

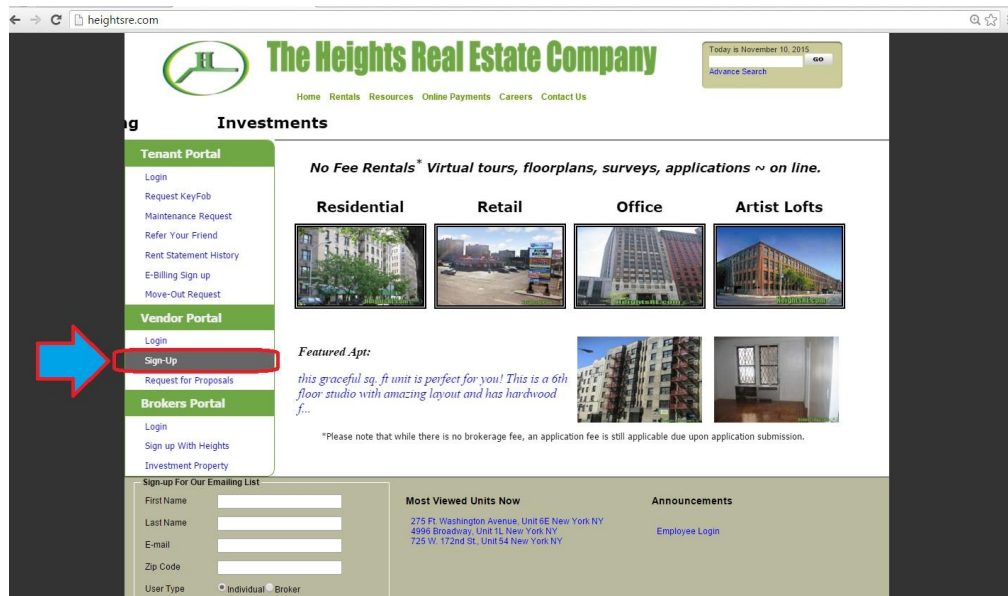
The Heights Real Estate Company: Vendor Training Manual – Section #1 : **Vendor Account and Sign up Process**

Dear Vendor,

Please follow the walkthrough and picture sequence below as a guide to the Heights Vendor account set up process.

1) Go to **Heightsre.com** website and click on the option on the left-side menu for Vendors that says "Sign up" You will only need to go through the sign up process once.

This processing method will speed up your invoice processing time between 10 days and 2 weeks.



2) After you click on the option you will be taken to this window. Fill out and complete the online form. You have the option to create more than one company contact.

Dear Prospective Vendor:
Join Heights Real Estate's Vendor List and have an opportunity to bid on all types of Requests for Proposals ranging from construction, carpentry, plumbing to administrative such consulting, accounting, engineering and more. Please take a few moments to enter your Company information and then enter the key members of your team and how we would contact them.

Thank you and looking forward to the possibility of working with you!

New Vendor Sign-Up Form

Please check if you are Broker Broker

*Company Name: <input type="text"/>	Tax ID#: <input type="text"/>
*Type of Business: <input type="text"/>	Type of Entity: <input type="text" value="LLC"/>
*Year Business Started: <input type="text"/>	Company Logo: <input type="button" value="Upload Logo"/>
*Address 1: <input type="text"/>	*City: <input type="text"/>
Address 2: <input type="text"/>	*State: <input type="text"/>
Cross Street: <input type="text"/>	*Zip: <input type="text"/>
*Main Teif: <input type="text"/>	Website: <input type="text"/>
*Fax #: <input type="text"/>	# Employees: <input type="text"/>
*Main E-Mail Address: <input type="text"/>	
*Service CATEGORY: <input type="text"/>	

*Description of your Services:

Geographic Location:

<input type="checkbox"/> Nationwide	<input type="checkbox"/> NY	<input type="checkbox"/> ithaca	<input type="checkbox"/> utica	<input type="checkbox"/> memphis
<input type="checkbox"/> CT	<input type="checkbox"/> albany	<input type="checkbox"/> jersey	<input type="checkbox"/> watertown	<input type="checkbox"/> nashville
<input type="checkbox"/> eastern CT	<input type="checkbox"/> binghamton	<input type="checkbox"/> long island	<input type="checkbox"/> westchester	<input type="checkbox"/> tri-cities
<input type="checkbox"/> fairfield	<input type="checkbox"/> bronx	<input type="checkbox"/> manhattan	<input type="checkbox"/> PA	<input type="checkbox"/> VA
<input type="checkbox"/> hartford	<input type="checkbox"/> brooklyn	<input type="checkbox"/> New Haven	<input type="checkbox"/> lehigh valley	<input type="checkbox"/> hampton roads
<input type="checkbox"/> northwest CT	<input type="checkbox"/> buffalo	<input type="checkbox"/> plattsburgh-adirondacks	<input type="checkbox"/> philadelphia	
<input type="checkbox"/> MA	<input type="checkbox"/> catskills	<input type="checkbox"/> queens	<input type="checkbox"/> TN	
<input type="checkbox"/> western massachusetts	<input type="checkbox"/> chautauqua	<input type="checkbox"/> rochester	<input type="checkbox"/> chattanooga	
<input type="checkbox"/> MS	<input type="checkbox"/> almiria-corning	<input type="checkbox"/> states island	<input type="checkbox"/> clarkville	
<input type="checkbox"/> jackson	<input type="checkbox"/> hudson valley	<input type="checkbox"/> syracuse	<input type="checkbox"/> knoville	

Fill out and check all the available options that apply. Fields marked with an asterisk must be filled in.

3) When finished filling out, click "Save and Submit"

Geographic Location: eastern CT binghamton long island westchester tri-cities

fairfield bronx manhattan PA VA hampton roads

hartford brooklyn New Haven lehigh valley philadelphia

northwest CT buffalo plattsburgh-adirondacks TN

MA catskills queens chattanooga

western massachusetts chautauqua rochester clarkville

MS almiria-corning states island knoville

jackson hudson valley syracuse

Upload your Biochure:

Please be sure to **at least Enter one CONTACT person so that we will be able to reach you later.** Enter the information for one contact

Your Personal Contact info (* uncheck here if you want to clear fields)

Vendor Role: <input type="text" value="Please Select"/>	*Company Title: <input type="text"/>
*Last Name: <input type="text"/>	Year Started with Company: <input type="text"/>
*First Name: <input type="text"/>	*City: <input type="text"/>
*Address 1: <input type="text"/>	*State: <input type="text"/>
Address 2: <input type="text"/>	*Zip: <input type="text"/>
Cross Street: <input type="text"/>	Cell Phone: <input type="text"/> Carrier: <input type="text"/>
*Your Direct Teif: <input type="text"/> Ext.: <input type="text"/>	*E-Mail Address: <input type="text"/>
*Fax#: <input type="text"/>	<input type="button" value="Upload Picture of This Person"/> <input type="button" value="Upload Picture"/>
Supervisor: <input type="text" value="None"/>	

Once the contact form is completed you can add in another contact, or Save and submit the current form.

Fill out all the required fields.

4) After registering there will be an email sent to you as well as a link: Click the link - it will go through the sign up registry - for User Account - creating your user account - user name and password. Follow the steps to create your username and password.

5) Signing up with this process allows Heights to set up a Vendor Bid and a Primary Discussion Board that functions as a an electronic workroom for both you and Heights Management to collaborate together more effectively. This speeds up communication, approval for your job, and once approved and completed, you get paid faster.

6) Below, see the email that will be forwarded to you. Click on the link attached.

From: <HeightsRE.com%HEIGHTS_MANAGEMENT_CO.>
Date: Nov 11, 2015 2:46 PM
Subject: Thank you for registering with Heights Management Co.
To: <[REDACTED]>
Cc:

Dear [REDACTED]

Thank you for registering with Heights Management Co!
Here is the registration info you entered.

Company Information
Company Name: Test7 for vendor
Address: 123 23st, NY, NY 10065
Phone: [REDACTED]
Fax: [REDACTED]
E-Mail: [REDACTED]

Please copy following url and paste it to address bar of your browser window to create username/password:
<http://www.heightsre.com/85256DB7004DF883/TestRegForm?openform&email=czhou7777@gmail.com>

Click this link to create username and password.

Contacts Signed up
Test Contact
Name: Zhou Chester
Phone: [REDACTED]
Fax: [REDACTED]
Email: [REDACTED]
Position: test

7) Create your Username and Password at this page:

The screenshot shows a web browser window with the URL www.heightsre.com/85256DB7004DF883/TestRegForm?openform&email=czhou7777@gmail.com. The page title is "Register User". The form contains the following fields and callouts:

- Create User Name:** Callout: "Create username here Only alphanumeric characters are allowed".
- Contact:** Callout: "Enter your company's contact name here." (The field contains "Test7 for vendor").
- Input Password:** Callout: "Input your password here".
- Repeat Password:** Callout: "Repeat the password here".
- E-Mail Address on File:** Callout: "Enter in your email address." (The field contains "[REDACTED]").

8) click on submit and you will be taken to this page:

The screenshot shows the user dashboard for "The Heights Real Estate Company". The page includes a logo, a date "November 11, 2015 Wednesday", and a "Welcome" message. Below the navigation bar, there is a "Your Access List" section with the following items:

- RFP Management APP
- Request for Proposal
- Discussions beta
- My Invoices
- PO Lookup

You have access to 5 options –

RFP Management APP –

Request for Proposal – to upload estimates, bids and other documents

Discussions – Electronic workrooms to assist in collaboration and helping you do the job faster and get paid

My Invoices – the invoice section where you can upload invoices and upon final review and approval, you will be ACH'd your payment.

PO Look up – Search your PO by building #, PO and unit#.

9) Simultaneously, you will be sent an email with your login information.

----- Forwarded message -----
From: "Heights Heights" <Heights_Heights@heightsre.com>
Date: Nov 11, 2015 3:17 PM
Subject: Your Account info at Heightsre.com!
To: <[REDACTED]>
Cc:

Here are your info.
Username : Test7777
Password : 123456

Please click the link below to login:
[Link](#)

Thank you