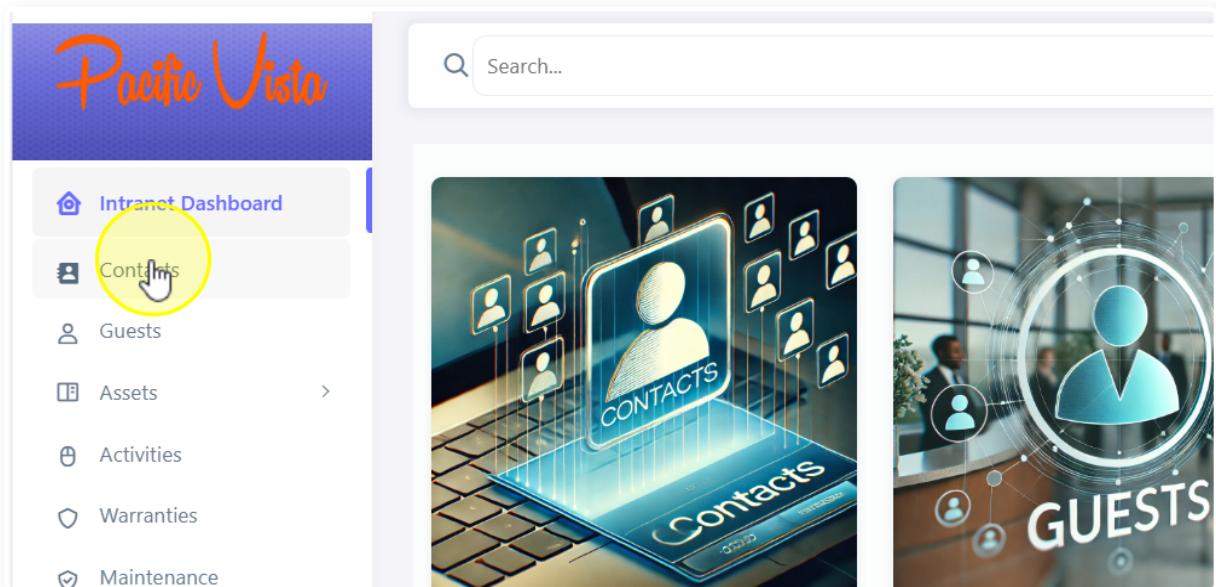


Creating a New Resources/Subcontractor

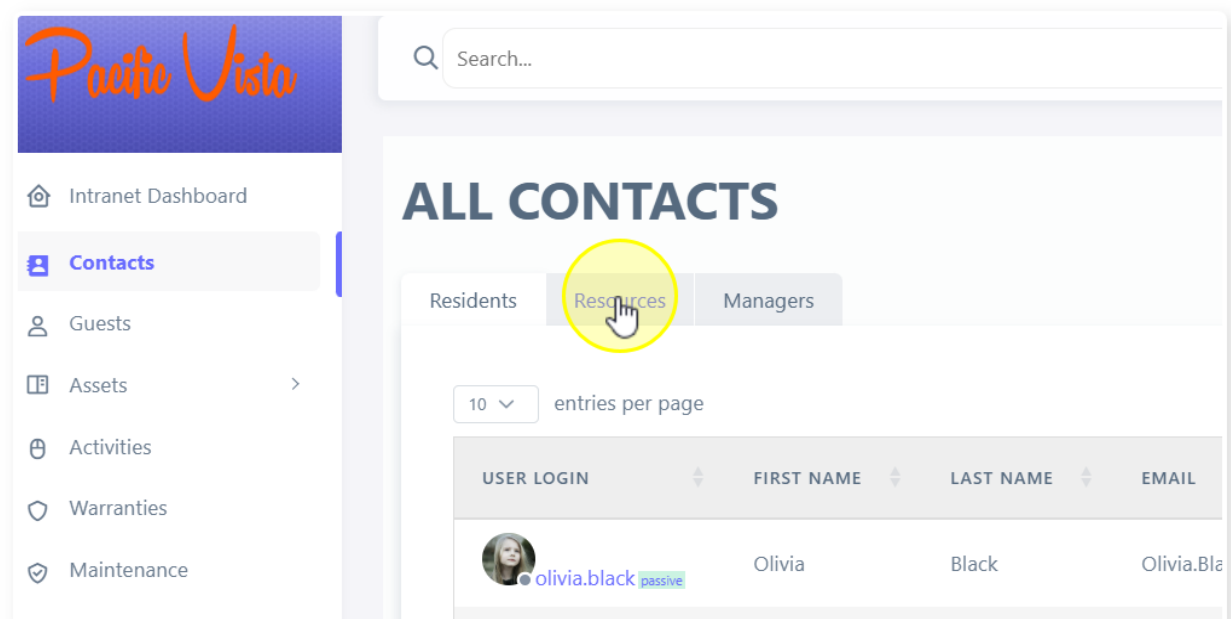
1

Click "**Contacts**"

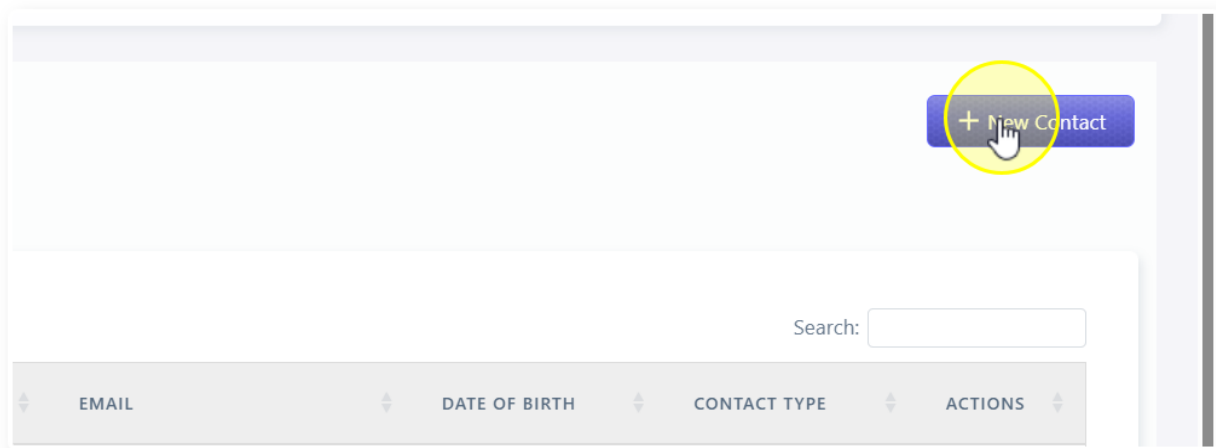


2

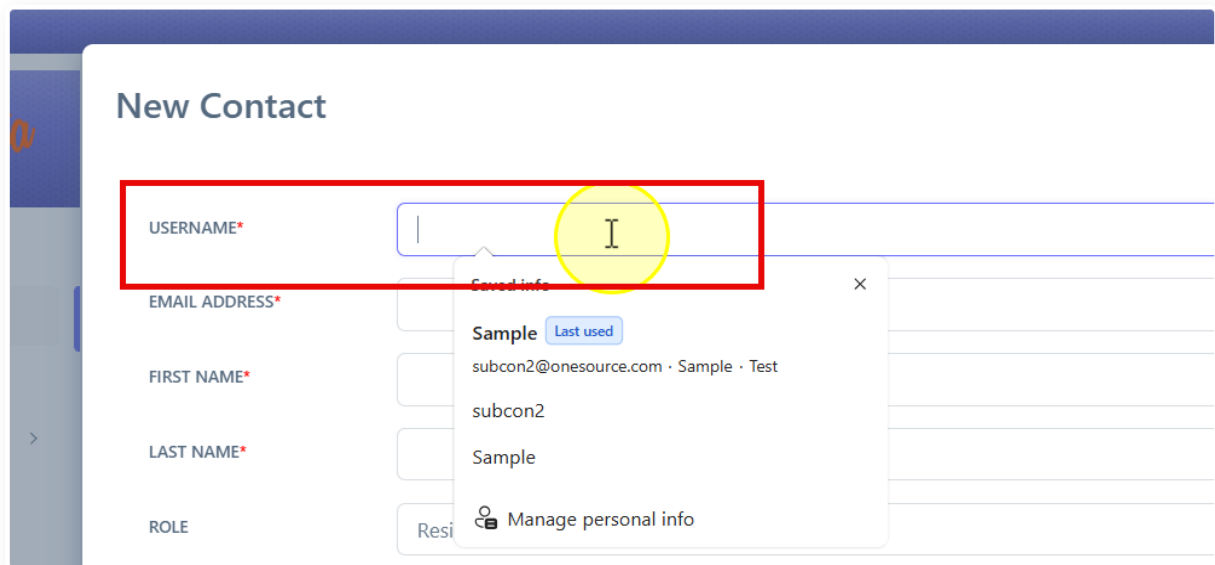
Click "**Resources**"



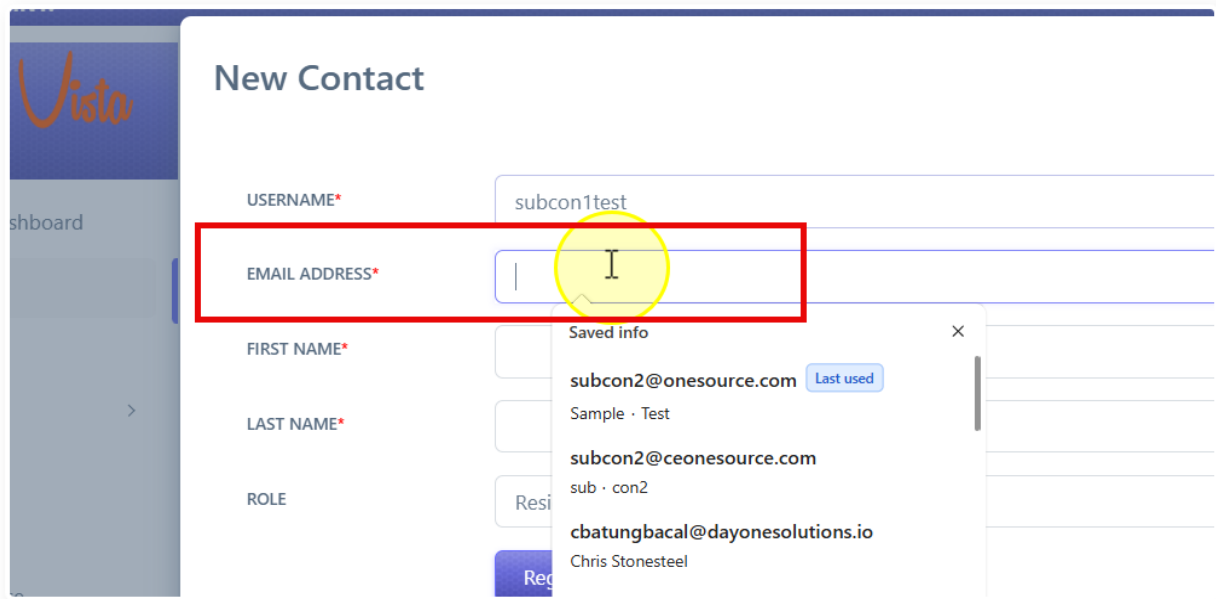
3 Click **"New Contact"**



4 Ensure that the **User Name** field is completed with the correct and relevant information.



5 Enter **"Email Address"**



New Contact

USERNAME* subcon1test

EMAIL ADDRESS* |

FIRST NAME*

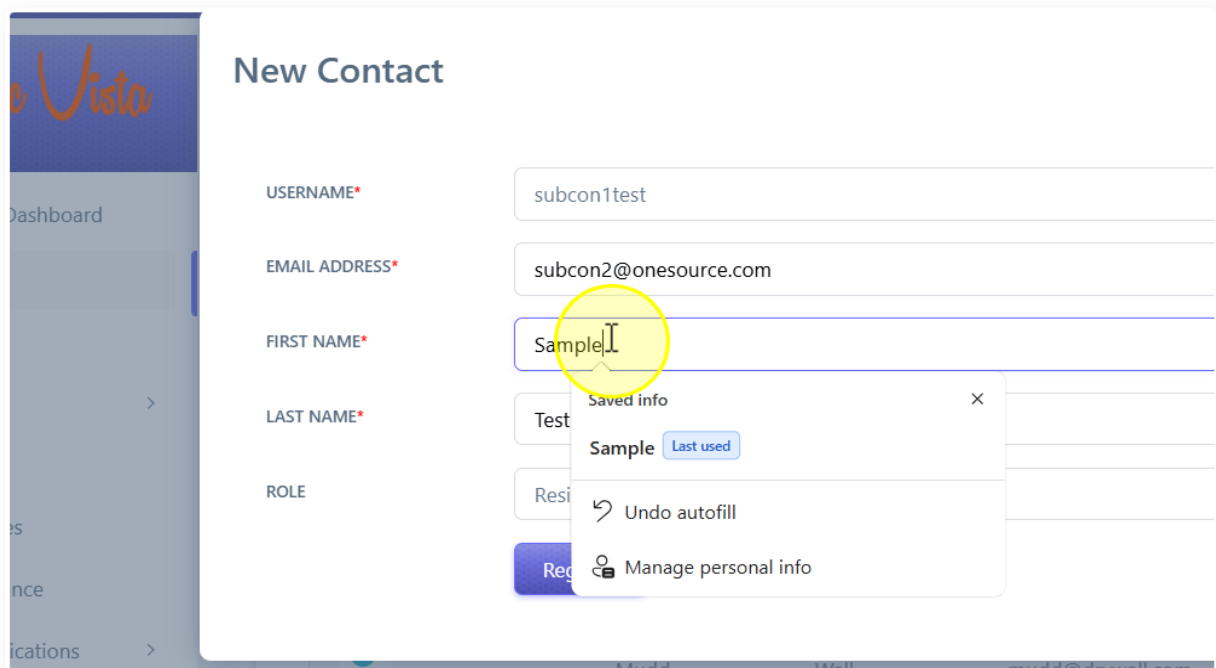
LAST NAME*

ROLE

Saved info

- subcon2@onesource.com Last used
- Sample · Test
- subcon2@ceonesource.com
- sub · con2
- cbatungbacal@dayonesolutions.io
- Chris Stonesteel

6 Please enter the **"First Name"**



New Contact

USERNAME* subcon1test

EMAIL ADDRESS* subcon2@onesource.com

FIRST NAME* Sample

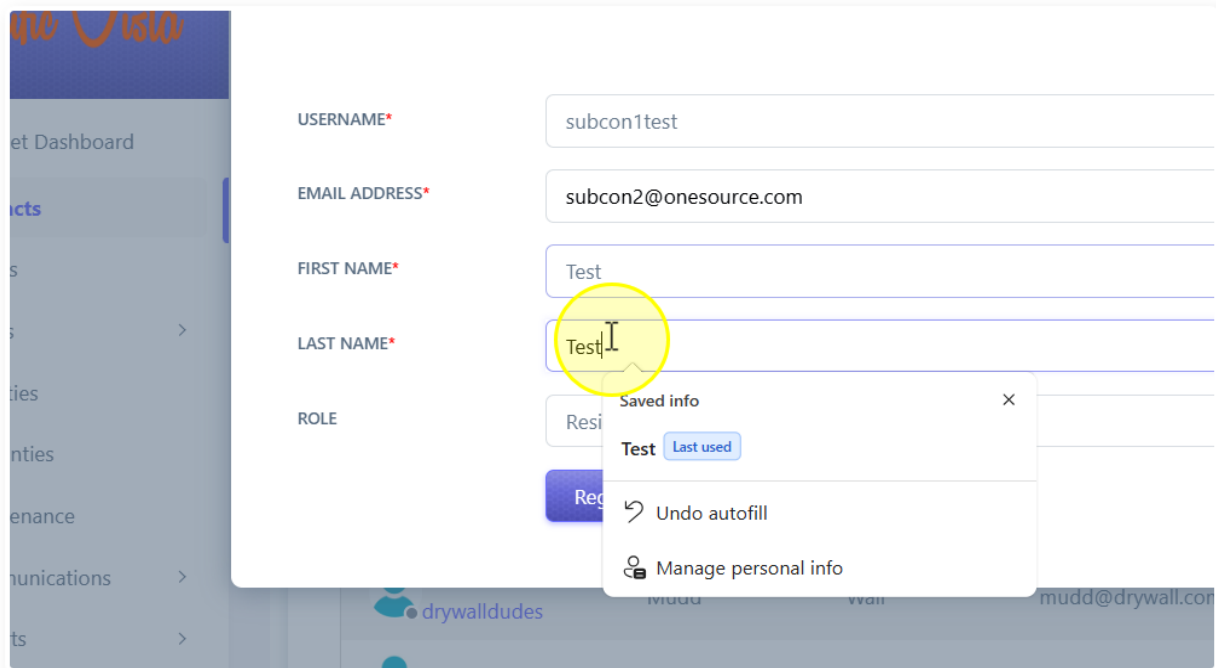
LAST NAME*

ROLE

Saved info

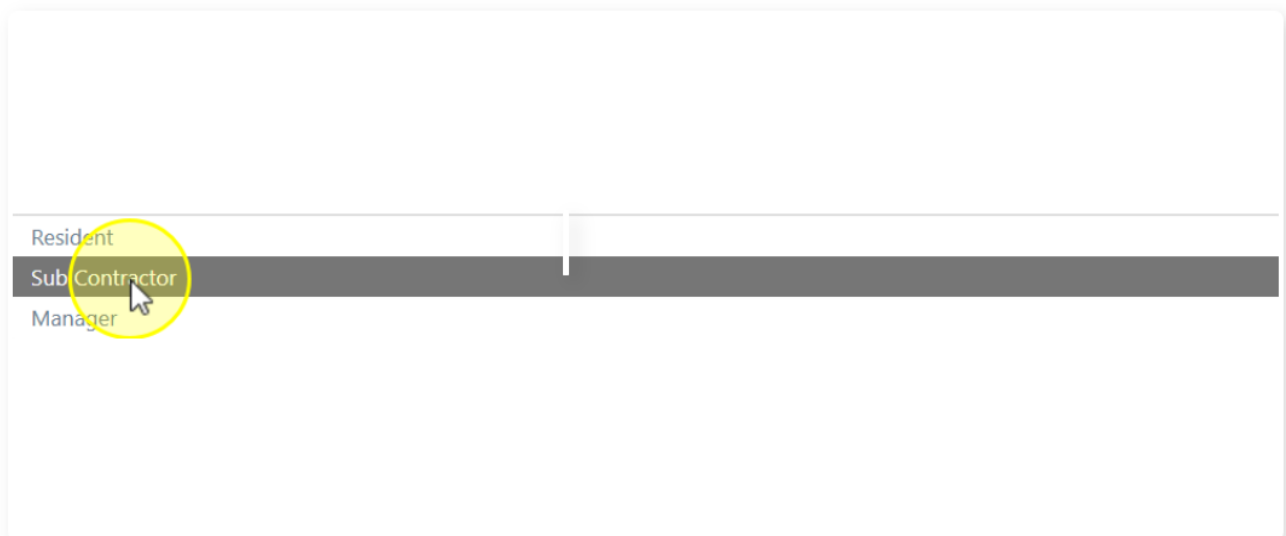
- Sample Last used
- Undo autofill
- Manage personal info

7 Please enter the **"Last Name"**



The screenshot shows a registration form with the following fields: USERNAME* (subcon1test), EMAIL ADDRESS* (subcon2@onesource.com), FIRST NAME* (Test), LAST NAME* (Test), and ROLE. The LAST NAME* field is highlighted with a yellow circle, and a dropdown menu is open showing 'Test' as the selected option with a 'Last used' button. The dropdown menu also includes options for 'Undo autofill' and 'Manage personal info'. The background shows a sidebar with navigation links like 'et Dashboard', 'cts', 's', 's', 'ies', 'nties', 'enance', 'unications', and 'ts'.

8 "Select the **"Subcontractor Role"**



The screenshot shows a dropdown menu for selecting a role. The options are 'Resident', 'Sub Contractor', and 'Manager'. The 'Sub Contractor' option is highlighted with a yellow circle and a mouse cursor. The background is a plain white surface.

9 Click "Register"

The screenshot shows a registration form with the following fields and values:

| Field | Value |
|----------------|-----------------------|
| EMAIL ADDRESS* | subcon2@onesource.com |
| FIRST NAME* | Test |
| LAST NAME* | Test |
| ROLE | Sub Contractor |

Below the form is a table of existing users:

| Avatar | Company Name | First Name | Last Name | Email |
|--------|------------------|------------|-----------|---------------------|
| | drywalldudes | Mudd | Wall | mudd@drywall.com |
| | sparkieselectric | Zap | Fried | rob@globalbuildingt |
| | plumberschoice | Drippy | McFadden | drippy@plumberscho |

A yellow circle highlights the "Register" button, which is a blue button with a white hand cursor icon.