Associa®

Table of Contents

Notes

For release 1 of BidAccess

Flow Diagrams

vendor registration - path from MC
(6 screens)

Link on MC page → *sign up* → log in/sign up/ learn more → overview of sign up steps → enter business info + admin user → enter svc location, svc types, and svc area → review, enter payment info, accept MC/BRRO ToU → terms of use accepted? → *yes* → registration success info/email notification → BRRO used

terms of use accepted? → *no* → bye
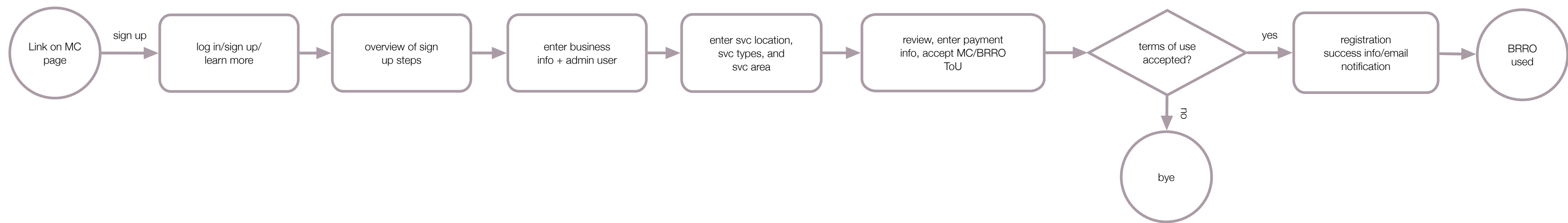
vendor registration - direct to BRRO
(7 screens)

log in/sign up/learn more → *sign up* → overview of sign up steps → enter business info + admin user → enter svc location, svc types, and svc area → locate one or more MCs, read/ agree to ToU → all terms of use accepted? → *yes* → review and enter payment info, accept ToU → terms of use accepted? → *yes* → registration success info/email notification → BRRO used

all terms of use accepted? → *no* → bye

terms of use accepted? → *no* → bye

Login/Sign Up Now

1. The composition of this screen is heavily dependent upon branding and will not be determined until branding is delivered.

{logo}

Log in to BRRO

email address

password

☐ Remember me on this computer

Submit

Don't have an account?

Sign Up Now

Tell me more and view a demo

Having Problems?

I've forgotten my password

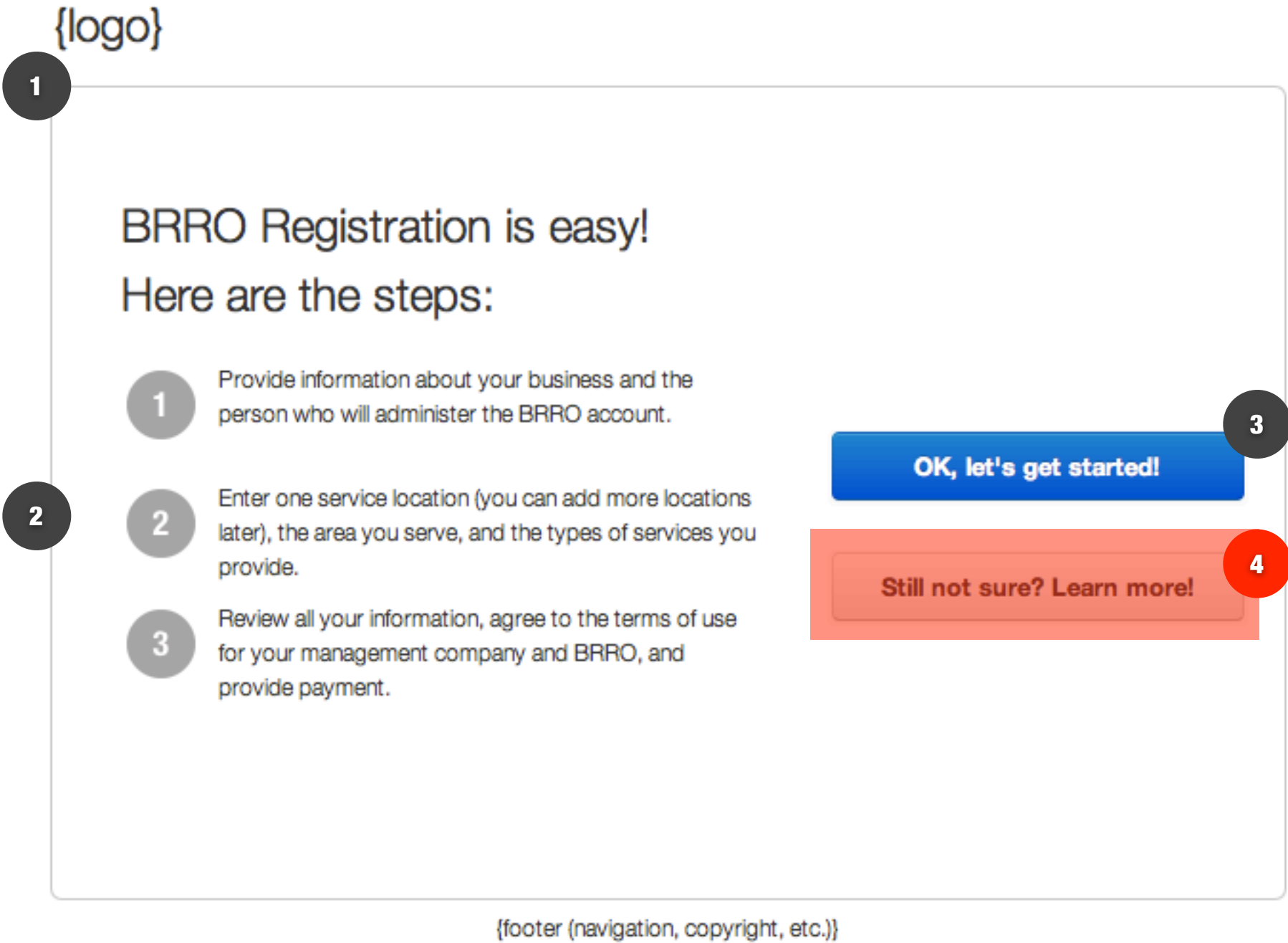Call a BRRO representative at 1-800-555-1234 or send an email to help@brro.com.

{footer (navigation, copyright, etc.)}

Not included in release 1.

Registration Overview from MC

1. The purpose of this screen is to give the user an overview of the registration steps. There are two versions of this screen - one for a user coming from a MC and one for a user not associated with a MC.
2. Coming from a MC - the 3 registration steps are described
3. The user clicks the "OK, let's get started!" button to begin the registration process.
4. The "Still not sure? Learn more!" button should not be included in release 1.

{logo}

1

BRRO Registration is easy!
Here are the steps:

1 Provide information about your business and the person who will administer the BRRO account.

2 Enter one service location (you can add more locations later), the area you serve, and the types of services you provide.

3 Review all your information, agree to the terms of use for your management company and BRRO, and provide payment.

3 OK, let's get started!

4 Still not sure? Learn more!

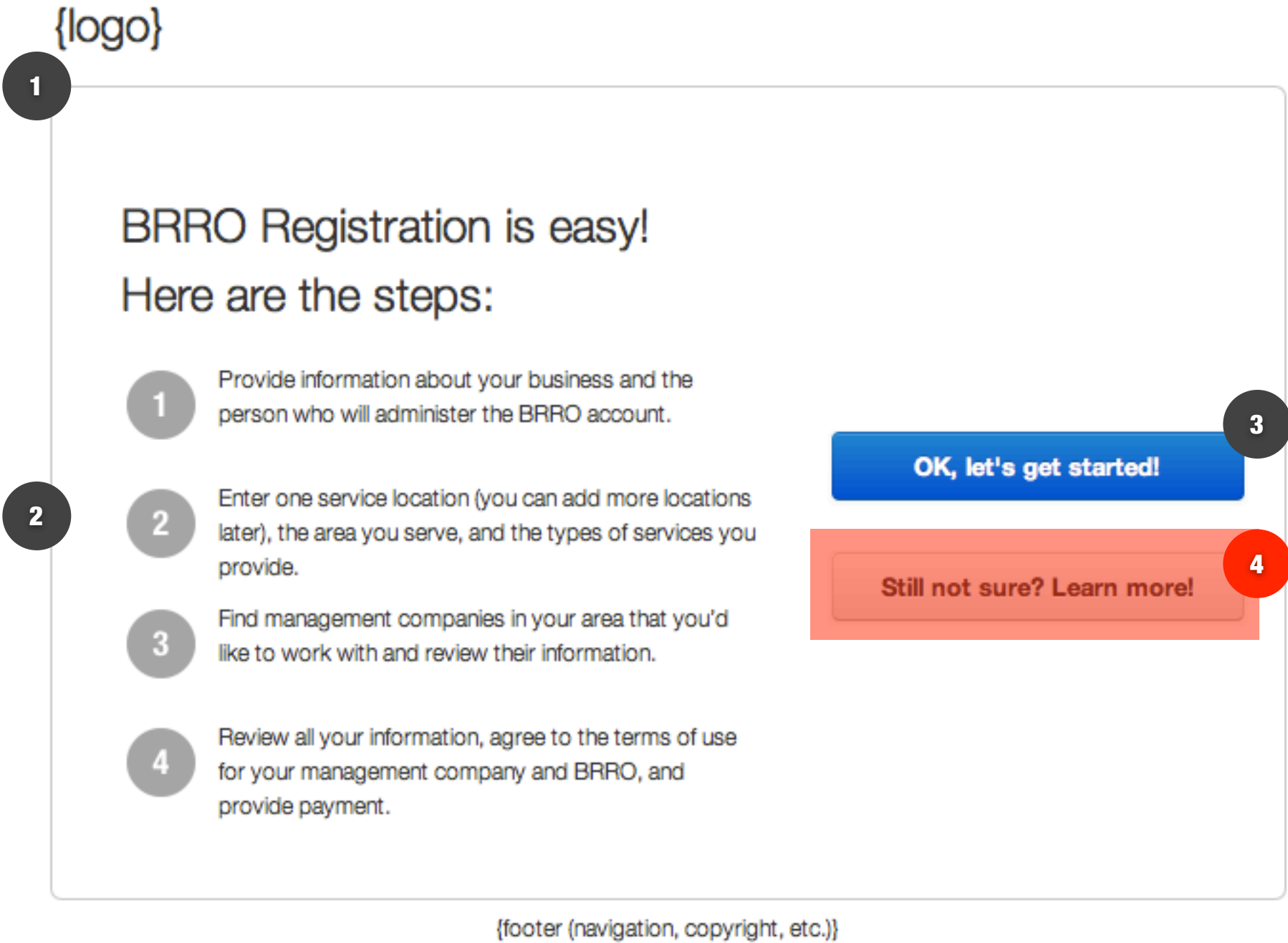{footer (navigation, copyright, etc.)}

Not included in release 1.

Registration Overview no MC

1. The purpose of this screen is to give the user an overview of the registration steps. There are two versions of this screen - one for a user coming from a MC and one for a user not associated with a MC.
2. Not associated with a MC - the 4 registration steps are described
3. The user clicks the "OK, let's get started!" button to begin the registration process.
4. The "Still not sure? Learn more!" button should not be included in release 1.

{logo}

1

BRRO Registration is easy!
Here are the steps:

1 Provide information about your business and the person who will administer the BRRO account.

2 Enter one service location (you can add more locations later), the area you serve, and the types of services you provide.

3 Find management companies in your area that you'd like to work with and review their information.

4 Review all your information, agree to the terms of use for your management company and BRRO, and provide payment.

2

3 OK, let's get started!

4 Still not sure? Learn more!

{footer (navigation, copyright, etc.)}

Not included in release 1.

BRRO Registration

(1) Business Information & Administrative User

Business Information

Business Name:*

Federal Tax ID:*   Federal Tax ID again:*

Address 1:*

Address 2:

City:*

Country:*   State/Province:*   Zip/Postal Code:*

Administrative User

Enter the administrative user information below. After registration, you'll be able to create and administer more users who work at your business.

Your Business Logo Here

Choose Your Logo
No file selected.

Maximum size of 500K. JPG, GIF, PNG.

First Name:*   Last Name:*

Title:*

Primary Phone:*   Secondary Phone:

Email Address:*   Email Address Again:*

Password:*   Password Again:*

Password must be at least 6 characters and contain at least one number.

Password strength: Strong

Continue to Service Locations

{footer (navigation, copyright, etc.)}

Not included in release 1.

BRRO Registration

1 Business Information & Administrative User

Business Information

Business Name:*

[ ] **1.1**

Please type a business name.

Federal Tax ID:*   Federal Tax ID again:*

[ ] **1.2**   [ ] **1.3**

Please type a valid EIN or SSN   Please type the EIN or SSN again.
(12-3456789, 123-45-6789).

Address 1:*

[ ] **1.4**

This address field is required.

Address 2:

[ ] **1.5**

City:*

[ ] **1.6**

Please type the city.

Country:*   State/Province:*   Zip/Postal Code:*

[▼] **1.7**   [▼] **1.8**   [ ] **1.9**

Please select a country.   Please select state/province.   Please type a valid zip/postal code.

Administrative User

Enter the administrative user information below. After registration, you'll be able to create and administer more users who work at your business.

Your Business Logo Here   **Choose Your Logo** **2.1**
No file selected.

Maximum size of 500K. JPG, GIF, PNG.

First Name:*   Last Name:*

[ ] **2.2**   [ ] **2.3**

Please type the user's first name.   Please type the user's last name.

Title:*

[ ] **2.4**

Please type the user's title.

Primary Phone:*   Secondary Phone:

[ ] **2.5**   [ ] **2.6**

Please type a phone number
(123-456-7890).

Email Address:*   Email Address Again:*

[ ] **2.7**   [ ] **2.8**

Please type an email address   Please type the email address
(email@domain.com).   again.

Password:*   Password Again:*

[ ] **2.9**   [ ] **2.10**

Please type a password.   Please type the password again.

Password must be at least 6 characters and contain at least one number.

Password strength: [███████████████   ] Strong **2.11**

Continue to Service Location **2.12**

ID	Label	Type	Required	Validation Message	Notes
1. Business Information					
1.1	Business Name	Text Field	✓	Please type a business name.	
1.2	Federal Tax ID	Text Field	✓	Please type a valid EIN or SSN (12-3456789, 123-45-6789).	
1.3	Federal Tax ID Again	Text Field	✓	Please type the EIN or SSN again.	This field must match the Federal Tax ID field. If the fields do not match, the following validation message should be displayed "Federal Tax IDs must match.".
1.4	Address 1	Text Field	✓	Please type the address.	
1.5	Address 2	Text Field			
1.6	City	Text Field	✓	Please type the city.	
1.7	Country	Drop-down Menu	✓	Please select a country.	Once the value in this field is selected, the state/province drop-down menu is populated with appropriate items.
1.8	State/Province	Drop-down Menu	✓	Please select a state/province.	
1.9	Zip/Postal Code	Text Field	✓	Please type a zip/postal code.	
2. Administrative User					
2.1	Choose Your Logo	File Upload			An attempt to load a file in a format other than JPG, GIF, or PNG results in an error dialog "Please select a file in a valid file format (JPG, GIF, PNG)".
2.2	First Name	Text Field	✓	Please type the user's first name.	
2.3	Last Name	Text Field	✓	Please type the user's last name.	
2.4	Title	Text Field	✓	Please type the user's title.	
2.5	Primary Phone	Text Field	✓	Please type a phone number (123-456-7890).	The user should be able to type the phone number in any valid format.
2.6	Secondary Phone	Text Field			
2.7	Email Address	Text Field	✓	Please type an email address (email@domain.com).	
2.8	Email Address Again	Text Field	✓	Please type the email address again.	If the email addresses entered do not match, the validation message should read "Email addresses must match.".
2.9	Password	Text Field	✓	Please type a password.	The password must be at least 6 characters and contain at least one number.
2.1	Password Again	Text Field	✓	Please type the password again.	If the passwords do not match, the validation message should read "Passwords must match.".
2.11	Password Strength	Progress Bar			As the user types the password in the first password field, this indicator changes in width depending upon the strength of the password. Not included in release 1.
2.12	Continue to Service Location	Button			Submits form takes user to Step 2 - Service Location. If required form fields are missing information, the form will not be submitted but the appropriate fields will be marked using the standard invalid field indication.

Step 1 - Business Info & Admin User - Dupe Tax ID Dialog

1 This modal light-box style dialog box is displayed upon form submission if the Tax ID entered by the user during Step 1 (refer to story 33088 for details) already exists in the BidAccess database.

2 The dialog provides instructions to the how about how they should proceed, and contact information if they need to email or speak with BidAccess support.

3 The "OK" button or the "X" button in the upper right closes this dialog.

mation & Administrative User

Sorry, there's a problem!   ✕

The tax ID you entered already exists in BRRO.

? **How do I fix this?**

- If you have an existing account, log in to BRRO using your email address and password.
- Verify that the tax ID you entered is correct.
- Call a BRRO representative at 1-800-555-1234 or send an email to **help@brro.com**.

OK
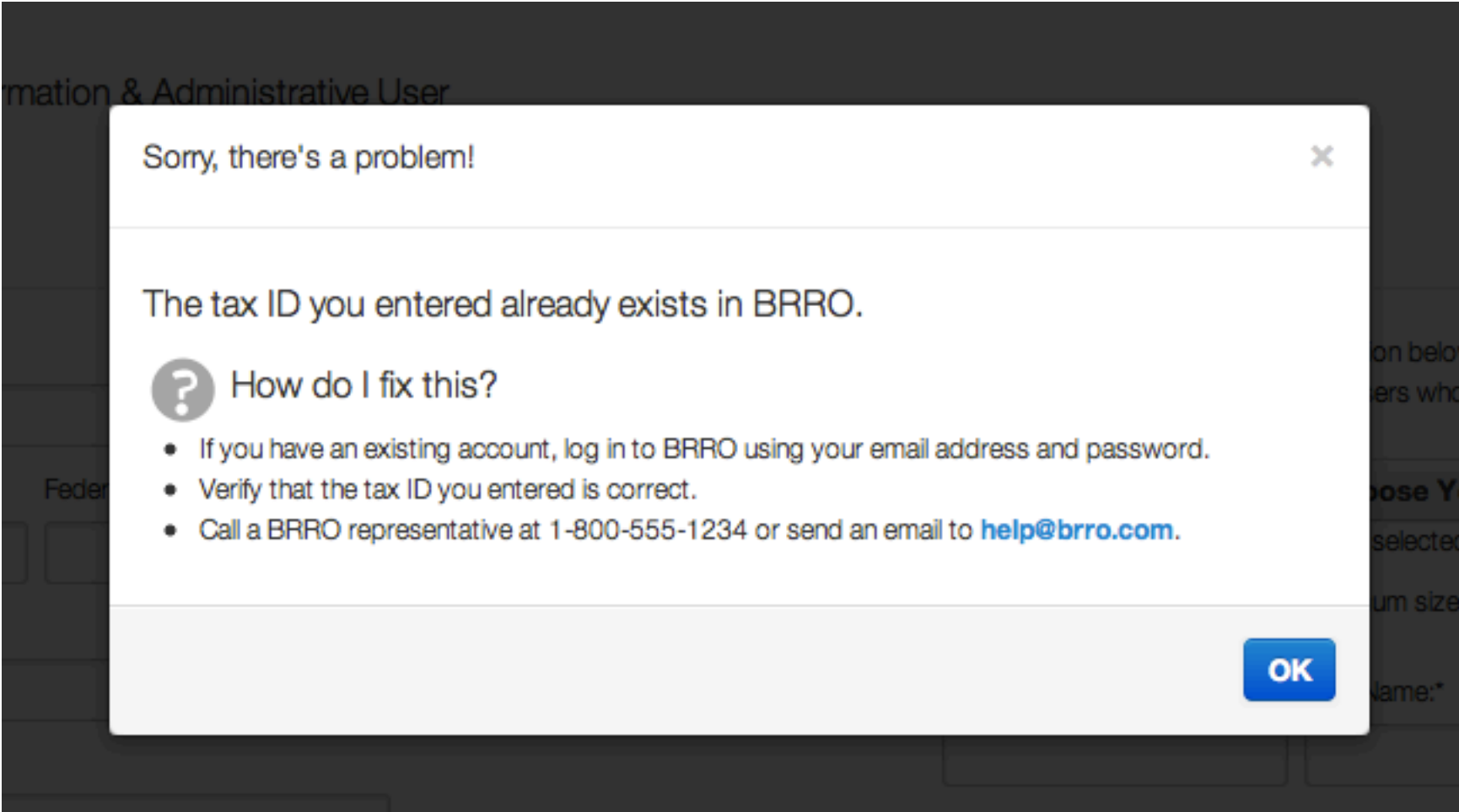
Step 2 - Service Location & Map Help Dialog

BRRO Registration

(2) Service Location

Service Location Information

Enter the information for one of your service locations below. If you have multiple service locations, you'll be able to enter them all after registering.

1.1 ☐ The business address I provided is also my service location

Address 1:*

1.2

Please type the email address again.

Address 2:

1.3

City:*

1.4

Please type the city.

Country:*	State/Province:*	Zip/Postal Code:*
1.5	**1.6**	**1.7**
Please select a country.	Please select a state/province.	Please type a valid zip/postal code.

Primary Phone:*   **1.8**   Secondary Phone: **1.9**

Please type a phone number (123-456-7890).

Services Offered

Available Services: **2.1**

Access Cards
Accountant
Air Conditioning/HVAC
Ambient Scents/Aromas
Animal Control
Appliance Repair
Asphalt/Seal Coating/Paving
Attorney
Auto Transportation
Awnings
Backgrounds/Credit Reports
Beach Attendants
Brick Pavers
Building and Zoning

2.2 >

2.3 <

Selected Services: **2.4**

Please select at least one service.

Service Description   **2.5**

Donec dictum urna turpis. Curabitur justo ligula, posuere a molestie ut, vulputate quis lectus. Proin iaculis massa id augue fermentum convallis.

Market Area for this Location   Please draw a market area.

3.1   **3.2** **3.3** **3.4**

Clear Market Area   **Map Help**
  3.5   **3.8**

3.6 Back to Business Info   **Continue to Review & Pay** **3.7**

Continue to Management Companies

{footer (navigation, copyright, etc.)}

Map Help   ✕

Drawing a square
1. Click the square icon in the toolbar.
2. Single-click on the map to set the first corner of the square.
3. Move the cursor to the desired area of the second corner of the square.
4. Single-click more to complete the square.

Drawing a circle
1. Click the circle icon in the toolbar.
2. Single-click on the map to set the center point of the circle.
3. Move the cursor until the circle is of the desired size.
4. Single-click more to complete the circle.

Drawing a polygon
1. Click the circle icon in the toolbar.
2. Single-click to set each point of the polygon.
3. Move the cursor to vary the length and direction of each line of the polygon.
4. Double-click to set the last point and complete the polygon.

Clearing the map
If you want to draw a new shape for the service location's market area, click the "Clear Market Area" in the bottom left of the map. This will erase the previous market area and allow you to draw a new one.

Close

3.9

ID	Label	Type	Required	Validation Message	Notes
1. Service Location Information					
1.1	The business address I provided is also my service location	Checkbox			By default this checkbox is selected and the fields under "Service Location Information" are populated with information from Step 1. If this checked is unselected, the fields are emptied.
1.2	Address 1	Text Field	✓	Please type the address.	
1.3	Address 2	Text Field			
1.4	City	Text Field	✓	Please type the city.	
1.5	Country	Drop-down Menu	✓	Please select a country.	Once the value in this field is selected, the state/province drop-down menu is populated with appropriate items.
1.6	State/Province	Drop-down Menu	✓	Please select a state/province.	
1.7	Zip/Postal Code	Text Field	✓	Please type a zip/postal code.	
1.8	Primary Phone	Text Field	✓	Please type a phone number (123-456-7890).	The user should be able to type the phone number in any valid format.
1.9	Secondary Phone	Text Field			
2. Services Offered (list builder component for specifying the services offered for the service location)					
2.1	Available Services	Drop-down Menu			One or more services can be selected. Supports both continuous and non-continuous selection.
2.2	>	Button			When clicked, the selected available services move to the selected services container.
2.3	<	Button			When clicked, the selected services move back to the list of available services.
2.4	Selected Services	Drop-down Menu	✓	Please select at least one service.	One or more services can be selected. Supports both continuous and non-continuous selection.
2.5	Service Description	Text Area (read only)			When a service is selected, its description is shown here. If multiple services are selected, the description of the last selected service is shown.
3. Market Area for this Location					
3.1	Market Area for this Location	Map Control	✓	Please draw a market area.	The user can draw a square, circle, or polygon representing their service location.
3.2	(square tool icon)	Toolbar Button			To draw a square, the user clicks the square tool in the toolbar, clicks once on the map to set the first corner of the square, moves the cursor to the desired area of the second corner of the square, and clicks again.
3.3	(circle tool icon)	Toolbar Button			To draw a circle, the user clicks the circle tool in the toolbar, clicks once on the map to set the center point of the circle, moves the cursor to adjust the radius, and clicks again to set the radius and draw the circle.
3.4	(polygon tool icon)	Toolbar Button			To draw a polygon, the user clicks the polygon tool in the toolbar and sets each point of the polygon by clicking once on the map, moves the cursor to set the polygon line length and direction, and draws the final polygon by double-clicking the final point.
3.5	Clear Market Area	Button			Once shape is draw on the map, the drawing tools are disabled until the user clicks the "Clear Market Area" button which removes the existing market area and sets the state of the map so a new market area can be drawn.
3.6	Back to Business Info	Button			When clicked, take the user back to Step 1: Business Info & Admin User
3.7	Continue to Review & Pay/ Continue to Management Companies	Button			The "Continue to Review & Pay" button is shown if the user came from a MC. It takes the user to the Review & Payment Screen. The "Continue to Management Companies" button is shown if the user is not associated with a MC and takes the user to the Management Company screen.
3.8	Map Help	Button			When clicked, opens a modal light-box style dialog containing help content for using the map drawing tools.
3.9	Close	Button			When clicked, closes the Map Help dialog box.

BRRO Registration

3 Find Management Companies

Based upon the service location you've entered, here are the management companies in your area. The fee to associate with each management company is $10. Self-managed associations are free.

1.5 Current Amount: $20.00

1.1 Please select at least one management company.

Management Company Name

1.2
Address line 1   Contact Firstname Lastname
Address line 2   contact@email.com
City, State, Zip/Postal Code Country (111) 222-3333

☐ Associate with this company and agree to Terms of Use

1.3
Management Company Name

Address line 1   Contact Firstname Lastname
Address line 2   contact@email.com
City, State, Zip/Postal Code Country (111) 222-3333

☐ Associate with this company and agree to Terms of Use

Self Managed Association

1.4
Address line 1   Contact Firstname Lastname
Address line 2   contact@email.com
City, State, Zip/Postal Code Country (111) 222-3333

Terms of Use

Management Company Name

Address line 1   Contact Firstname Lastname
Address line 2   contact@email.com
City, State, Zip/Postal Code Country (111) 222-3333

☐ Associate with this company and agree to Terms of Use

Self Managed Association

Address line 1   Contact Firstname Lastname
Address line 2   contact@email.com
City, State, Zip/Postal Code Country (111) 222-3333
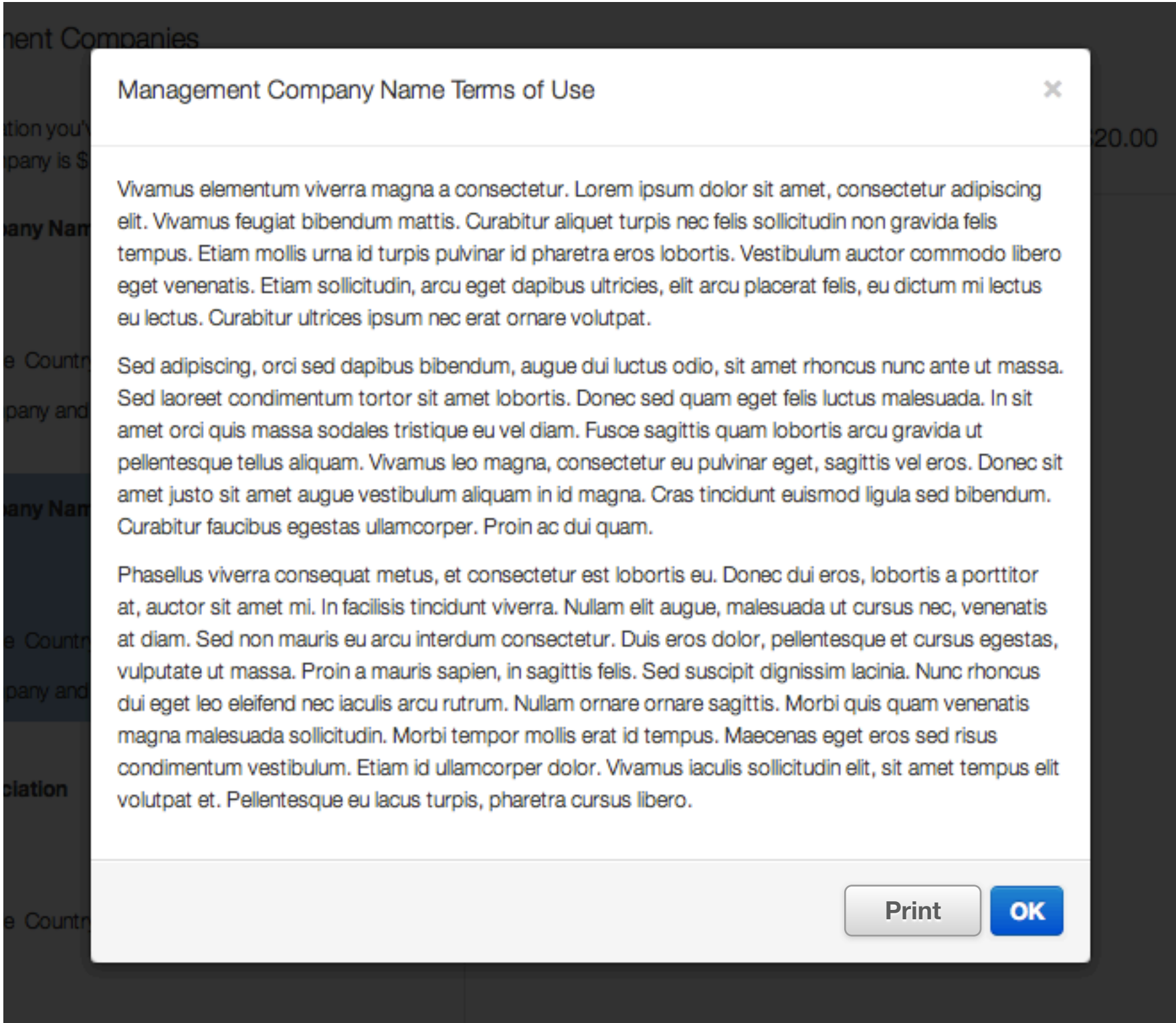
1.6

1.7 Back to Service Location

1.8 Continue to Review & Pay

ID	Label	Type	Required	Validation Message	Notes
1.1		Validation Message	✓	Please select at least one management company.	If the user doesn't select at least one MC, this error message is shown when the Continue to Review & Pay button is clicked.
1.2	(management company name)	Text Label			Management company information: Management companies are indicated with red map pin icons. In addition to the management company name, the management company's address, contact information, and phone numbers are displayed. Clicking this area selects the management company (appears selected in blue) and centers the management company on the map. A checkbox and terms of use link allows the user to associate with the management company. Terms of use are displayed in a modal light-box style dialog (see following page).
1.3		Selection Appearance			Showing the appearance of a selected management company.
1.4	(self-managed association name)	Text Label			Self-managed association information: Self-managed associations are indicated with yellow map pin icons. In addition to the association name, the association's address, contact information, and phone numbers are displayed. Clicking this area selects the association (appears selected in blue) and centers it on the map. A terms of use link allows the user to view the association's terms of use. ToU are displayed in a modal light-box style dialog (see following page).
1.5	Current Amount: $(current amount)	Text Label			As the user clicks the checkboxes associated with management companies, the amount they will be charged will be incremented by $10. There is no charge to associate with self-managed associations.
1.6		Map Control			Initially the map displays the area selected by the user in the previous step, and the MCs and self-managed associations in the area. The list on the left is synchronized with the map, and updates on the user moves the map. If a MC or self-managed association is selected on the map, it is shown highlighted in blue in the list.
1.7	Back to Service Location	Button			Takes the user to step 2 - Service Location.
1.8	Continue to Review & Pay	Button			Takes the user to step 4 - Review and Pay

Step 3 - Find Management Companies no MC - ToU

1 This modal light-box style dialog box is displayed when the user clicks the terms of use link for either a management company or self-managed association.

2 The print button prints the ToU. The "OK" button or the "X" button in the upper right closes this dialog.

Management Company Name Terms of Use ×

Vivamus elementum viverra magna a consectetur. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus feugiat bibendum mattis. Curabitur aliquet turpis nec felis sollicitudin non gravida felis tempus. Etiam mollis urna id turpis pulvinar id pharetra eros lobortis. Vestibulum auctor commodo libero eget venenatis. Etiam sollicitudin, arcu eget dapibus ultricies, elit arcu placerat felis, eu dictum mi lectus eu lectus. Curabitur ultrices ipsum nec erat ornare volutpat.

Sed adipiscing, orci sed dapibus bibendum, augue dui luctus odio, sit amet rhoncus nunc ante ut massa. Sed laoreet condimentum tortor sit amet lobortis. Donec sed quam eget felis luctus malesuada. In sit amet orci quis massa sodales tristique eu vel diam. Fusce sagittis quam lobortis arcu gravida ut pellentesque tellus aliquam. Vivamus leo magna, consectetur eu pulvinar eget, sagittis vel eros. Donec sit amet justo sit amet augue vestibulum aliquam in id magna. Cras tincidunt euismod ligula sed bibendum. Curabitur faucibus egestas ullamcorper. Proin ac dui quam.

Phasellus viverra consequat metus, et consectetur est lobortis eu. Donec dui eros, lobortis a porttitor at, auctor sit amet mi. In facilisis tincidunt viverra. Nullam elit augue, malesuada ut cursus nec, venenatis at diam. Sed non mauris eu arcu interdum consectetur. Duis eros dolor, pellentesque et cursus egestas, vulputate ut massa. Proin a mauris sapien, in sagittis felis. Sed suscipit dignissim lacinia. Nunc rhoncus dui eget leo eleifend nec iaculis arcu rutrum. Nullam ornare ornare sagittis. Morbi quis quam venenatis magna malesuada sollicitudin. Morbi tempor mollis erat id tempus. Maecenas eget eros sed risus condimentum vestibulum. Etiam id ullamcorper dolor. Vivamus iaculis sollicitudin elit, sit amet tempus elit volutpat et. Pellentesque eu lacus turpis, pharetra cursus libero.

Print   OK

Step 4 - Review & Pay from MC

BRRO Registration

③ Review & Payment

The information you provided about your business, location, and management company is summarized below. Please verify that it's correct and provide your payment information.

Business Information [Edit] **1.2**

1.1
Jeff's Snow Removal
Tax ID: THX-1138

5030 Buckingham Road
Boulder, CO 80301 USA

Administrative User [Edit] **1.4**

1.3
Your Business Logo Here

Jeff Rankin
Chief Plow Jockey

(111) 222-3333
(444) 555-6666
jeff.rankin@mrplow.com

Service Location [Edit] **1.6**

1.5
Address line 1
Address line 2
City, State, Zip/Postal Code
Country

Phone 1: (111) 222-3333
Phone 2: (444) 555-6666
Fax: (777) 888-9999

Services Offered: **1.7**

Animal Control
Irrigation
Lawn Care
Painting
Snow Removal
Window Washing

Map: **1.8**

Management Companies

1.9 Management Company Name	Address	City
Management Company 1	Address 1	City 1

1.10 ☐ Associate with this company and agree to terms of use **1.11**
Please check to associate and agree to terms of use.

Payment Information

2.11
◉ Use the business address above for my payment information
○ Enter a new address for my payment information

Card Type:* **2.1**

Name on Card:* **2.2**

Please select a card type.

Please type the name on the card.

Credit Card Number:* **2.3**

CCID:* **2.4**

Month:* **2.5**

Year:* **2.6**

Please type a valid credit card number.

Please type the CCID.

Please select an expiration month.

Please select an expiration year.

2.7 ☐ Save this credit card

☐ Agree to the BRRO terms of use

2.8 You must agree to the BidAccess terms of use.

2.9 [Back to Service Location]   **2.10** [Pay & Complete Registration]

{footer (navigation, copyright, etc.)}

Address 1:* **2.12**

This address field is required.

Address 2: **2.13**

City:* **2.14**

Please type the city.

Country:* **2.15**

State/Province:*

Zip/Postal Code:* **2.17**

Please select a country.

Please select state/province.

Please type a valid zip/postal code.

2.16

ID	Label	Type	Required	Validation Message	Notes
1. Summary Information					
1.1	Business Information	Text Label			A summary of the business information entered in Step 1 - Business Information & Admin User.
1.2	Edit	Button			When clicked, this button takes the user back to Step 1 - Business Information & Admin User.
1.3	Administrative User	Text Label			A summary of the admin user information entered in Step 1 -Business Information & Admin User.
1.4	Edit	Button			When clicked, this button takes the user back to Step 1 - Business Information & Admin User.
1.5	Service Location	Text Label			A summary of the service location information entered in Step 2 - Service Location.
1.6	Edit	Button			When clicked, this button takes the user back to Step 2 - Service Location.
1.7	Services Offered	Scrolling List-box			A scrolling, read only, list containing the services offered by the service location.
1.8	Map	Map Control			A thumbnail, non-interactive map showing the service location (map pin) and market area (square, circle or polygon).
1.9	Management Companies	Table			A table containing summary information for the management company.
1.1	Associate with this company and agree to terms of use	Checkbox	✓	Please check to associate and agree to terms of use	
1.11	terms of use	Hyperlink			Displays MC terms of use in a modal light-box style dialog. Refer to following page for design.
2. Payment Information					
2.1	Card Type	Drop-down Menu	✓	Please select a card type.	
2.2	Name on Card	Text Field	✓	Please type the name on the card.	
2.3	Credit Card Number	Text Field	✓	Please type a valid credit card number.	
2.4	CCID	Text Field	✓	Please type the CCID.	
2.5	Month	Drop-down Menu	✓	Please select an expiration month.	
2.6	Year	Drop-down Menu	✓	Please select an expiration year.	
2.7	Save this credit card	Checkbox			When selected, this card will be saved among the user's payment methods.
2.8	Agree to the BidAccess terms of use	Checkbox	✓	You must agree to the BidAccess terms of use.	Terms of use is linked to the modal light-box style dialog shown on the following page.
2.9	Back to Service Location	Button			When clicked, returns the user to Step 2 - Service Location
2.1	Pay & Complete Registration	Button			When clicked, starts the payment process. If successful, takes the user to the registration success screen. If unsuccessful, displays an appropriate error without proceeding so the user can make corrections to the credit card information.
2.11	New or existing payment address	Radio Buttons			By default, the "Use the business address above for my payment information" radio button is selected. If the "Enter a new address for my payment information" radio button is clicked, the address area is shown.
2.12	Address 1	Text Field	✓	Please type the address.	
2.13	Address 2	Text Field			
2.14	City	Text Field	✓	Please type the city.	
2.15	Country	Drop-down Menu	✓	Please select a country.	Once the value in this field is selected, the state/province drop-down menu is populated with appropriate items.
2.16	State/Province	Drop-down Menu	✓	Please select a state/province.	
2.17	Zip/Postal Code	Text Field	✓	Please type a zip/postal code.	

Step 4 - Review & Pay no MC

BRRO Registration

4 Review & Payment

The information you provided about your business, location, and management company is summarized below. Please verify that it's correct and provide your payment information.

Business Information [Edit] **1.2**

1.1
Jeff's Snow Removal
Tax ID: THX-1138

5030 Buckingham Road
Boulder, CO 80301 USA

Administrative User [Edit] **1.4**

1.3 Your Business Logo Here

Jeff Rankin
Chief Plow Jockey

(111) 222-3333
(444) 555-6666
jeff.rankin@mrplow.com

Service Location [Edit] **1.6**

1.5
Address line 1
Address line 2
City, State, Zip/Postal Code
Country

Phone 1: (111) 222-3333
Phone 2: (444) 555-6666
Fax: (777) 888-9999

Services Offered: **1.7**

Animal Control
Irrigation
Lawn Care
Painting
Snow Removal
Window Washing

Map: **1.8**

Management Companies [Edit] **1.10**

1.9

Management Company Name	Address	City
Management Company 1	Address 1	City 1
Management Company 1	Address 1	City 1
Management Company 1	Address 1	City 1
Management Company 1	Address 1	City 1

Payment Information

2.11
○ Use the business address above for my payment information
○ Enter a new address for my payment information

Card Type:* **2.1**
Please select a card type.

Name on Card:* **2.2**
Please type the name on the card.

Credit Card Number:* **2.3**
Please type a valid credit card number.

CCID:* **2.4**
Please type the CCID.

Month:* **2.5**
Please select an expiration month.

Year:* **2.6**
Please select an expiration year.

2.7 ☐ Save this credit card

2.8 ☐ Agree to the BRRO terms of use
You must agree to the BidAccess terms of use.

2.9 Back to Management Companies

2.10 Pay & Complete Registration

{footer (navigation, copyright, etc.)}

Address 1:* **2.12**
This address field is required.

Address 2: **2.13**

City:* **2.14**
Please type the city.

Country:* **2.15**
Please select a country.

State/Province:* **2.16**
Please select state/province.

Zip/Postal Code:* **2.17**
Please type a valid zip/postal code.

ID	Label	Type	Required	Validation Message	Notes
1. Summary Information					
1.1	Business Information	Text Label			A summary of the business information entered in Step 1 - Business Information & Admin User.
1.2	Edit	Button			When clicked, this button takes the user back to Step 1 - Business Information & Admin User.
1.3	Administrative User	Text Label			A summary of the admin user information entered in Step 1 - Business Information & Admin User.
1.4	Edit	Button			When clicked, this button takes the user back to Step 1 - Business Information & Admin User.
1.5	Service Location	Text Label			A summary of the service location information entered in Step 2 - Service Location.
1.6	Edit	Button			When clicked, this button takes the user back to Step 2 - Service Location.
1.7	Services Offered	Scrolling List-box			A scrolling, read only, list containing the services offered by the service location.
1.8	Map	Map Control			A thumbnail, non-interactive map showing the service location (map pin) and market area (square, circle or polygon).
1.9	Management Companies	Table			A table containing summary information for the management company.
1.1	Edit				When clicked, this button takes the user back to Step 3 - Management Companies
2. Payment Information					
2.1	Card Type	Drop-down Menu	✓	Please select a card type.	
2.2	Name on Card	Text Field	✓	Please type the name on the card.	
2.3	Credit Card Number	Text Field	✓	Please type a valid credit card number.	
2.4	CCID	Text Field	✓	Please type the CCID.	
2.5	Month	Drop-down Menu	✓	Please select an expiration month.	
2.6	Year	Drop-down Menu	✓	Please select an expiration year.	
2.7	Save this credit card	Checkbox			When selected, this card will be saved among the user's payment methods.
2.8	Agree to the BidAccess terms of use	Checkbox	✓	You must agree to the BidAccess terms of use.	Terms of use is linked to the modal light-box style dialog shown on the following page.
2.9	Back to Service Location	Button			When clicked, returns the user to Step 2 - Service Location
2.1	Pay & Complete Registration	Button			When clicked, starts the payment process. If successful, takes the user to the registration success screen. If unsuccessful, displays an appropriate error without proceeding so the user can make corrections to the credit card information.
2.11	New or existing payment address	Radio Buttons			By default, the "Use the business address above for my payment information" radio button is selected. If the "Enter a new address for my payment information" radio button is clicked, the address area is shown.
2.12	Address 1	Text Field	✓	Please type the address.	
2.13	Address 2	Text Field			
2.14	City	Text Field	✓	Please type the city.	
2.15	Country	Drop-down Menu	✓	Please select a country.	Once the value in this field is selected, the state/province drop-down menu is populated with appropriate items.
2.16	State/Province	Drop-down Menu	✓	Please select a state/province.	
2.17	Zip/Postal Code	Text Field	✓	Please type a zip/postal code.	

Step 4 - Review & Pay Form Submission Button Behaviors

After the "Pay & Complete Registration" button is clicked, both the back and pay buttons are disabled and the label of the pay button changes to "Processing Payment...".

BRRO Registration

4 Review & Payment

The information you provided about your business, location, and management company is summarized below. Please verify that it's correct and provide your payment information.

Business Information ✎ Edit

Jeff's Snow Removal
Tax ID: THX-1138

5030 Buckingham Road
Boulder, CO 80301 USA

Administrative User ✎ Edit

Your Business Logo Here

Jeff Rankin
Chief Plow Jockey

(111) 222-3333
(444) 555-6666
jeff.rankin@mrplow.com

Service Location ✎ Edit

Address line 1
Address line 2
City, State, Zip/Postal Code
Country

Phone 1: (111) 222-3333
Phone 2: (444) 555-6666
Fax: (777) 888-9999

Services Offered:

Animal Control
Irrigation
Lawn Care
Painting
Snow Removal
Window Washing

Map:

Management Companies ✎ Edit

Management Company Name	Address	City
Management Company 1	Address 1	City 1
Management Company 1	Address 1	City 1
Management Company 1	Address 1	City 1
Management Company 1	Address 1	City 1

Payment Information

◉ Use the business address above for my payment information
○ Enter a new address for my payment information

Card Type:*   Name on Card:*
Visa ⇅   Jeff Rankin

Credit Card Number:*   CCID:*   Month:*   Year:*
1111222233334444   123   2 ⇅   2014 ⇅

☐ Save this credit card
☑ Agree to the BRRO terms of use

[Back to Management Companies] [Processing Payment...]

{footer (navigation, copyright, etc.)}

Step 4 - Review & Pay - BidAccess ToU

1 This modal light-box style dialog box is displayed when the user clicks the terms of use link for either a management company or for the BidAccess ToU.

2 The print button prints the ToU. The "OK" button or the "X" button in the upper right closes this dialog.

BRRO Terms of Use ✕

Vivamus elementum viverra magna a consectetur. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus feugiat bibendum mattis. Curabitur aliquet turpis nec felis sollicitudin non gravida felis tempus. Etiam mollis urna id turpis pulvinar id pharetra eros lobortis. Vestibulum auctor commodo libero eget venenatis. Etiam sollicitudin, arcu eget dapibus ultricies, elit arcu placerat felis, eu dictum mi lectus eu lectus. Curabitur ultrices ipsum nec erat ornare volutpat.

Sed adipiscing, orci sed dapibus bibendum, augue dui luctus odio, sit amet rhoncus nunc ante ut massa. Sed laoreet condimentum tortor sit amet lobortis. Donec sed quam eget felis luctus malesuada. In sit amet orci quis massa sodales tristique eu vel diam. Fusce sagittis quam lobortis arcu gravida ut pellentesque tellus aliquam. Vivamus leo magna, consectetur eu pulvinar eget, sagittis vel eros. Donec sit amet justo sit amet augue vestibulum aliquam in id magna. Cras tincidunt euismod ligula sed bibendum. Curabitur faucibus egestas ullamcorper. Proin ac dui quam.

Phasellus viverra consequat metus, et consectetur est lobortis eu. Donec dui eros, lobortis a porttitor at, auctor sit amet mi. In facilisis tincidunt viverra. Nullam elit augue, malesuada ut cursus nec, venenatis at diam. Sed non mauris eu arcu interdum consectetur. Duis eros dolor, pellentesque et cursus egestas, vulputate ut massa. Proin a mauris sapien, in sagittis felis. Sed suscipit dignissim lacinia. Nunc rhoncus dui eget leo eleifend nec iaculis arcu rutrum. Nullam ornare ornare sagittis. Morbi quis quam venenatis magna malesuada sollicitudin. Morbi tempor mollis erat id tempus. Maecenas eget eros sed risus condimentum vestibulum. Etiam id ullamcorper dolor. Vivamus iaculis sollicitudin elit, sit amet tempus elit volutpat et. Pellentesque eu lacus turpis, pharetra cursus libero.

Print   OK

Registration Success

Upon successful registration, the success screen is shown (left) and a confirmation email is sent (right).

{logo}

Congratulations

You have successfully registered to use BidAccess!

ⓘ Here are your next steps:

- You should receive an email at email@domain.com confirming your registration and containing additional details on your BidAccess account.
- Your transaction ID is be useful if you need to refer to the registration process with BidAccess support. It is **TK-421-1138**.
- If you need help of any kind, you can speak with a BidAccess representative at **(855) 243-9119** or send an email to customerservice@communityarchives.com.

{footer (navigation, copyright, etc.)}

Congratulations - you are now registered to use BidAccess and will soon be able to reach potential clients for unlimited bid opportunities!

There is one more step in the registration process in order to receive and respond to Requests for Proposals (RFPs). BidAccess requires a minimum level of credentialing through Compliance Depot. Please go to (http://www.compliancedepot.com) and get started now!

Starting soon, the RFPs will be ready and you will begin to receive notifications of bids available in your area - stay tuned!

You are now associated with the following management company (or companies):

{management company name 1}
{address 1/city/state}
{contact@domain.com/(111) 222-3333}

{management company name 2}
{address 1/city/state}
{contact@domain.com/(111) 222-3333}

{management company name 3}
{address 1/city/state}
{contact@domain.com/(111) 222-3333}

{management company name 4}
{address 1/city/state}
{contact@domain.com/(111) 222-3333}

Your credit card has been charged {charge amount} for these registrations. If you need to refer to this payment transaction in the future, the transaction ID is {transaction ID}. BidAccess charges to your credit card will appear under "Community Archives" in your credit card statement.

If you have questions regarding this transaction or about BidAccess in general, please send an email to customerservice@communityarchives.com or contact us at (855) 243-9119.

Thank you - The BidAccess Team

Community Archives, Inc.
6861 N. Oracle Road
Tucson, Arizona 85704

Password Reset 1

The password reset flow begins when the user clicks the "I've forgotten my password link. The first screen allows the user to enter their email address and has a security mechanism (captcha) to make sure they're human. If the user's email address exists in BidAccess, an email is sent containing further instructions. If it doesn't exist, the user is informed and given instructions to contact Community Archives. The email address contains a link (the link expires after 8 hours) allowing the user to enter a new password. Once the user enters their new password, a confirmation screen is shown and an email is sent.

1 User clicks "I've forgotten my password" link.

{logo}

Log in to BRRO

email address

password

☐ Remember me on this computer

Log In

Don't have an account?

Sign Up Now

Tell me more and view a demo

Having Problems?

I've forgotten my password
Call a BRRO representative at 1-800-555-1234 or send an email to help@brro.com.

{footer (navigation, copyright, etc.)}

2 User enters email address and captcha.

{logo}

BidAccess Password Assistance

Have you forgotten your password? Enter the email address associated with your BidAccess account below. An email will be sent containing a link to a page where you can create a new password.

Email Address

Please type an email address (email@domain.com).

rehiring it 🔊

Type the Characters You See Above

Please type the characters you see above.

Continue

{footer (navigation, copyright, etc.)}

3 Email sent to user and instructions.

{logo}

BidAccess Password Assistance

Check Your Email

An email has been sent to email@domain.com containing instructions for resetting your password. If you don't receive this email, check your junk mail folder or contact customer service at 1-800-111-2222 (customerservice@communityarchives.com) for assistance.

{footer (navigation, copyright, etc.)}

3a Exception - email address not found in BidAccess

{logo}

BidAccess Password Assistance

Email Address Not Found

We're sorry, but the email address you entered doesn't match an existing BidAccess account. You can try entering another email address or contact customer service at 1-800-111-2222 (customerservice@communityarchives.com) for assistance.

{footer (navigation, copyright, etc.)}

Password Reset 2

Dear {name}:

To continue the password reset process, please click
the link below. If you did not initiate the password
reset process, you can safely ignore this email.

http://www.bidaccess.com/reset-password/ds78fha97

Thank you - The BidAccess Team

Community Archives, Inc.
6861 N. Oracle Road
Tucson, Arizona 85704

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5 User types new password.

{logo}

BidAccess Password Reset

Please type a new password below.

[Type Your Password]

Please type a password.

[Type Your Password Again]

Please type the password again.

Password must be at least 6 characters and contain at least one number.

Reset Your Password

{footer (navigation, copyright, etc.)}

5a Exception - password reset link expired.

{logo}

BidAccess Password Reset

Password Reset Link Expired

We're sorry, but the link you clicked to reset your password has expired. If you still need to reset your password, you can return to BidAccess Password Assistance.

{footer (navigation, copyright, etc.)}

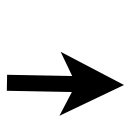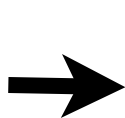---

6 Confirmation to user (web and email).

{logo}

BidAccess Password Reset

Success!

Your password has been reset. An confirmation email has been sent to email@domain.com.

{footer (navigation, copyright, etc.)}

Dear {name}:

Your BidAccess password has been successfully reset.

Thank you - The BidAccess Team

Community Archives, Inc.
6861 N. Oracle Road
Tucson, Arizona 85704