# Pro Select (Installer) Instructions

# **Create a Pro Account (or Log Into Existing Pro Account)**

- Navigate to <a href="https://homeoutlet.com/For-Pros">https://homeoutlet.com/For-Pros</a>
- Simply fill out the registration form. Once you complete the form you will receive an email with a verification code that needs to be taken to your local store for verification.

### Become A Pro Select (Installer) Member

- Log into your Home Outlet Pro Account (AFTER IN-STORE VERIFICATION IS COMPLETE)
- Navigate to <a href="https://homeoutlet.com/pro-select-installer-directory">https://homeoutlet.com/pro-select-installer-directory</a>
- Click the "Join Now" button on either Single Focus Installer or Multiple Category Installers.

# **Installer Registry Form**

- If the form is greyed out, you will need to verify that you are logged into your Home Outlet account.
- If logged in and still greyed out.
  - Your account may not have a Pro Status please use the chat icon on the website or use this link to send us an email <u>https://homeoutlet.com/contact-us</u> so we can troubleshoot what issues may be occurring.
- If the form is not greyed out, please complete all forms. There are a total of 3 forms. Installation references are highly recommended to help validate your online status.

# After Completing the Forms

- The store location will get an email to approve or deny your account.
- If approved, your account will be added to the installer network and will be visible on the website the next day.