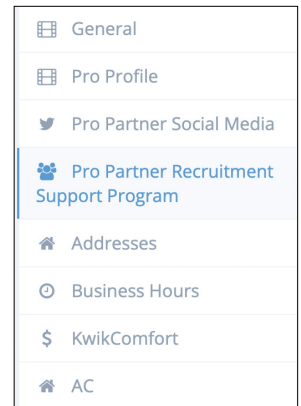
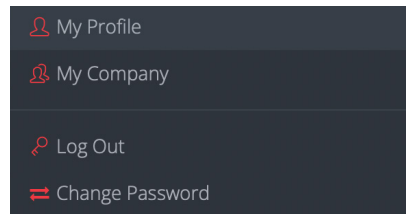




# How to Sign up for the PRO PARTNER RECRUITMENT SUPPORT PROGRAM POWERED BY MILITARYHIRE

To sign up and gain access to the Pro Partner Recruitment Support Program Powered by MilitaryHire, Pro Partners must create an account with MilitaryHire within My.Ruud.com. Below outlines how to create an account and important details about the program. For more information regarding this program, see the Pro Partner Recruitment Support Program portal available in My.Ruud.com under Marketing > Programs > Pro Partner > Pro Partner Recruitment Support Program. For questions, issues, or to update account information, reach out to Help@MyRuud.com.

1. To create an account, go to your Company Profile (My Company) in My.Ruud.com and locate the **Pro Partner Recruitment Support Program** tab on the left-hand menu.



2. Select "Edit Contractor" in the **Pro Partner Recruitment Support Program** tab. This will allow you to enter the required information to create an account.



3. Enter information for all fields displayed. Designate one individual at the company to oversee the Recruitment Support Program.
  - Note that the individual and email entered for the Recruitment Support Program will receive all communications and emails regarding the Recruitment Support Program.

4. Once all account information is entered select "Create Account".

Create Account

5. Allow up to 5 business days for your account to be finalized and to receive an email to access your account with MilitaryHire.
6. The email to access your account will come from help@militaryhire.com. The subject line will read "Your MilitaryHire Login Information".
  - If you experience issues with accessing your Military Hire account, please email help@militaryhire.com.
7. Once you have accessed your MilitaryHire account you are ready to begin posting your job listing and using the resources available to you through MilitaryHire.com.
  - Reference the *MilitaryHire Training and Tips* document available in My.Ruud.com under Marketing > Programs > Pro Partner > Pro Partner Recruitment Support Program for more details on how to utilize the *MilitaryHire system*.

