

ZERH: Setting up new users and Organizations

Setting up new user accounts and connecting them to new or existing organization profiles is a relatively straightforward process that begins with a public site visitor creating a new account for themselves via the Register link in the Partner Account menu.

Creation of New Accounts and Enrolling New Organizations

A new partner contact should begin by creating a user account for themselves. They will be prompted to enter their First Name, Last Name, Title, Phone Number, Email Address, and new Password. Once a new user submits this form, they will receive an email confirmation with an account activation link that they must click on to verify that they are a real person, and that their email address is valid.

The screenshot shows the 'Create new account' form on the Zero Energy Ready Homes website. The form includes the following fields and options:

- First Name *** and **Last Name *** (text input fields)
- Title** (text input field)
- Phone Number *** (text input field with 'Phone number' and 'Ext.' sub-fields)
- Email *** (text input field)
- Password *** (text input field)
- Confirm password *** (text input field)
- Subscribe to GovDelivery** (checkbox)
- Create new account** (submit button)

Additional text on the page includes: 'The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.' and 'Passwords match: Provide a password for the new account in both fields.'

Once they confirm their account, they may log in and will be prompted to either request access to an existing organization, or enroll a new company:

The screenshot shows the 'Partner Contact' and 'Enroll Company' options on the Zero Energy Ready Homes website. The 'Partner Contact' section displays the following information:

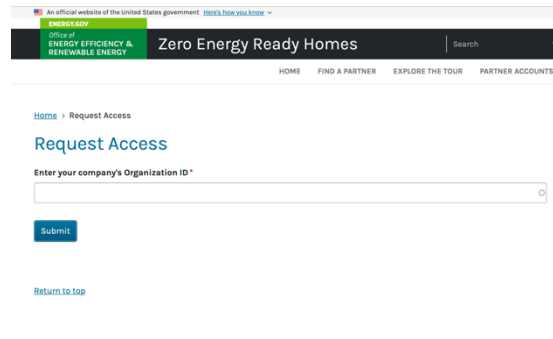
- Title:** content administrator
- Email:** partnercontact@gmail.com
- Phone Number:** +1 914-967-5555

The 'Enroll Company' and 'Request Access' sections provide the following options:

- Enroll Company:** Register Your Organization (button)
- Request Access:** Request Access To An Existing Account (button)

Additional text on the page includes: 'If your company is not currently listed - OR - if your company already is already enrolled' and 'YOUR USER ACCOUNT IS ACTIVATED, BUT IT DOES NOT YET HAVE ACCESS TO AN ORGANIZATION YET.'

A new partner contact can search for an existing organization using the Organization's ID or Name.



Or, a new partner contact may enroll a new organization. After a ZERH admin has approved and connected a new account and/or organization, the partner contact will be able to add a logo and update any other partner-editable information as needed.

[Home](#) > Register Organization

Register Organization

Basic Information

Organization Name *

Organization Type * - None -

Complete Legal Name.
Example: Acme, LLC

Organization Phone Number *

Organization Web Address

Your Organization's Website Address, including the "http://" or "https://" portion of the url.
Example: "https://www.acme.com" or "https://acme.com"

Location

Primary Address

Street address *

City *

State * - Select -

Zip code *

Additional Locations Served

List any other onsite locations your organization conducts business. You may add to this list after your Organization Registration has completed the approval process. [Show row weights](#)

Country
- None -

Agreements

I have read and agree to the terms and conditions outlined in the appropriate partnership agreement package listed on [DOE Zero Energy Ready Home Partner Central](#).

I certify that I am authorized to register this organization with this program, and may agree to the program's terms and conditions on behalf of this organization.

[Return to top](#)