

Guide to the Installer Application

Welcome to the Lowe's Online Application. This brief guide will let you know what you need to do to successfully and accurately complete your Lowe's Installer Application.

If at any time during this online process you need to stop, you can always re-enter using the code & key that was emailed you. If you lose the code & key, your Area Install Manager can give it to you.

At the end of the application process,

- you will be emailed a PDF document that will contain completed versions of all the material presented you onscreen.
- You will need to print the PDF file, review and sign .
- You are not required to print from your web browser any documents, they are all contained in the PDF that will be sent you.

Keep in mind that on the **first page** there are several useful reference documents to help you with the process. Make sure you understand the requirements related to Certificates of Insurance, as inaccurate forms often delay application processing.

The screenshot shows the 'Lowe's Installation Application' form. At the top left is the Lowe's logo with the tagline 'Let's Build Something Together'. To the right is a login section for 'Current Team Members' with two input fields and a 'Go' button. Below the login section are links for 'About Lowe's' and 'Contact Us'. The main content area has a 'RESOURCES' sidebar with links for 'How to complete an Acord Insurance Form' and 'How to complete a W-9'. The main title is 'Lowe's Installation Application' with a thank-you message. Below this is a note that 'Fields marked with * are required.' The form fields are: Business Name (First Tee Fence & Deck), Contact First Name (David), Contact Last Name (Moore), Street Address (1222 N. Kings Hgwy.), PO Box (empty), City (Myrtle Beach), and State (SC). Each field has a red asterisk to its right.

Complete all of the required fields and check boxes of the section labeled "Lowe's Installer Application". Click [Next](#) to move onto the next page. You can also choose [Save & Exit](#) if you would like to complete the remainder of the application at a later time.

When you choose 'Next', you will be taken to the next screen, which is the presentation of the actual Installer Contract you will be signing with Lowe's. Make sure you read and thoroughly understand the contract before signing.



Current Team Members Log In Here:

Remember me [Forgot password?](#)

[About Lowe's](#) [Contact Us](#)

CONTRACT FOR INSTALLATION SERVICES

LOWE'S			INSTALLER		
Test AdUser (Area Install Manager)			First Tee Fence & Deck (Name of Installer's Business)		
SE Address			1222 N. Kings Hgwy. Address		
Mooreville, NC 28117			Myrtle Beach, SC, 29572		
City	State	Zip Code	City	State	Zip Code

THIS CONTRACT, is between Lowe's (as defined below), and the independent contractor whose contact information is listed above, (herein referred to as "Installer").

There are only 2 areas where you will be asked to complete information on this page. Under Paragraph 2 of the Contract For Installation Services, you will be asked to indicate which categories you would like to install for Lowe's.

2. During the term of this Contract, Installer may accept one or more details, cost PO's, change orders, work orders and Installed Sales Contracts between Lowe's and its Customers ("Customer Contract(s)") ("referred to herein individually and collectively as Order(s)") tendered by Lowe's, on behalf of Customers, to install Goods, including, but not limited to, the following:

Fencing & Decking

Under Paragraph 3, you will be asked to provide a listing of any licenses, certifications, registrations, or permits in the name of your business.

3. Installer is solely responsible for obtaining and represents that Installer has obtained all necessary licenses, certifications and registrations required by all federal, state and local taxing and other governmental authorities to install Goods in all jurisdictions where Installer performs Installation Services. Installer represents that such licenses, certificates and registrations are, and during the term of this Contract shall remain, in the name of the Installer's business and/or in the name of an individual authorized and qualified by law to hold the licenses, certifications and registrations on behalf of Installer. Installer further represents that it is experienced, competent, and qualified to install the Goods, and satisfies all requirements imposed by local, state and federal authorities in all jurisdictions where Installer installs Goods to lawfully engage and practice in the industries and the trade specialties required for installation of the Goods. Installer has the following licenses, certifications, registrations and permits:

City of Myrtle Beach remodelers license # 123456

You will not be allowed to proceed until these sections are complete. Click 'Continue' after you have read all of the contract language.

There is no input required on the next page, which is the Appendix A. The Area Installation Manager will furnish you with the labor costing sheet, which you will need to sign and will be included with the completed application.



Current Team Members Log In Here:

Remember me [Forgot password?](#)

[About Lowe's](#) [Contact Us](#)

Installer Contract – Appendix A

Replace this page with a signed labor cost pricing sheet for each category you will be servicing for Lowe's. These are obtained from the Area Installation Manager.

Click 'Continue'. You will be directed to Appendix B, 'Lowe's Installer Standards of Courtesy and Professionalism'. There is no input required on this screen, but please review this section for an overview of the standards to include job site conduct, store and customer relations, and other important elements of the Lowe's Installed Sales program. This Appendix will be included in the PDF sent you and will need to be signed as acknowledged as part of your application submission,



Let's Build Something Together™

Current Team Members Log In Here:

 Remember me [Forgot password?](#)

[About Lowe's](#) [Contact Us](#)

Installer Contract – Appendix B

Lowe's Installer Standards of Courtesy and Professionalism

Lowe's Installer Standards of Courtesy and Professionalism are reviewed by the Area Installation Manager with the Installer during the application process to make certain the Installer understands Lowe's expectations. The Area Installation Manager gives the installer a copy of these standards and has them sign it as a companion to their contract if the Installer is chosen to join the Lowe's program.

Click 'Continue'. You will be directed to Appendix C, Lowe's Contractor Insurance requirements. There is no input required on this page, but you should be familiar with the requirements and should discuss with your insurance agent. This Appendix will be included in the PDF sent you and will need to be signed as acknowledged as part of your application submission,



Let's Build Something Together™

Current Team Members Log In Here:

 Remember me [Forgot password?](#)

[About Lowe's](#) [Contact Us](#)

Installer Contract – Appendix C

Lowe's Companies, Inc.
Installed Sales Contractor's Insurance Requirements

I. Commercial General Liability
(A) Minimum Limits:

Click 'Continue'. You will be directed to Appendix D, 'Lowe's Statement of Business Ethics'. There is no input required on this page. Once again, you should review this page to be familiar with Lowe's Ethics and how Lowe's installers and suppliers are affected by them. This Appendix will be included in the PDF sent you and will need to be signed as acknowledged as part of your application submission,



Let's Build Something Together™

Current Team Members Log In Here:

 Remember me [Forgot password?](#)

[About Lowe's](#) [Contact Us](#)

Installer Contract – Appendix D

LOWE'S COMPANIES, INC.
STATEMENT OF BUSINESS ETHICS

LOWE'S POLICY STATEMENT: All employees of Lowe's are expected to be honest and act in good faith, and to conduct themselves in such a manner to avoid any situation in which his or her interest or the interest of his or her family might adversely affect the best interests of the Company. The following statements support this policy. **All vendors and suppliers are also expected to support and comply with these policies. Failure to do so may result in discontinuance of business relationships.**

Click 'Continue'. This will take you to the online W-9 page. Please validate that the information that the information that carried over is accurate. **If the information is not accurate, go back to the first Application page and make updates to your information as needed.**



Let's Build Something Together™

Current Team Members Log In Here:

 Remember me [Forgot password?](#)
[About Lowe's](#) [Contact Us](#)

Installer Application: IRS Form W-9

Form **W-9**
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester.
Do not send to the IRS.

on page 2.

Name(as shown on your income tax return)	David Moore
Business name, if different from above	First Tee Fence & Deck

Click 'Continue'. **If you indicated '0' employees on your application only**, the following page, which requires no input, will display:



Let's Build Something Together™

Current Team Members Log In Here:

 Remember me [Forgot password?](#)
[About Lowe's](#) [Contact Us](#)

Representation Regarding Worker's Compensation Insurance

I hereby represent and warrant to Lowe's Companies, Inc., and all of its subsidiaries (hereinafter collectively referred to as "Lowe's") that I do not currently have Worker's Compensation Insurance coverage because I do not currently employ anyone. In the event that I decide to hire employees in the future, I will acquire the necessary Worker's Compensation Insurance before any of those employees work on any job for which I have subcontracted with Lowe's. A certificate of such insurance will be provided to Lowe's at that time.

If you indicated '1' or more employees on your application, the following page will display:



Let's Build Something Together™

Current Team Members Log In Here:

 Remember me [Forgot password?](#)
[About Lowe's](#) [Contact Us](#)

Installer Application: All States Endorsement Waiver

To: Lowe's Companies, Inc.
Re: WORKER'S COMPENSATION INSURANCE

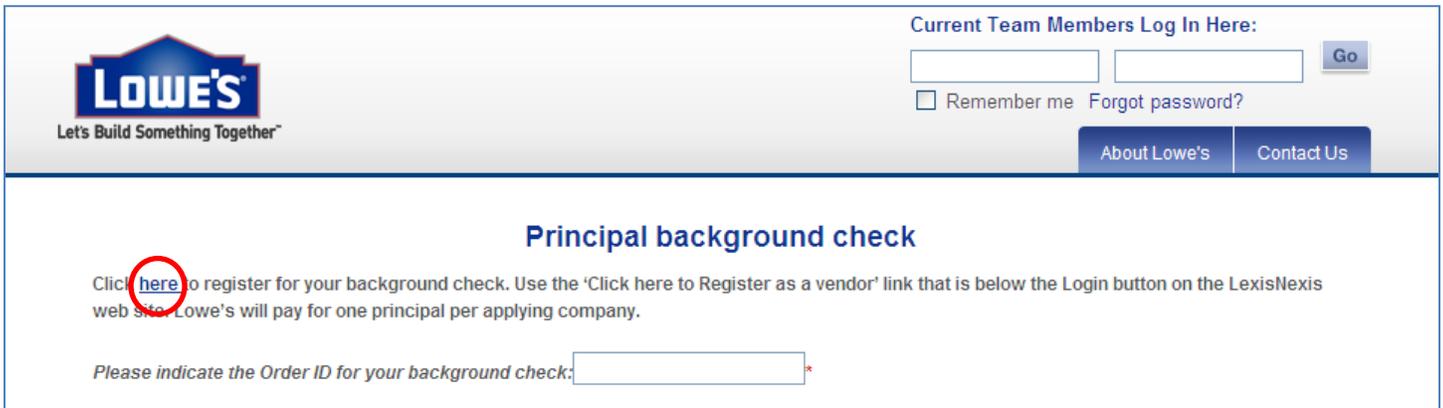
I currently have Workers' Compensation Insurance coverage for the state(s) of

Neither I nor any of my employees will perform any work for Lowe's Companies, Inc. in a state in which I do not have Workers' Compensation Insurance coverage.

I understand that before I or any of my employees may perform any installation services for Lowe's Companies, Inc. in other states, I must obtain Workers' Compensation Insurance coverage for that state (or states) and notify my Area Installation Manager (AIM) of the additional coverage.

Input is required. Enter the State(s) where your firm has current Workers Compensation Insurance. Once you have entered the information, click 'Continue'.

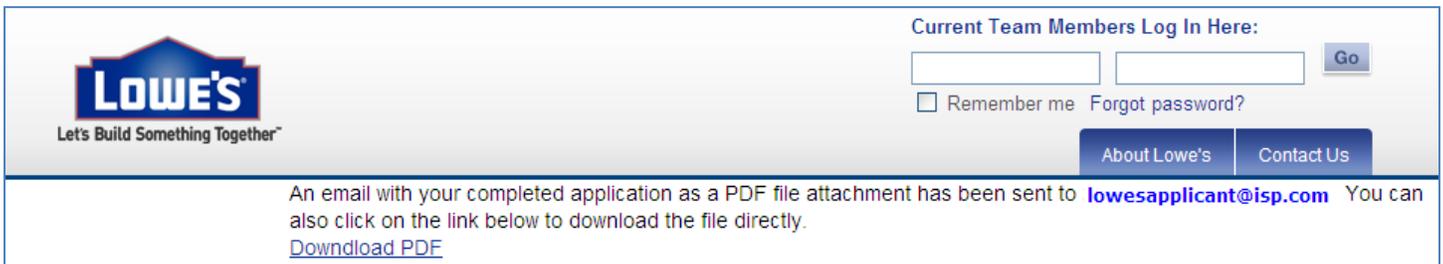
Next, the Background Check page will display:



The screenshot shows the top navigation bar with the Lowe's logo and tagline "Let's Build Something Together™" on the left. On the right, there is a "Current Team Members Log In Here:" section with two input fields, a "Go" button, and links for "Remember me" and "Forgot password?". Below the login section are two buttons: "About Lowe's" and "Contact Us". The main content area is titled "Principal background check" and contains the following text: "Click [here](#) to register for your background check. Use the 'Click here to Register as a vendor' link that is below the Login button on the LexisNexis web site. Lowe's will pay for one principal per applying company." The word "here" is circled in red. Below this text is a label "Please indicate the Order ID for your background check:" followed by an empty input field with a red asterisk on the right.

Click the hyperlink that asks you to register for your background check. A separate browser window will open, and you will be taken to a 3rd party (LexisNexis) website in order to register as a vendor and to submit your information. At the end of that process, you will be given an order ID #. Close the browser window and enter the order ID into the field provided on the Lowe's application.

Your application is complete. An automated e-mail will be sent to you with an attached PDF file. You can also download the PDF from this 'exit' screen.



The screenshot shows the same top navigation bar as the previous page. The main content area contains the following text: "An email with your completed application as a PDF file attachment has been sent to lowesapplicant@isp.com You can also click on the link below to download the file directly." Below this text is a blue underlined link labeled "Download PDF".

Once you have secured the required Certificate of Insurance and the background check has been approved, contact the Area Installation Manager to set up an appointment to sign the contract and addendums.