



Western Washington

Membership Directory
Member User Instructions

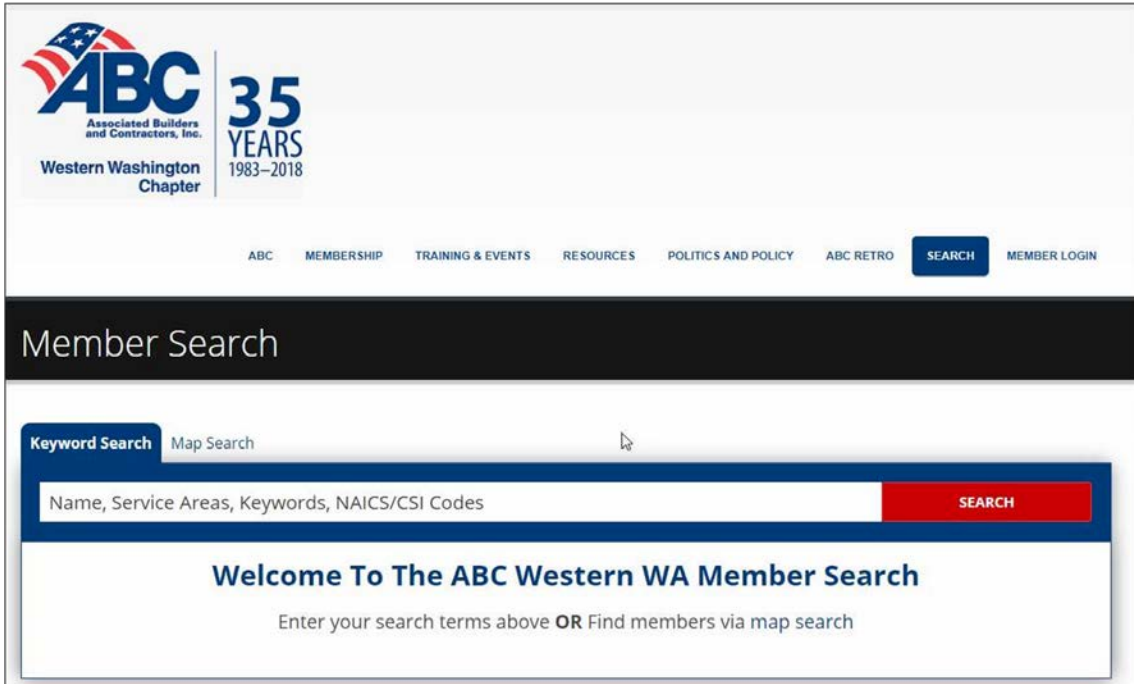
Table of Contents

Introduction	p03
Search Options	
Keyword Search	p04
Map Search	p05
Registering	
Registering to Edit Listing	p06
Multiple Registrations	p06
Editing Your Listing	
Public vs. Admin Pages	p07
Logo	p07
Company Information	p08
Codes	p09
Contacts	p10
Log Out	p11
Help and Support	p11

Introduction

Welcome to the Associated Builders and Contractors of Western Washington online web directory. The site can be used and viewed by everyone on the web, but listings are limited to ABC Members. This document will cover using the public search side and the member's only admin side where you can edit your companies listing.

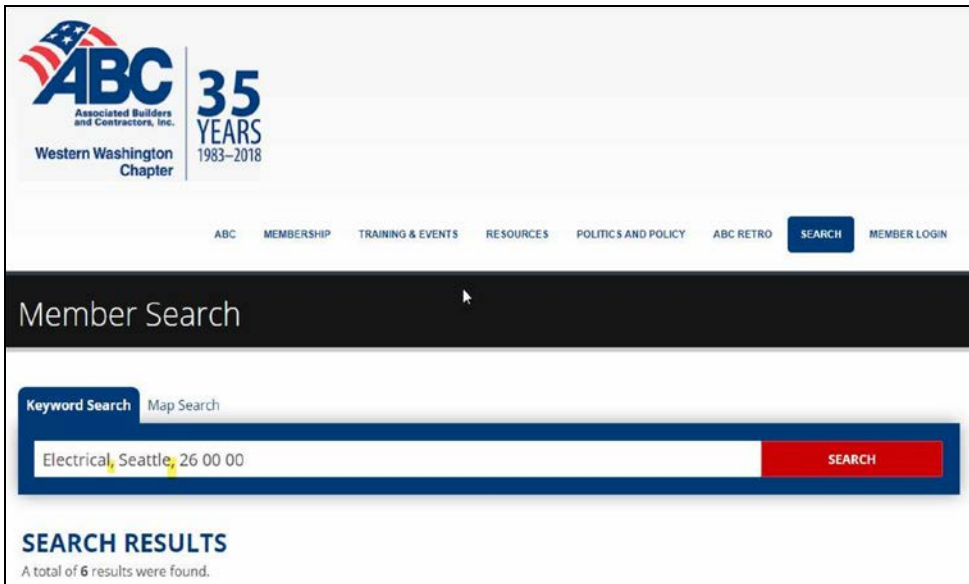
The site is located on the web at: <http://www.abcwestwamembership.org>



The screenshot shows the top navigation bar of the ABC Western Washington website. On the left is the ABC logo with the text "Associated Builders and Contractors, Inc. Western Washington Chapter" and a "35 YEARS 1983-2018" anniversary graphic. The navigation menu includes links for ABC, MEMBERSHIP, TRAINING & EVENTS, RESOURCES, POLITICS AND POLICY, ABC RETRO, a SEARCH button, and MEMBER LOGIN. Below the navigation is a dark header with the text "Member Search". The main content area features two tabs: "Keyword Search" (selected) and "Map Search". A search input field contains the placeholder text "Name, Service Areas, Keywords, NAICS/CSI Codes" and a red "SEARCH" button. Below the search field is a white box with the heading "Welcome To The ABC Western WA Member Search" and the instruction "Enter your search terms above OR Find members via map search".

Search Options - Keyword Search

The Keyword Search option is the more robust of the two, you can search by Name, Service Area, Keywords, NAICS/CSI Codes, and more. Multiple search terms can be used to refine your search (be sure to separate each term with a comma).

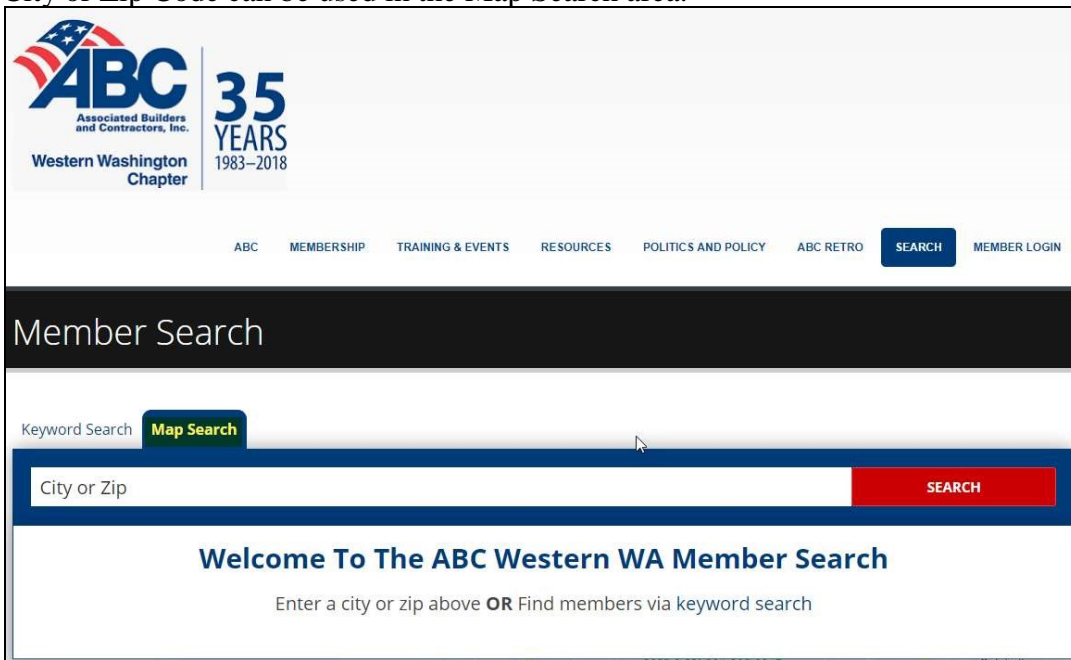


The screenshot displays the website for the ABC Western Washington Chapter, celebrating 35 years (1983-2018). The navigation menu includes links for ABC, MEMBERSHIP, TRAINING & EVENTS, RESOURCES, POLITICS AND POLICY, ABC RETRO, a SEARCH button, and MEMBER LOGIN. The main content area is titled "Member Search" and features two search options: "Keyword Search" (selected) and "Map Search". The search input field contains the text "Electrical, Seattle, 26 00 00" and a red "SEARCH" button. Below the search bar, the text "SEARCH RESULTS" is displayed, followed by the message "A total of 6 results were found."

Search results are based off literal search terms, because of that you will find different results based off the search term used. As an example, search for “paving” and you will see a painting company listed. That record was included in the results because one of their CSI codes is ‘32 01 11.53 – Paint Removal from Paving’.

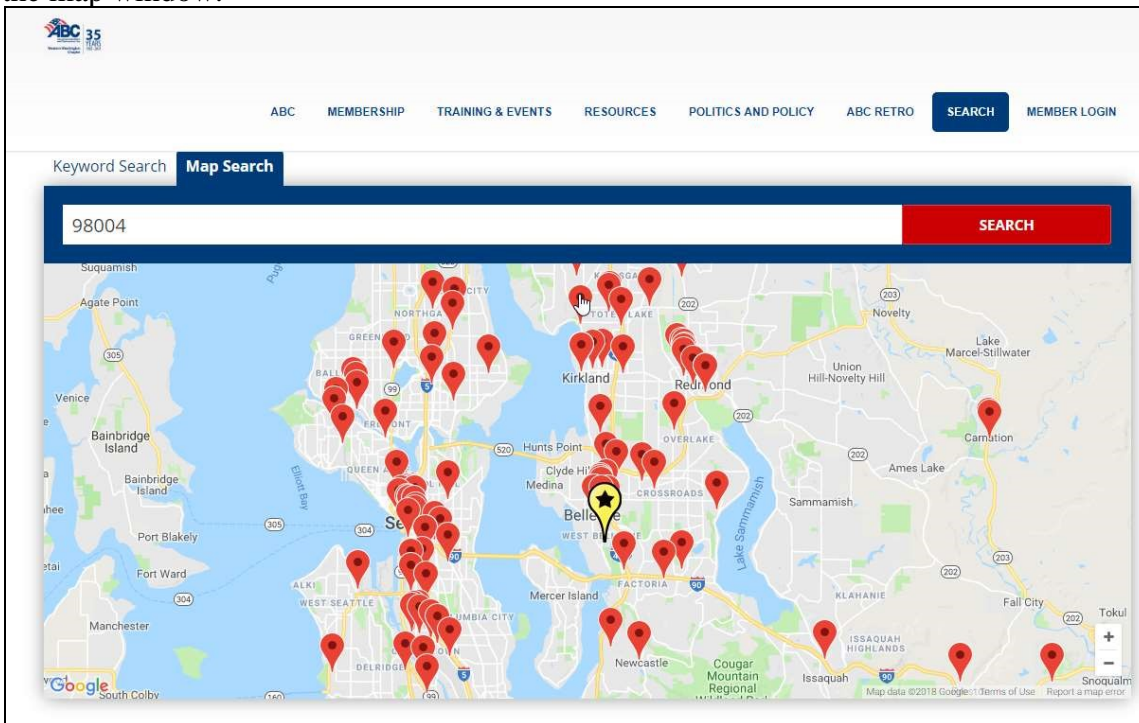
Search Options - Map Search

City or Zip Code can be used in the Map Search area.



The screenshot shows the top navigation bar of the ABC Western Washington Chapter website. The logo on the left features the ABC logo with an American flag motif and the text "Associated Builders and Contractors, Inc. Western Washington Chapter" and "35 YEARS 1983-2018". The navigation menu includes links for ABC, MEMBERSHIP, TRAINING & EVENTS, RESOURCES, POLITICS AND POLICY, ABC RETRO, a SEARCH button, and MEMBER LOGIN. Below the navigation is a dark blue header with the text "Member Search". Underneath, there are two search options: "Keyword Search" and "Map Search" (which is highlighted). A search input field contains the text "City or Zip" and a red "SEARCH" button. Below the search field, a message reads "Welcome To The ABC Western WA Member Search" and "Enter a city or zip above OR Find members via keyword search".

The searched Zip Code or City will be centered in the map, with all ABC Members within the map view pinned and listed. As the map is zoomed or scrolled the result set will be altered to include only the members within the map window.



The screenshot shows the same website interface as above, but with the search results displayed on a map. The search input field now contains the zip code "98004" and the "SEARCH" button is red. The map shows a large number of red location pins scattered across the Seattle area, with a yellow star icon marking the center of the search results near the city of Bellevue. The map includes labels for various cities and landmarks, such as Kirkland, Redmond, Overlake, and Sammamish. The navigation bar and search options remain the same as in the previous screenshot.

Registering to Edit Listing

To gain access, registration and an approval of that registration, is required.

To register, first click Member Login in the upper right.



ABC MEMBERSHIP TRAINING & EVENTS RESOURCES POLITICS AND POLICY ABC RETRO SEARCH MEMBER LOGIN

Keyword Search Map Search

Name, Service Areas, Keywords, NAICS/CSI Codes SEARCH

Welcome To The ABC Western WA Member Search

Enter your search terms above OR Find members via map search

Then click the 'Don't Have an Account? Register Here' button.



ABC MEMBERSHIP TRAINING & EVENTS RESOURCES POLITICS AND POLICY ABC RETRO SEARCH MEMBER LOGIN

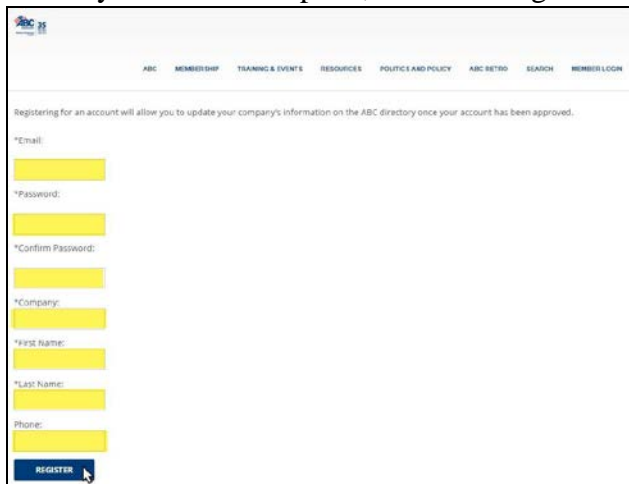
DON'T HAVE AN ACCOUNT? REGISTER HERE

Email

Password

LOG IN Forgot Password?

Complete each field. The phone number is not required, but may be needed to confirm your registration or to contact you. When complete, click the Register button.



ABC MEMBERSHIP TRAINING & EVENTS RESOURCES POLITICS AND POLICY ABC RETRO SEARCH MEMBER LOGIN

Registering for an account will allow you to update your company's information on the ABC directory once your account has been approved.

*Email

*Password:

*Confirm Password:

*Company:

*First Name:

*Last Name:

Phone:

REGISTER

ABC staff will be notified of your pending registration. In turn your account will be approved (typically within 24 business hours). An approval confirmation e-mail will be sent, notifying the registrant that you can now login to the site.

Multiple Registrations

Multiple individuals from one member company can register and edit a company's listing.

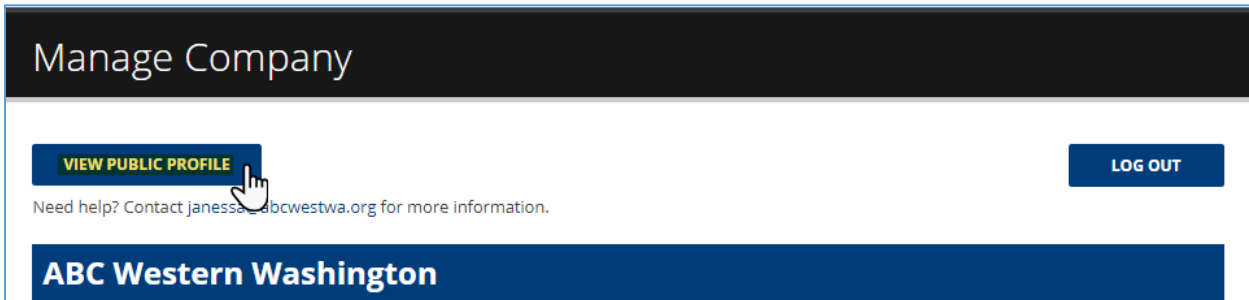
ABC of Western Washington can also deactivate registrations upon request.

Editing Your Listing

After logging in you will have access to edit nearly all fields present in your listing. Changes made will be immediately posted, so be sure to proof read your listing after editing. Members do not have access to edit the Member Since date, STEP participation or Safety Alliance participation. Please contact janessa@abcwestwa.org if a correction is needed to any of those fields.

Public vs. Admin pages

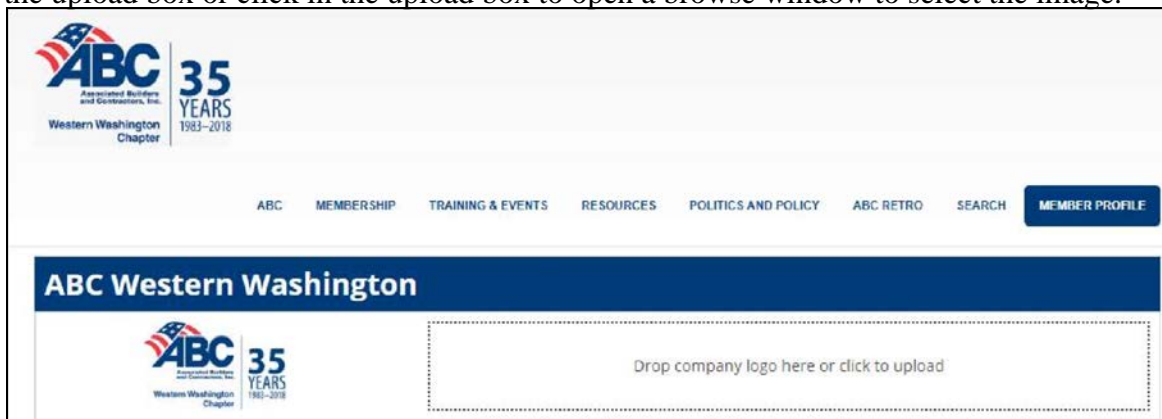
After logging into your approved account you will be presented with a Manage Company administration page. This page is viewable only to those logged in. To view your Public Profile, click the View Public Profile button at the top of the page. Use your Browser's Back button to return the Manage Company administration page.



Editing Your Listing – Logo

The top section, under your company's name, is dedicated to your logo. If a logo has been uploaded on your behalf by ABC Staff it will appear in the left of the upload box.

To overwrite an existing image file, or to add a logo, you can drag and drop the image into the upload box or click in the upload box to open a browse window to select the image.



After drag and drop or browsing to select a logo image the new image will be uploaded and then appear to the left of the upload box. Click SAVE COMPANY at the bottom of the page to save the edit.

Editing Your Listing – Company Information

The pre-populated information in the Company Information fields is the same information that ABC of Western Washington has on file for your company. Please feel free to edit each field as necessary, be sure to click the SAVE COMPANY button.

COMPANY INFORMATION	
Member	ABC Western Washington
Contact	Jessica Bishop
Address	1621 114 Ave SE
Address 2	Suite 118
City	Bellevue
State	Washington
Zip	98004
Phone	206-840-7799
Fax	425-488-8707
Company Email	jessica@abcwestern.org
Company Website	http://www.abcwwa.org
Contact Email	jessica@abcwestern.org
Company Profile	Associated Builders and Contractors of Western Washington represents more than 300 local unions and open shop general contractors and subcontractors throughout the Puget Sound area.
Keyword Tags	Safety, Association, Retail, Merch Shop
Service Areas	All of Western Washington, Greater Puget Sound

SAVE COMPANY

There are two e-mail address fields in the Company Information window, only the Company Email will appear with your listing; the Contact Email is for internal use.

You may find it easiest to copy/paste the Company Profile to a Word or Notepad document for editing, then copy/paste back into the Company Profile field.


Below is a collection of cities/areas within Western Washington for use with your Service Area Field. Feel free to copy/paste.

Western Washington, Puget Sound, Aberdeen, Anacortes, Arlington, Auburn, Battle Ground, Bellevue, Bellingham, Bothell, Bremerton, Buckley, Brier, Burien, Burlington, Carnation, Clear Lake, Clyde Hill, Covington, Duvall, Enumclaw, Everett, Federal Way, Ferndale, Fife, Friday Harbor, Gig Harbor, Hobart, Issaquah, Kelso, Kenmore, Kent, Kirkland, Lacey, Lakewood, Lake Forest Park, Lake Stevens, Lake Tapps, Longview, Lynden, Lynnwood, Maple Valley, Marysville, Medina, Mercer Island, Mill Creek, Milton, Monroe, Mountlake Terrace, Mukilteo, Mount Vernon, Newcastle, North Bend, Olympia, Port Angeles, Port Townsend, Puyallup, Redmond, Renton, Sammamish, Seattle, Shadow Lake, Shoreline, Snohomish, Snoqualmie, Sumner, South Hill, Tacoma, Tukwila, Tumwater, Wollochet, Woodinville, Woodway, Yarrow Point.

Editing Your Listing –Codes

Both CSI and NAICS codes can be utilized to classify your business. Codes selected by ABC staff will be displayed under the Edit Codes button. To Add/Edit/Delete codes from your listing select the Edit Codes button.

ABC Western Washington



Drop company logo here or click to upload

COMPANY INFORMATION

Member	ABC Western Washington
Address	1621 114 Ave SE
Address 2	Suite 116
City	Bellevue
State	Washington
Zip	98004
Phone	800-640-7789
Fax	425-455-5701
Company Email	janessa@abcwestwa.org
Company Website	http://www.abcwestwa.org
Company Profile	Associated Builders and Contractors of Western Washington represents more than 300 both union and open shop general contractors, subcontractors, and suppliers.
Keyword Tags	Safety, Association, Retro, Merit Shop
Service Areas	All of Western Washington, Greater Puget Sound

CODES

NAICS CODES

Educational Services	610000
Professional, Scientific, and Technical Services	540000

EDIT CODES

CONTACTS

Janessa Bishop	janessa@abcwestwa.org
Member Services Manger	1-800-640-7789

REMOVE CONTACT

Next, make the selection for the type of codes you would like to add / delete: CSI or NAICS.

A list of codes to choose from will be presented. (Hint ~ press Ctrl+F to search the list). You can expand each section of codes by clicking on the blue code numbers. To select a code, check the box to the left of its listing, you may select multiple codes. To remove a code from your listing, uncheck the selection box. Click Save and Close to exit the list.

ABC WESTERN WASHINGTON

>

BACK **SAVE AND CLOSE** **CLEAR CODES**

<input type="checkbox"/>	330000	Manufacturing
<input type="checkbox"/>	420000	Wholesale Trade
<input type="checkbox"/>	440000	Retail Trade
<input type="checkbox"/>	450000	Retail Trade
<input type="checkbox"/>	480000	Transportation and Warehousing
<input type="checkbox"/>	490000	Transportation and Warehousing
<input type="checkbox"/>	510000	Information
<input type="checkbox"/>	520000	Finance and Insurance
<input type="checkbox"/>	530000	Real Estate and Rental and Leasing
<input checked="" type="checkbox"/>	540000	Professional, Scientific, and Technical Services
<input type="checkbox"/>	550000	Management of Companies and Enterprises
<input type="checkbox"/>	560000	Administrative and Support and Waste Management and Remediation Services
<input checked="" type="checkbox"/>	610000	Educational Services
<input type="checkbox"/>	620000	Health Care and Social Assistance
<input type="checkbox"/>	710000	Arts, Entertainment, and Recreation
<input type="checkbox"/>	720000	Accommodation and Food Services
<input type="checkbox"/>	810000	Other Services (Except Public Administration)
<input type="checkbox"/>	920000	Public Administration

Editing Your Listing - Contacts

Here you can add names, titles, email addresses and telephone numbers for various contacts within your business. The primary contact ABC has on file for your company should already be listed.

CONTACTS

Janessa Bishop	janessa@abcwestwa.org
Member Services Manger	1-800-640-7789

REMOVE CONTACT











SAVE CONTACTS **ADD CONTACT**

To add a contact, click the Add Contact button, a new contact grouping of fields will be presented. After entering the Contact Name, E-Mail Address, Title and Phone number, click Save Contacts. Repeat this process for each contact you would like to add.

The individual at the top of the list will be the primary contact in your listing and will be the only contact to appear with your company in the Search Results listings, all contacts listed will appear in your company's individual profile.

SEARCH RESULTS

A total of 54 results were found.

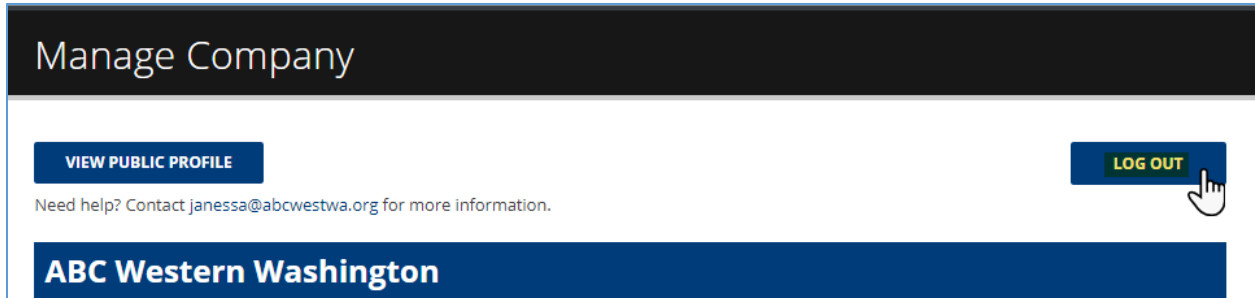
 <p>Air Systems Engineering, Inc. HVAC (heating, ventilation, a... Kandi Crawford 3602 S Pine St Tacoma, WA 98409 (253) 572-9484   2018 GOLD AWARDED</p> <p>MORE INFO VISIT SITE</p>	 <p>ARC Document Solutions Graphics, sign and banner, re... Jessica Garcia 2730 Occidental Ave S Seattle, WA 98134 (206) 622-6000</p> <p>MORE INFO VISIT SITE</p>	 <p>Construction Industry Training Council ABC training provider for app... Halene Sigmund 1920 116th Ave NE Ste 201 Bellevue, WA 98004-3044 (425) 454-2482</p> <p>MORE INFO VISIT SITE</p>
 <p>ABC Western Washington Associated Builders and Contr... Janessa Bishop 1621 114 Ave SE Suite 116 Bellevue, WA 98004 800-640-7789</p> <p>MORE INFO VISIT SITE</p>	 <p>Adept Mechanical Services, Inc. GC and mechanical contractor,... Shelton Burr PO Box 5056 Kent, WA 98064-5056 (253) 850-8518   2018 GOLD AWARDED</p> <p>MORE INFO VISIT SITE</p>	 <p>Advanced Interiors, Inc. Drywall contractor: 22 year A... Mike Farr PO Box 7230 Bonney Lake, WA 98391-0934 (253) 891-8138</p> <p>MORE INFO VISIT SITE</p>

** If the individual listed at the top should not be the primary contact? You will need to remove that contact and add the individual who should be listed as the primary first. Efinity Tech programmers will be adding functionality to make the re-ordering of contacts simpler in the near future.

Use the Remove Contact button to remove a contact that should not be included in your listing.

Log Out

When you have finished editing your listing, please use the Log Out button on the top right of the page to terminate your current connection. You will be returned to the Log-In page where you can log-in again when desired.



Help and Support

Please contact **Janessa Bishop** (janessa@abcwestwa.org or (800) 640-7789 x114) with any questions, concerns or comments regarding your directory listing.