

DMG PRO PROVIDER ONBOARDING CHECKLIST

Thank you for signing up with us! We're excited to have you join our network. Please follow the steps below to fully onboard yourself and your team to DMG Pro.

DMG Pro Control Center

- [Initiate the sign up process through the DMG website \(click here!\)](#)
- [Add at least 1 of your dispatch addresses](#)
- [Add up to 3 of your business phone numbers](#)
- [Add your business email address](#)
- [Select the service lines and service types you and your team complete](#)
- [Upload your active insurance document\(s\)*](#)
- [Upload your workers compensation document\(s\)*](#)
- [Set your job preferences](#)
- [Add your business bank information](#)
- [Add your employees as members to your account](#)

DMG Pro Technician App

Once you add an employee as a member to your business, they will receive a text notification with a link to download the DMG Pro Technician app (except members you add as Invoicers and Dispatchers - individuals with these two roles will receive a link to the log into the web-based DMG Pro Control Center, not a link to download the technician app). They should complete the following steps (for assistance navigating the steps outlined below, please refer to the [DMG Pro Technician App User Guide](#)):

- Download the DMG Pro Technician app to their smart phone
- Enter and verify their phone number
- Enter their first and last name
- Allow the permissions** required to use the app
- Add a profile picture
- Add their email address
- Select the service line(s) and service type(s) they perform
- [Add their license\(s\)***](#)



*Once your documents have been uploaded, our Provider Relations team will review and validate the information.

We require location, camera, and push notification permissions. The **location permission allows us to show you which jobs are nearby and verify your geolocation to satisfy our customers' check in and check out requirements. The permissions to your **camera and photo library** allow you to take the required before and after photos through the app (if there is an issue with the app that temporarily blocks the photos you take from uploading to the job, the photos will be temporarily stored in your photo library until the app is able to upload them). The **push notifications** permission allows us to alert you to available job opportunities or upcoming work.

***You must have at least one technician with an active license to be matched to job opportunities for services that require licensure. Technicians must add their active licenses directly to their profile within the DMG Pro Technician app, but you are able to review the licenses your technicians upload within your Company Settings in your DMG Pro Control Center. All licenses uploaded through the DMG Pro Technician app are reviewed and approved by DMG's Provider Relations team. Once approved by our team, your company will be able to view job opportunities for services that require licensure.