrator is no longer employed at your company, please call Northern Kentucky University at (502) 499-8400 to request a new administrator.

Listed below are the company administrators for Lynn Imaging.

**Name:** David Goad  
**Title:**  
**Email:** [distribution@lynnimaging.com](mailto:distribution@lynnimaging.com)

**Name:** Dawn George  
**Title:** Distribution Manager  
**Email:** [dgeorge@lynnimaging.com](mailto:dgeorge@lynnimaging.com)

*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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## New Company Signup

### Step 1: Company Information

Company Information (\* means required)

Name\*   
 Website URL

Classifications (Choose all that apply)  
 MBE  
 WBE  
 Union  
 VBE  
 None

Notes

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Location (\* means required)

Company Location\*   
(if different than Company Name above)

Company Email   
 Company Phone\*   
 Company Fax\*

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Billing/Mailing Address

Address\*   
 Address 2   
 State\*   
 City\*   
 Check to Add your City

Zip\*

Shipping Address (No P.O Boxes!)

Address\*   
 Address 2   
 State\*   
 City\*   
 Check to Add your City

Zip\*

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CSI Codes

- 00001 - Construction Manager

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Selected CSI Codes

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Shipping Accounts

Company Name	Account Number
<input type="checkbox"/> UPS	<input type="text"/>
<input type="checkbox"/> Federal Express	<input type="text"/>

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

Contact Information (\* means required)

Search for Companies

Company\*

Locations\*  Main Location  
If the desired location is not in the list, click [here](#) to add it.

Title

First Name\*

Last Name\*

Email\*

User Name\*

Password\*

Confirm Password\*

Security Role\*

Direct Phone/  
Extension

Mobile

I want to receive Bid Invitations

I want to receive site Newsletters

Send notification to require account activation

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.