



# SETTING UP YOUR DRYLINK ACCOUNT

## STEP 1

Go to [www.UseDryLINK.com](http://www.UseDryLINK.com) and click on "Sign Up".

**PHOENIX**

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## SIGN IN

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Please enter your email address and password below.

Email

Password

Keep me signed in [Forgot your password?](#)

**SIGN IN**

Need an account? [Sign Up](#)

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## STEP 2

Enter your email address.

**PHOENIX**

### SIGN UP

1. User Email | 2. User & Company Information | 3. Email Verification | 4. License Agreement

#### User Email

Begin by entering your email.  
If you received an email invite, use the address that received the invitation.

Email

Back to Sign In NEXT



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## STEP 3

Enter your company information.

**PHOENIX**

### SIGN UP

1. User Email | **2. User & Company Information** | 3. Email Verification | 4. License Agreement

User Information	Company Details
Email ehynum@thermastor.com	Company Name Therma-Stor LLC.
First Name Erin	Address 4201 Lien Road
Last Name Hynum	City Madison
Phone (608) 237 - 8400	State WI
Password (must be a minimum of 6 or more characters) .....	Zip 53704
Confirm Password .....	Phone (608) 695 - 5599

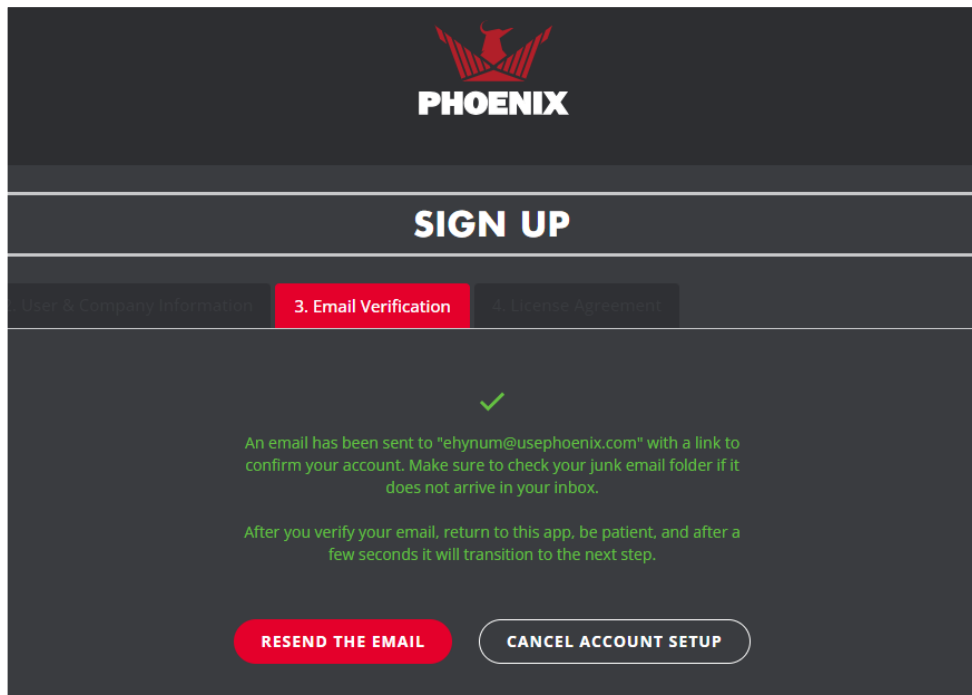
**PREVIOUS** Back to Sign In **NEXT**



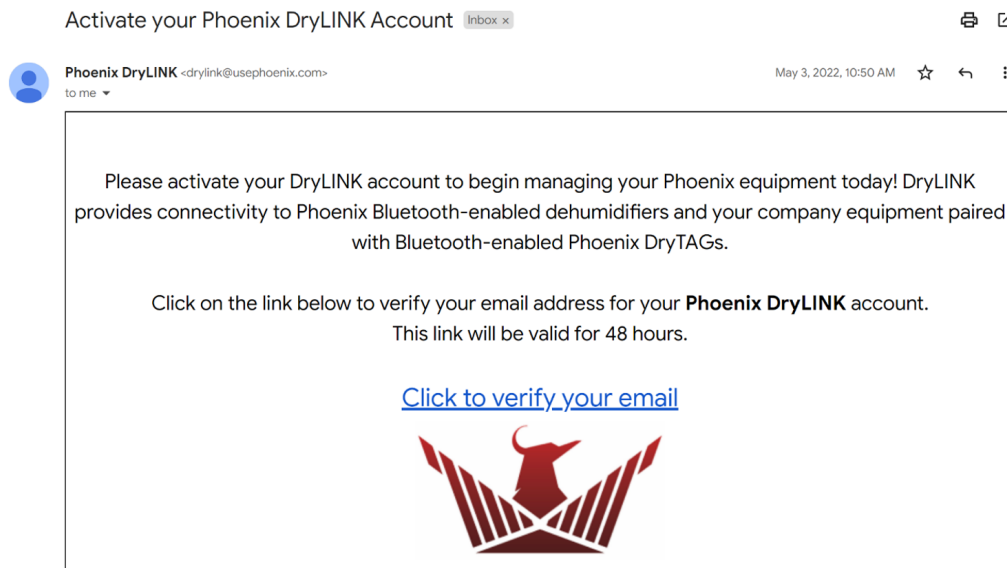
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## STEP 4

Click 'NEXT' to verify your email address. Go to your email account to verify. If you resend the email, the first email becomes invalid, and you must click on the latest verification email.



The email will look like this:





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## STEP 5

Navigate to settings and click on the “Team” tab.

The screenshot shows the Phoenix Settings interface. At the top, there are navigation tabs: JOBS (10), EQUIPMENT (39), ASSET MANAGER, and ENTERPRISE ^. The user is logged in as Erin Hynum. The main heading is 'SETTINGS', and the 'Team' tab is selected. Below the tabs is a '+ INVITE NEW USERS' button. A table lists users with columns for Name, Email, Phone, Send Job Management Alert, and Role. The first user is Erin Hynum, with email 'drydemo@gmail.com' and role 'Owner'. A 'SAVE CHANGES' button is located at the bottom left of the table area. The footer contains the text: ©2022 Therma-Stor LLC. All Rights Reserved. App Version: 2.9.0.

## STEP 6: Add owner for the account

**Owner Only\* (there can only be 1 owner). Owner of company needs to be entered first.**

\*Owners can “sell” digital version of the company. When an owner is invited to join another company, all equipment belonging to that owners company comes along into the new company.

Once owner of the company is created, the owner of a restoration company should then add and invite administrators to your DryLINK account.



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**STEP 7:** Add administrators for the account. Add users to make sure that they are all part of the same company so that they can use asset manager. Send one email to all administrators.

Have each user follow the prompts to set up their DryLINK account within the same company. Use the same login when using the app.

*\*Owner/Administrators have the following rights which Tech's do not (applies to the app and the web portal where applicable)*

- Can invite users to join their company, edit invitations and view open invitations.
- Can update employee roles and access job management alerts.
- Can delete employees from a company.
- Can update the company logo.
- Can update company information.
- Can remove equipment from DryLINK company.
- Can disassociate a DryTag/DryTag RH from equipment.
- Can login to Payment Portal.

*Note: You can have an unlimited amount of Administrator roles.*

*Note: Only have administrators that you are comfortable with that role*

The screenshot shows the Phoenix DryLINK account settings page. The top navigation bar includes the Phoenix logo, 'JOBS (10)', 'EQUIPMENT (39)', 'ASSET MANAGER', and 'ENTERPRISE ^'. The user profile 'Erin Hynum' is visible in the top right. The main heading is 'SETTINGS'. Below it are tabs for 'My Settings', 'Job Management Alerts', 'Team', 'Company Profile', 'Integrations', and 'Subscriptions'. The 'Team' tab is active. A modal window titled 'Invite New Users' is open, displaying instructions: 'Invite users by entering one or more email addresses separated by ";" or comma ",". Users will receive an invitation to join the organization and instructions on getting started.' The 'Emails' field contains 'ehynum@thermastor.com,'. The 'Role' dropdown is set to 'Administrator'. There are 'INVITE' and 'CANCEL' buttons at the bottom of the modal. In the background, a list of users is visible, including Erin Hynum and Scott Dewald, with a 'SAVE CHANGES' button at the bottom left.



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## STEP 8: Add technicians

Add users to make sure that they are all part of the same company so that they can use asset manager. Send one email to all technicians.

Have each user follow the prompts to set up their DryLINK account within the same company. Use the same login when using the app.

The screenshot shows the Phoenix software interface. At the top, there is a navigation bar with the Phoenix logo on the left and several menu items: 'JOBS (10)', 'EQUIPMENT (39)', 'ASSET MANAGER', and 'ENTERPRISE ^'. On the right side of the navigation bar, there are 'Settings' and a user profile for 'Erin Hynum'. Below the navigation bar, the main content area is titled 'SETTINGS'. Underneath, there are several tabs: 'My Settings', 'Job Management Alerts', 'Team' (which is highlighted in red), 'Company Profile', 'Integrations', and 'Subscriptions'. A modal window titled 'Invite New Users' is open in the center. It contains the following text: 'Invite users by entering one or more email addresses separated by ";" or comma ",". Users will receive an invitation to join the organization and instructions on getting started.' Below this text, there is an 'Emails' input field containing 'ehynum@thermastor.com,'. There is also a 'Role' dropdown menu currently set to 'Administrator'. At the bottom of the modal, there are two buttons: a red 'INVITE' button and a white 'CANCEL' button. In the background, a list of users is visible, including 'Erin Hynum' and 'Scott Dewald', with a 'SAVE CHANGES' button at the bottom left.