Vendor Portal Registration

The Vendor Portal is an important tool that we offer all of our subcontractor and installer employee leads. This tool offers visibility to:

- Checks with detailed payment information on stubs.
- Scheduled Future Work with Work Order documents and measure diagrams.
- Past Work that is awaiting a lien waiver to set up for installer payment.
- Retainage Balance
- Back charge balance

It also offers the ability to:

- Update contact information for the vendor/leads.
- Update schedule availability for the vendor/leads.
- Donate to the Romanoff Foundation.

In order to use this site on a regular basis, the vendor must register. To register the vendor must:

1. Go to the website www.romanoff-floors.com, click on the **Installer** link in the upper right hand corner of the site.
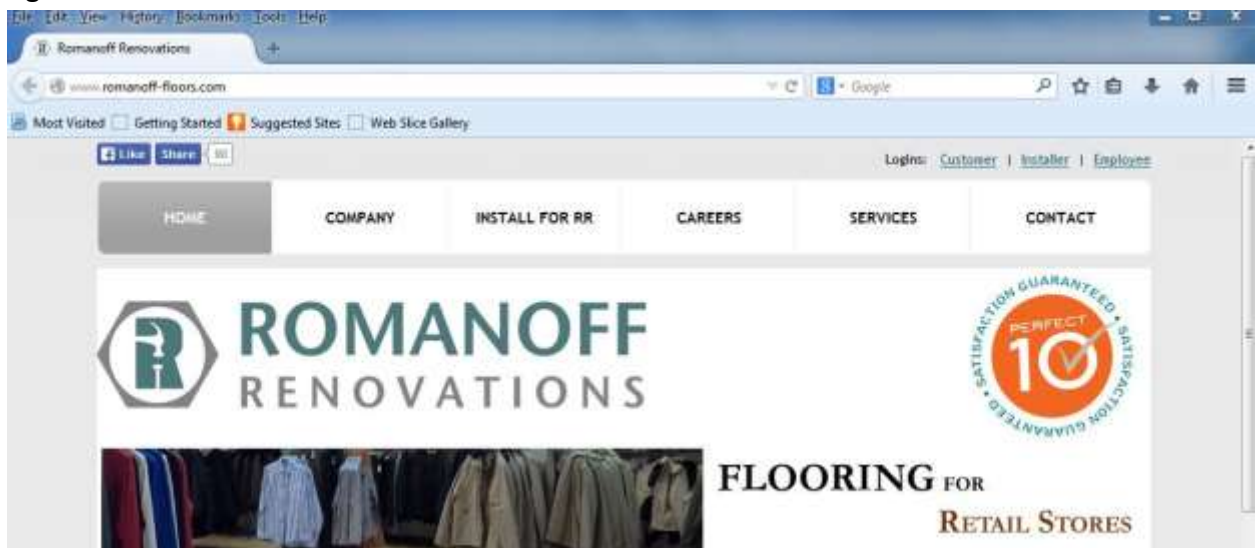
2. Once on the **Vendor Portal Login** screen, the vendor will click on the link as someone who has not yet registered.
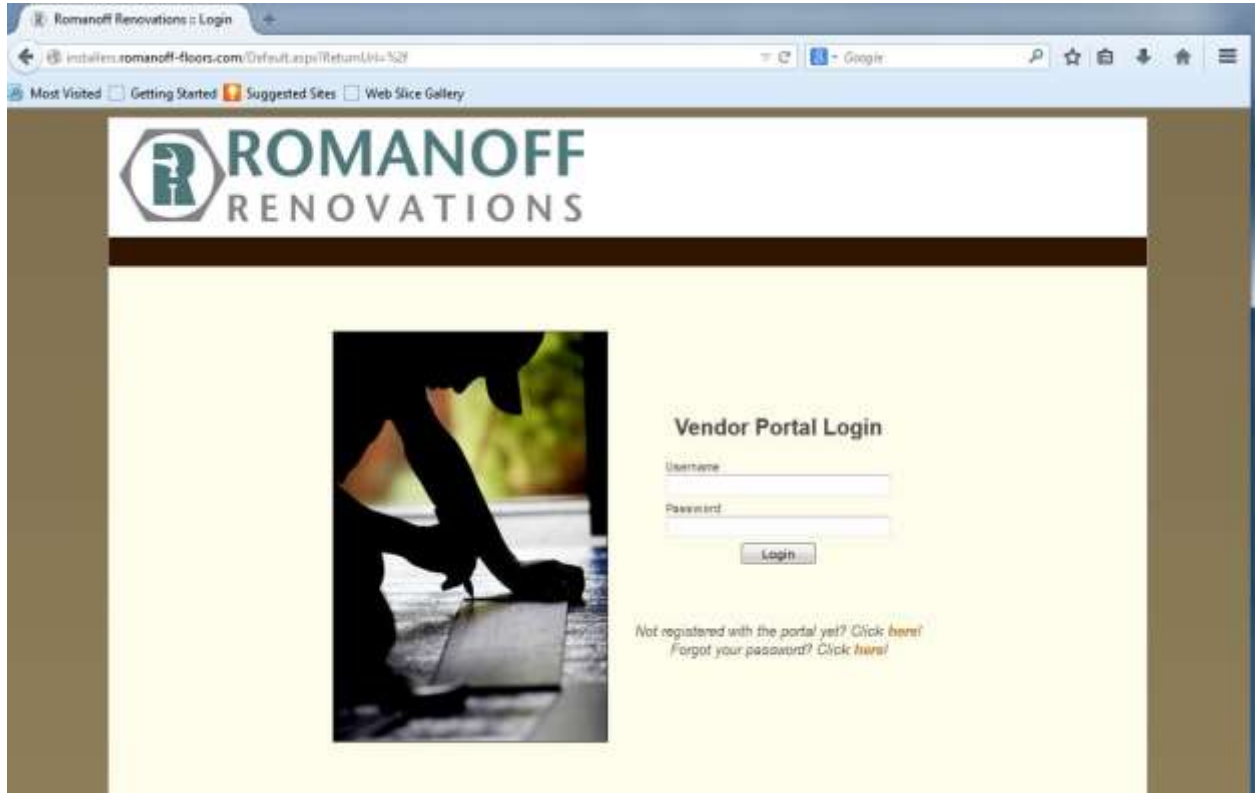
3. This will bring up the registration screen. The vendor will need to have their current THD badge on hand to complete, as the Badge number is needed.

It is important to note that only the first part of the Badge # is needed (letter and number prior to the -). Additionally the first character of the Badge # is a letter I for Installer.

4. On the **Vendor Portal Registration** screen:

a. **Username** - The name used whenever logging into the Vendor Portal. This along with the **Password** are key pieces of information that must be remembered to use the portal.

b. **Password -** The password must be at least six (6) characters long with no spaces. It can be alpha/numeric and have special characters (i.e. # $ %). The password in conjunction with the **Username** is used to validate the identity of the vendor. For the protection of personal and financial data, it is suggested not to share these pieces of information.

c. **Confirm Password –** The password must be entered in as an exact match to first entry to be confirmed.

d. **Badge Number -** It is important to note that only the first part of the Badge # is needed (letter and number prior to the -). Additionally the first character of the Badge # is a letter I for Installer. It is used as part of the verification process.

e. **Social Security # (Last 4 digits) –** This must be entered correctly to complete identity verification process.

    f. **Email Address –** This email address will be used to provide support in the event the password is forgotten. In conjunction with the correct **Security Question** answer and **Username,** the password will be emailed to this address.

    g. **Security Question –** The question used to when the *Forgot password?* link is clicked on the login page so that the password can be emailed to the user.

    h. **Security Question Answer –** This is the correct answer to the **Security Question** to validate the user's identity in case of a forgotten password.

5. Once all fields are completed, click on the **Register Now!** button at the bottom of the page.

   If all fields are filled in correctly, the user will be directed to their specific **Vendor Portal** pages.

   If there are any errors in the fields, the system will prompt the registrant to correct the fields before proceeding forward.