



# Pro Partner Recruitment Support Program

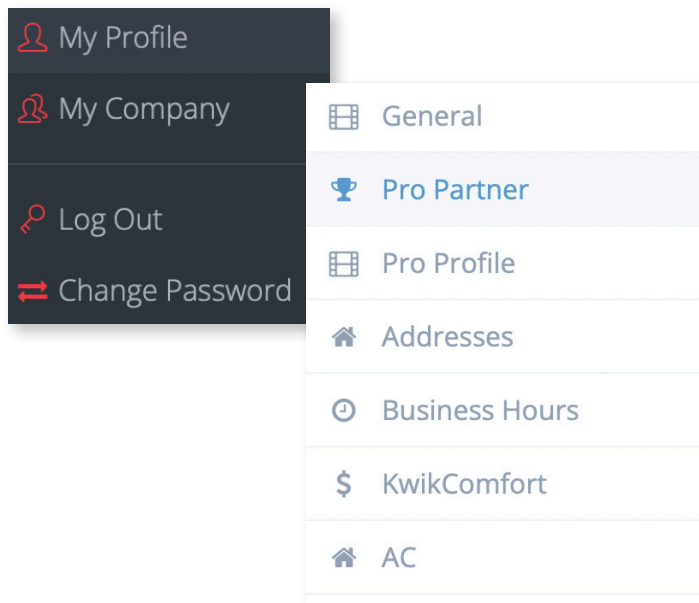


To make it easier to find eager, dependable employees, Rheem® has partnered with MilitaryHire, your resource for finding talent from the US Military. MilitaryHire's mission is to connect veterans of America's armed forces, military spouses and immediate family members with Pro Partners who value their experience and skills. As part of the Pro Partner Recruitment Support program, you will receive one recruiter account, up to 10 job postings, up to 600 resume views per month and up to 10 automated Resume Search agents.

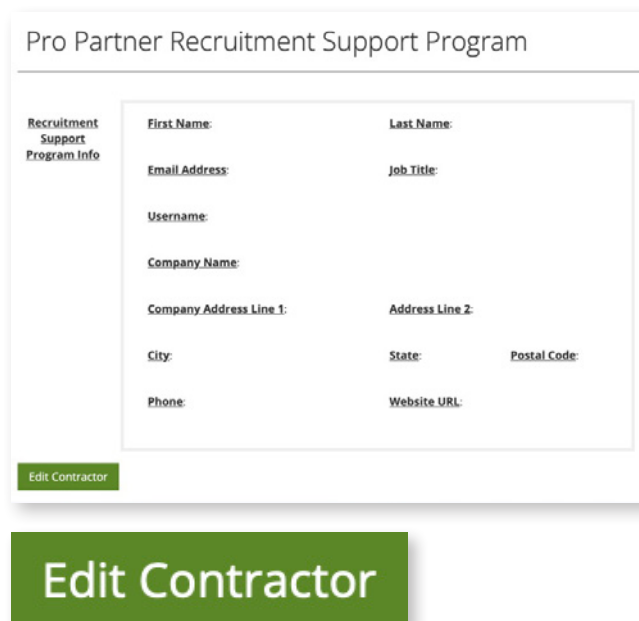
## HOW TO SIGN UP FOR THE PRO PARTNER RECRUITMENT SUPPORT PROGRAM POWERED BY MILITARYHIRE

To sign up and gain access to the Pro Partner Recruitment Support Program Powered by Military Hire, Pro Partners must create an account with MilitaryHire within My.Rheem.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.Rheem.com under Marketing > Programs > Pro Partner > Pro Partner Recruitment Support Program. For questions or issues, reach out to help@myrheem.com or to your Rheem Sales Representative.

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

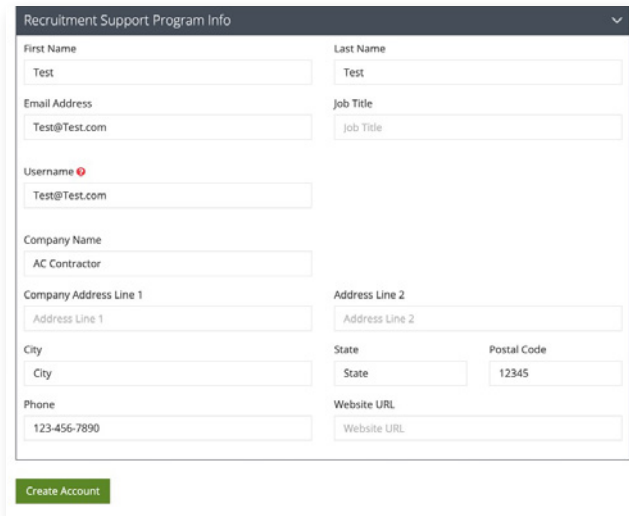


**Step 2** Select "Edit Contractor" in the **Pro Partner** tab. This will allow you to enter the required information to create an account.



**Step 3** Enter information for all fields displayed. Designate one individual at the company to oversee the Recruitment Support Program.

**NOTE:** The individual and email entered for the Recruitment Support Program will receive all communications and emails regarding the Recruitment Support Program.



The screenshot shows a web form titled "Recruitment Support Program Info" with a dropdown arrow. The form contains the following fields:

First Name Test	Last Name Test	
Email Address Test@Test.com	Job Title Job Title	
Username Test@Test.com		
Company Name AC Contractor		
Company Address Line 1 Address Line 1	Address Line 2 Address Line 2	
City City	State State	Postal Code 12345
Phone 123-456-7890	Website URL Website URL	

At the bottom left of the form is a green button labeled "Create Account".

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



**Step 5** Allow up to 5 business days for your account to be finalized and to receive an email to access your account with MilitaryHire.

**Step 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 MilitaryHire account, please email help@militaryhire.com*

**Step 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.Rheem.com under Marketing > Programs > Pro Partner > Pro Partner Recruitment Support Program for more details on how to utilize the MilitaryHire system.

