

# Haney Builders ProLink

Prolink is a database that allows you to view your account balance, invoices, and statements, as well as pricing and product availability. This great tool has a desktop compatible version as well as mobile compatibility for smart phones and tablets. To get the mobile compatible version please download our Haney Builders app in the app store.

## Features:

Prolink will give access to:

- Current balance, outstanding amounts, and credits
- Credit limit and how much credit is available
- Invoices, returns, current and past statement documents
- Show the last payment date and amount, last sale date and charge date
- Item pricing and availability
- Place orders

## Want to Sign Up?

You must have an existing cash or credit account to access Prolink. If you do not have an account, you can fill out either a cash or credit application and email it to the accounting department.

Each Prolink registration must be processed by the office staff so it will not be an automatic reply. Please be patient as the office staff are not available weekends or after office hours.

Go to our account login page where it says, "Existing Clients Login Here". Got to "Register Account" on the log in page. If you do have a Prolink account, select that option and you can verify if your email is registered. If you do not have a Prolink account, select the do not option. The following page will ask for some account information for us to verify that it is the correct account. After completion, this will be sent to our accounting office for processing. Once the account has been set up for Prolink, a temporary password will be sent to you through the email registered to the account.

## To Sign in:

- 1) Through our website, go to the login under the "Account Login" tab. Go to "Existing Clients Login Here".
- 2) Two text areas are provided: Email and password.
  - a) Email - The upper area, labeled "Email," is where you would type the Email associated with your ProLink account. This defaults to the primary account contact's email address unless otherwise requested.
  - b) Password - The second text area, labeled "Password," is where you may enter the password that was sent to you when the account was enabled for Spruce ProLink access.
- 3) After the required information (account and password) have been entered, you may press the "Sign in" button below the text areas.
- 4) If sign-in is successful, you will be shown the "Home" view; otherwise, a failure dialog will be shown. Accounts are never disabled due to too many attempts.



P: 604-463-6206  
F: 604-463-0644  
W: haneybuilders.com

22740 Dewdney Trunk Road  
Maple Ridge, BC, V2X 3K2



# Haney Builders ProLink

ProLink is compatible on Desktop with: Chrome, Firefox, Internet Explorer (10+, Windows only), Microsoft Edge, Opera, and Safari (Mac only).

On Mobile device: Chrome, Firefox, Safari (iOS only), Android (5+), Microsoft Edge.

If you have questions or you would like more information, please contact Jenn in Accounts Receivable.  
604-463-6206 ext. 129



P: 604-463-6206  
F: 604-463-0644  
W: [haneybuilders.com](http://haneybuilders.com)

22740 Dewdney Trunk Road  
Maple Ridge, BC, V2X 3K2

