Northern Kentucky University Planroom

Registration Instructions for Contractors and Vendors

How to Set up New Company and Contact Information

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How to Create a New Company

Click “Register Here”
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.
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.
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.