



Affordable Outdoor Creations Business Hub

Printable Sign-In and Role Instructions

Hub address: <https://affordable-outdoor-creations-hub.affordable-o-0044.chatgpt.site/hub>

Important email change: Phillip's email is now **Phillip@AocJax.com**. All future communications for Phillip should be sent only to this email address.

Before You Begin

Use only the email address assigned to you by Affordable Outdoor Creations. Your company and role are attached to that exact email. Never share your password or let another person use your account.

Create Your Account and Sign In

1. Open the Hub address above in Safari, Chrome, Edge, or another current browser.
2. Enter your exact assigned email address and create a private password. Use at least 12 characters when possible.
3. Select **Create Account**. Check that email inbox for the confirmation message and select the confirmation link.
4. Return to the Hub, enter the same email and password, then select **Sign In**.
5. Your assigned company and role load automatically. You cannot select another contractor company.

Add the Hub to an iPhone or iPad

Open the Hub in **Safari** - tap **Share** (square with the upward arrow) - choose **Add to Home Screen** - tap **Add**. Use the new icon like an app. Internet access and sign-in are still required.

Contractor Instructions

Contractors see only Contractor Portal, Upcoming Jobs, Calendar, and Help & Instructions.

What You Can Do

1. Open **Contractor Portal** to request an estimate for your assigned company.
2. Enter the required Project Manager Name, job/customer name, job type, address, dimensions, requested/ready date, materials, notes, and available photos or PDFs.
3. Select **Submit Estimate Request**. Alena, Phillip, and the assigned contractor account receive an alert. Project managers do **not** receive contractor estimate-request alerts.
4. Review customer-facing estimate totals and status information assigned to your company: Requested, Complete, Approved, or Declined.
5. Review invoice amounts and payment status assigned to your company.
6. Review the Upcoming Jobs list and the company calendar. The calendar is read-only.
7. Update only the ready date for an upcoming job assigned to your company.
8. Use the notification bell for estimate requests, service requests, approved estimates, and relevant job/calendar updates.

Notifications

The bell shows alerts assigned to your company. Select **Mark Read** after reviewing an alert. Browser notifications appear only if browser permission has been enabled; in-Hub alerts remain available whenever you sign in.

Project Manager Instructions

Project managers see only Project Manager Portal, Upcoming Jobs, Calendar, and Help & Instructions.

What You Can Do

1. Open **Project Manager Portal**. Your company and Project Manager Name fill automatically from your assigned email.
2. Choose the job type and enter the job/customer name, address, dimensions, requested/ready date, requested materials or finish, notes, and available photos or PDFs.
3. Select **Submit Service Request**. Alena, Phillip, assigned contractors, and project managers assigned to that company receive an alert.
4. Review status only: Estimate Requested, Estimate Complete, Estimate Approved, or Estimate Declined.
5. Review Upcoming Jobs and update only the ready date for a job assigned to your company.
6. View the company calendar as read-only.
7. Use the notification bell for service requests, approved estimates, and relevant upcoming-job or calendar updates.

Quick Role Comparison

Feature	Contractor	Project Manager
Assigned company	Automatic and locked	Automatic and locked
Request type	Estimate request	Service request
Estimate-request alert	Yes - assigned company	No
Service-request alert	Yes - assigned company	Yes - assigned company
Approved-estimate alert	Yes	Yes - status only, no money
Upcoming/calendar alerts	Yes - assigned company	Yes - assigned company
Upcoming jobs	View all; edit assigned ready dates only	View all; edit assigned ready dates only
Calendar	Read-only	Read-only

Help and Security

If the Hub does not finish loading, refresh the page once. Confirm that you used the exact assigned email address. If the account is inactive, pending, or assigned to the wrong company, contact Affordable Outdoor Creations. Sign out when finished on any shared device.

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