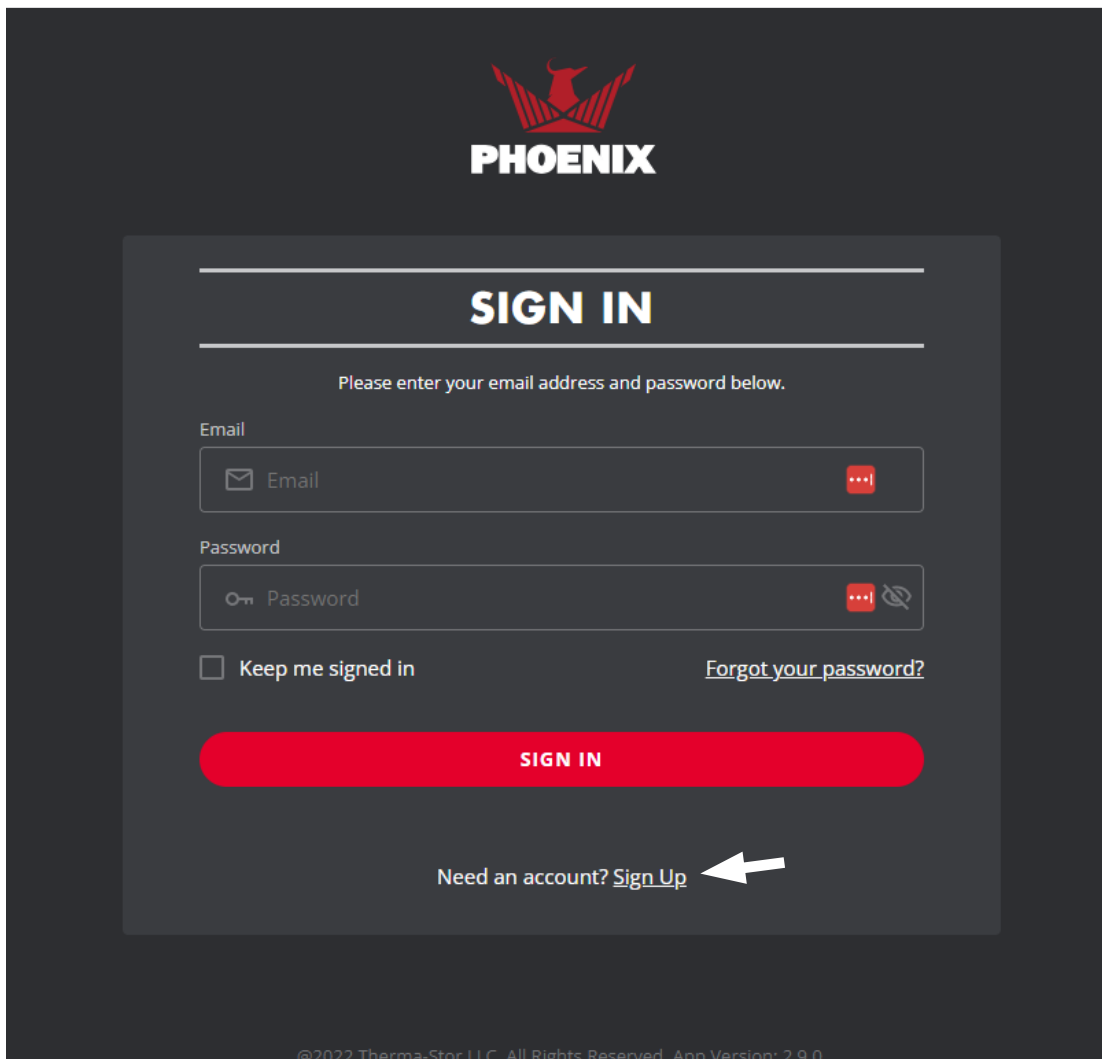




SETTING UP YOUR DRYLINK ACCOUNT

STEP 1

Go to www.UseDryLINK.com and click on “Sign Up”.




PHOENIX



SIGN IN

Please enter your email address and password below.

Email


✉ Email 

Password

🔑 Password  

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

SIGN IN

Need an account? [Sign Up](#) 

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SETTING UP YOUR DRYLINK ACCOUNT

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



SETTING UP YOUR DRYLINK ACCOUNT

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

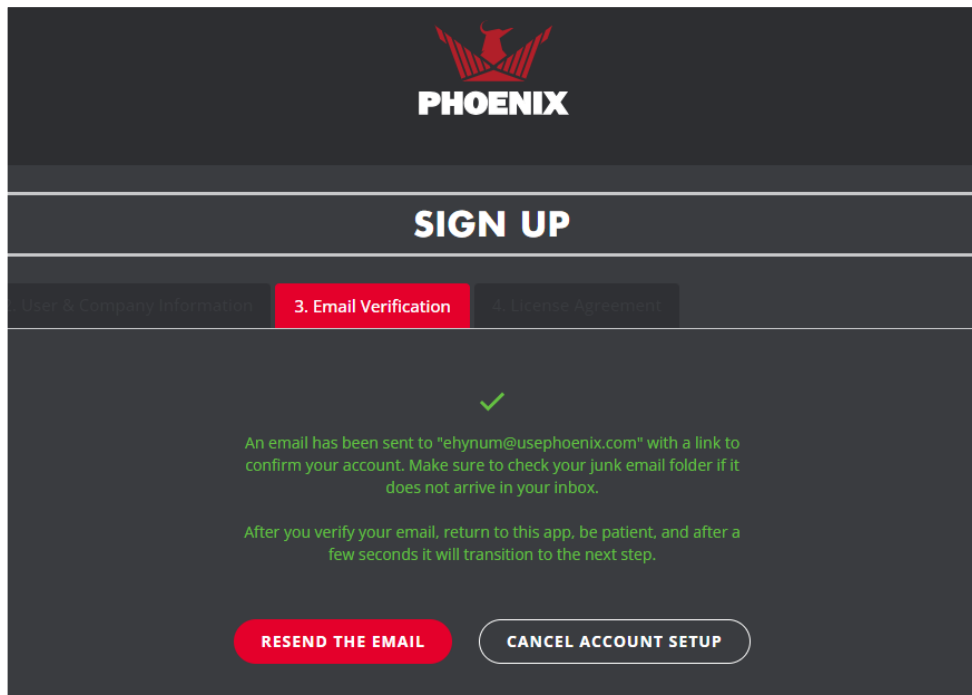
PREVIOUS Back to Sign In **NEXT**



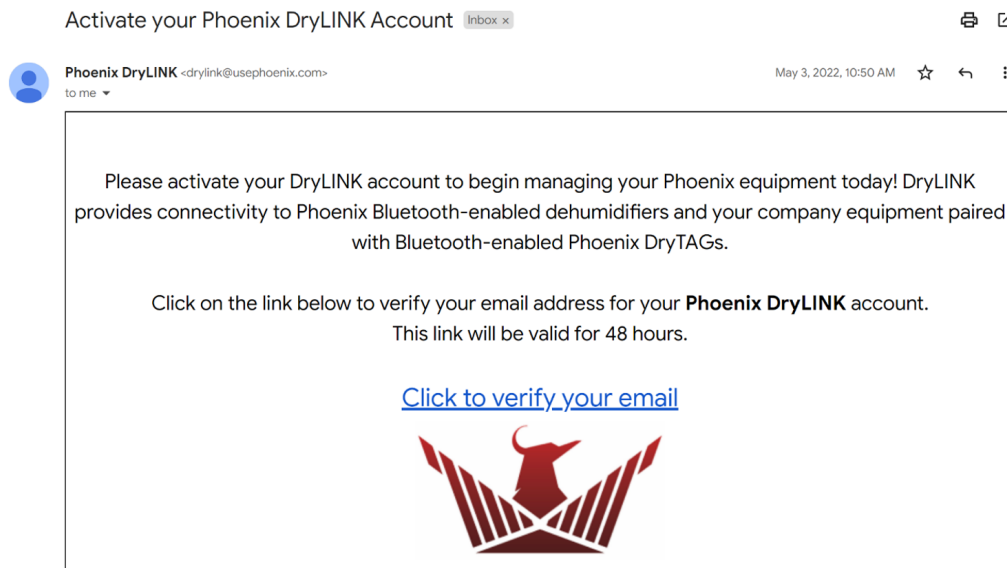
SETTING UP YOUR DRYLINK ACCOUNT

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:





SETTING UP YOUR DRYLINK ACCOUNT

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". Below this, there are several tabs: My Settings, Job Management Alerts, Team (highlighted in red), Company Profile, Integrations, and Subscriptions. Under the "Team" tab, there is a section titled "+ INVITE NEW USERS". Below this, there is a table with the following columns: Name, Email, Phone, Send Job Management Alert, and Role. The table contains one entry for Erin Hynum, with the email address "drydemo@gmail.com" highlighted by a white arrow. The role is "Owner". At the bottom left of the table, there is a "SAVE CHANGES" button. At the bottom of the page, there is a footer: "@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.



SETTING UP YOUR DRYLINK ACCOUNT

STEP 6: Add owner for the account (cont.)

In the rare event in which a technician or administrator created the company account and made themselves the owner, ownership can be transferred to the correct owner by following the graphic below.

The screenshot shows the Phoenix Settings interface. The 'Team' tab is selected, displaying a table of users. A dropdown menu is open for the role of the user 'Keith Hosli', with 'Owner' highlighted. A white arrow points to the 'Owner' option in the dropdown.

Name	Email	Phone	Send Job Management Alert	Role	
John Doe	john.doe@phoenix.com	415-555-1234	<input checked="" type="checkbox"/>	Technician	Delete
Jane Smith	jane.smith@phoenix.com	415-555-5678	<input checked="" type="checkbox"/>	Technician	Delete
Mike Brown	mike.brown@phoenix.com	415-555-9101	<input checked="" type="checkbox"/>	Technician	Delete
Sarah Green	sarah.green@phoenix.com	415-555-2345	<input checked="" type="checkbox"/>	Administrator	Delete
Keith Hosli	keith.hosli@phoenix.com	415-555-6789	<input type="checkbox"/>	Owner	
David White	david.white@phoenix.com	415-555-0123	<input checked="" type="checkbox"/>	Administrator	Delete
Emily Black	emily.black@phoenix.com	415-555-4567	<input type="checkbox"/>	Technician	Delete
Chris Grey	chris.grey@phoenix.com	415-555-8901	<input checked="" type="checkbox"/>	Administrator	Delete
Ben Blue	ben.blue@phoenix.com	415-555-2345	<input checked="" type="checkbox"/>	Technician	Delete

SAVE CHANGES

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SETTING UP YOUR DRYLINK ACCOUNT

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 displays the Phoenix DryLINK account settings interface. At the top, there is a navigation bar with the Phoenix logo and menu items: JOBS (10), EQUIPMENT (39), ASSET MANAGER, and ENTERPRISE ^. On the right side of the navigation bar, there are links for Settings and a user profile for Erin Hynum. The main content area is titled 'SETTINGS' and contains several tabs: My Settings, Job Management Alerts, Team (which is currently selected), Company Profile, Integrations, and Subscriptions. A modal window titled 'Invite New Users' is open in the foreground. The modal contains the following fields and options: a 'Name' field with a search icon and the text 'Erin Hynum'; a 'Name' field with a search icon and the text 'Scott Dewald'; an 'Emails' field containing 'ehynum@thermastor.com,'; a 'Role' dropdown menu set to 'Administrator'; and two buttons at the bottom: a red 'INVITE' button and a white 'CANCEL' button. A 'SAVE CHANGES' button is visible in the bottom left corner of the settings page.



SETTING UP YOUR DRYLINK ACCOUNT

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 displays the Phoenix software interface. At the top, there is a navigation bar with the Phoenix logo on the left and menu items: JOBS (10), EQUIPMENT (39), ASSET MANAGER, and ENTERPRISE ^. On the right of the navigation bar are 'Settings' and a user profile for 'Erin Hynum'. Below the navigation bar is a 'SETTINGS' section with 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 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 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.