

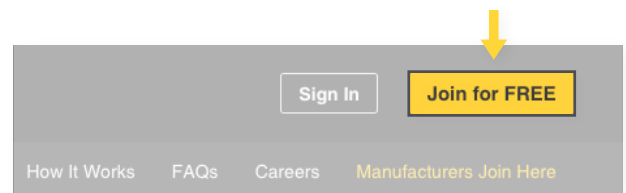
## Rep Registration and Profile Guide

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.

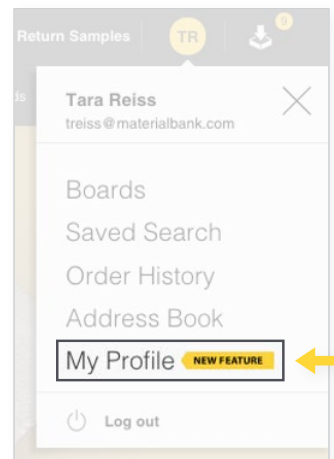
### Getting started is fast and easy.

- Create a Material Bank account by going to **materialbank.com** 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


My Profile | TR United States

2

Rep Profile

Change Password

Edit



My Contact Information

Tara Reiss

Interior Designer

Brand Services Manager

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

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


TR

United States

Back

Save

1



Contact Info

First Name

Tara

Last Name

Treiss

Email

treiss@materialbank.com

Office\*

555-555-5555

Mobile

Preferred Contact Method:\*

Any

instagram.com/

username

pinterest.com/

username

2

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

3

Company Address

Country\*

United States

Address\*

7615 High St

Address 2

City\*

La Mesa

State\*

California

Zip\*

91941-7703

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.