

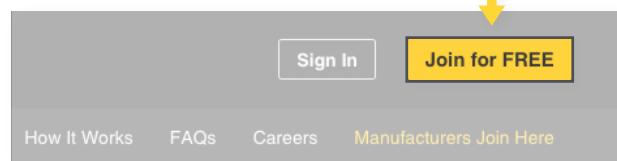
## Rep Registration and Profile Guide

Welcome to Material Bank!! In addition to providing you and Haworth with project leads, Material Bank helps design professionals find and connect with you through our Rep Directory. Keep your profile up-to-date, so you can easily be discovered and contacted by prospective clients.

In the coming months, more features will be added to the Rep Directory, including lead follow-up tools, connection and introduction requests and more.

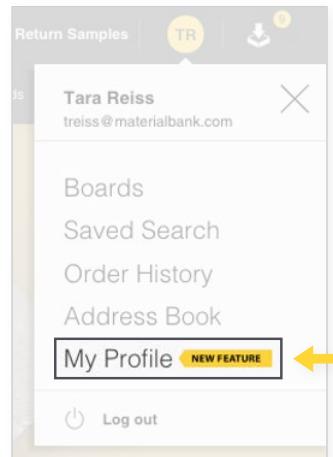
### Getting started is fast and easy.

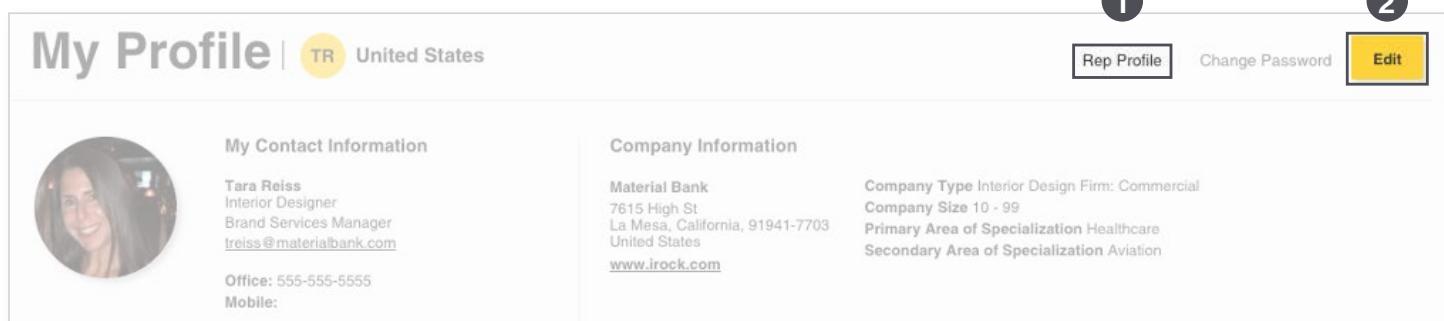
- Create a Material Bank account by going to [materialbank.com](http://materialbank.com) and clicking on **‘Join for FREE’**
- Use your haworth.com email domain to register and under **‘Company Type’** select **“Manufacturer/Distributor”** and under **‘Job Type’** select **“Brand Representative”**
- Once logged in, click on “Rep Directory” in the top-right corner of the navigation bar to view the Rep Directory.



### To create your Rep Profile, simply update your Account Profile.

- Access your Account Profile in the top right corner of the navigation bar and click on **‘My Profile’**.
- From ‘My Profile’, you can access or edit your Rep Directory profile.
  - 1 To view your profile in the Rep Directory, click on **‘Rep Profile’**.
  - 2 To edit your Rep Profile, simply click **‘Edit’**





1 [Rep Profile](#) 2 [Edit](#)

**My Profile** |  United States

**My Contact Information**

Tara Reiss  
Interior Designer  
Brand Services Manager  
[treiss@materialbank.com](mailto:treiss@materialbank.com)

Office: 555-555-5555  
Mobile:

**Company Information**

Material Bank  
7615 High St.  
La Mesa, California, 91941-7703  
United States  
[www.irock.com](http://www.irock.com)

Company Type Interior Design Firm: Commercial  
Company Size 10 - 99  
Primary Area of Specialization Healthcare  
Secondary Area of Specialization Aviation

- Once in edit mode, you have the ability to add / update the following sections in your Rep Directory profile:

- 1 Profile picture
- 2 Phone Number
- 3 Territory Details (this can include, but is not limited to states, cities, zip codes, etc.)
- 4 About Me

## My Profile | United States

[Back](#) [Save](#)

**1**

First Name  
Tara

Last Name  
Reiss

Email  
treiss@materialbank.com

**Contact Info**

Office\* **555-555-5555** Mobile

Preferred Contact Method\* **Any**

 [instagram.com/ username](#)

 [pinterest.com/ username](#)

**Company Info**

**Material Bank**

Company Website\* **www.irock.com**

Company Type\* **Interior Design Firm: Commercial**

Company Size\* **10 - 99**

Job Type\* **Interior Designer**

Job Title\* **Brand Services Manager**

Primary Area of Specialization\* **Healthcare**

Secondary Area of Specialization **Aviation**

**Company Address**

Country\* **United States**

Address\* **7615 High St**

Address 2

City\* **La Mesa**

State\* **California**

Zip\* **91941-7703**

**2**

**3**

**4**

Territory Details

Add territory details...

About Me

Describe yourself...

There are several locations throughout Material Bank where design professionals are encouraged to connect with their Reps. While the initial message is sent through Material Bank, all communication following the initial outreach will be between you and the member directly.

With the speed and instant nature of Material Bank, members who reach out through the platform expect an immediate response. Please prioritize follow-ups to requests that come from Material Bank.