

ENH: 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 DOE Efficient New Homes website. The form includes fields for First Name, Last Name, Title, Phone Number (with separate fields for Phone number and Ext.), Email, and Password. A 'Subscribe to GovDelivery' checkbox is also present. A password strength indicator is shown below the password field. A 'Create new account' button is at the bottom of the form. To the right of the form, there is a 'How to Enroll' section with links to 'View our brief guide' and 'Download (PDF)'.

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' section and the 'Enroll Company' / 'Request Access' section on the DOE Efficient New Homes website. The 'Partner Contact' section displays the email 'partnercontact@gmail.com' and the phone number '+1 914-967-5555'. Below this, there are two main options: 'Enroll Company' (with a sub-link 'Register Your Organization') and 'Request Access' (with a sub-link 'Request Access To An Existing Account'). A message states: 'YOUR USER ACCOUNT IS ACTIVATED, BUT IT DOES NOT YET HAVE ACCESS TO AN ORGANIZATION YET.' A 'Return to top' link is at the bottom of the section. The footer of the page includes the text 'OFFICE of ENERGY EFFICIENCY & RENEWABLE ENERGY', 'ABOUT THE OFFICE OF ENERGY EFFICIENCY & RENEWABLE ENERGY', 'BUDGET & PERFORMANCE', and 'FEDERAL GOVERNMENT'.

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

The screenshot shows the top of the DOE Efficient New Homes website. The header includes the DOE logo and navigation links: HOME, FIND A PARTNER, EXPLORE THE TOUR, and PARTNER ACCOUNTS. A search bar is located in the top right corner. Below the header, there is a breadcrumb trail: Home > Request Access. The main content area features a text input field labeled "Enter your company's Organization ID*" and a "Submit" button. A "Return to top" link is positioned below the input field. The footer contains four columns of links: "OFFICE of ENERGY EFFICIENCY & RENEWABLE ENERGY" (with sub-links for Forrestal Building and Energy Efficiency), "ABOUT THE OFFICE OF ENERGY EFFICIENCY & RENEWABLE ENERGY" (with sub-links for EERE Home and EERE), "BUDGET & PERFORMANCE" (with sub-links for Covid-19 Response and Budget), and "FEDERAL GOVERNMENT" (with sub-links for The White House and U.S. Department of Energy).

Or, a new partner contact may enroll a new organization. After a ENH 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.

The screenshot displays the "Register Organization" page. It begins with a breadcrumb trail: Home > Register Organization. The page is divided into two main sections: "Basic Information" and "Location".

Basic Information

- Organization Name***: A text input field with a placeholder "Complete Legal Name. Example: Acme, LLC".
- Organization Type***: A dropdown menu with options: Builder, Affordable Housing Builder, Developer, Manufactured Home Retailer or Installer, and Multi-Family Home Builder.
- Organization Phone Number***: A text input field with a placeholder "1-###-###-####".
- Organization Web Address**: A text input field with a placeholder "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**: A section with four input fields: "Street address*", "City*", "State*" (a dropdown menu with "- Select -"), and "Zip code*".
- Additional Locations Served**: A section with a text input field and a "Show row weights" button. Below this is a table with a "Country" column and a dropdown menu with "- 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.

At the bottom of the form are "Submit" and "Reset" buttons, and a "Return to top" link.