

Registration Guide

Thank you for your interest in opening a free Jade Bloom Marketplace shop. Registering your shop is free and provides you with the following benefits:

Benefits

- 1. Sell your all-natural product creations
- 2. Get a free website and URL to share with others
- 3. A personalized Marketplace Dashboard provides a quick overview of your orders, customers, and reviews.

How To Register

Step 1 — Log into your Jade Bloom customer account and then proceed to Step 2. <u>HTTPS://JADEBLOOM.COM/CUSTOMER/ACCOUNT/LOGIN/</u> Customer Login

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,
reCAPTCHA Privacy-Terms
ssword?

If you don't yet have an account, then create one for free. If you have purchased products from <u>JadeBloom.com</u> or registered for Jade Bloom University, then you already have a customer account and you simply need to log in at the link above and then proceed to Step 2. Otherwise, go to the following link now:

HTTPS://JADEBLOOM.COM/CUSTOMER/ACCOUNT/CREATE/

PERSONAL INFORMATION	ADDRESS INFORMATION
First Name *	Company
Last Name *	Phone Number
Sign Up for Newsletter	Street Address *
SIGN-IN INFORMATION	
Email •	
	City •
Do You Want To Become A Seller / Vendor? •	
© Yes ⊛ No	State/Province *
Password *	Please select a region, state or province. $\qquad \checkmark$
Password Strength: No Password	Zip/Postal Code *
Confirm Password *	
	Country •
	United States ~
I'm not a robot	
CREATE AN ACCOUNT	

If you are creating a customer account for the first time, then simply choose "YES" next to the question "Do you want to become a seller / vendor?" This option will prompt you to choose your personal Shop URL. Skip to Step 3.

Shop URL *	
Shop URL For Your Marketplace Shop	

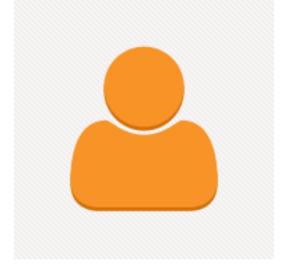
Step 2 — Once logged in, click on "Marketplace" in the menu navigation, and then "Sell" in the menu navigation, and then scroll down and click the button that says "Open A Marketplace Shop - No Fee To Sell". Or, type the following URL in your browser: **HTTPS://MARKETPLACE.JADEBLOOM.COM/MARKETPLACE/ACCOUNT/BECOMESELLER/**

Step 3 — Choose a unique Shop URL. This can be your business name, your product name, your personal name, or anything else to make it easy for your customers to find you. If the URL you want is already taken, then it will notify you to choose a new one. Make sure the checkbox is selected indicating you want to become a new seller / vendor. Click the "SAVE" button.

Step 4 — It will take a minute to build your Seller Marketplace Dashboard, but you are now ready to begin customizing your profile page. Click "Settings" in the menu navigation and then "Profile Settings".

	Marketplace Dashboard					
DASHBOARD						
\$ ORDERS	Order(s)	O Prod	uct(s)	0	Customer(s)	0
PRODUCTS	Pending	0 Top Selling Produ	ots		This month customer count : 0	
	Process	0			Last month customer count : 0	
CUSTOMERS	Complete	0				
\$ TRANSACTIONS	Lifetime Sales \$0.00	Total Payou	t \$0.00	Yearly ~	Activities	
MANAGE PRINT PDF HEADER INFO					View All	
★ REVIEW		Top Selling Country				
SETTINGS		5				
	3					
	Latest Orders					
	Order# Purchased On	Products	Base Total	Purchase	ed Total	Customer
	We couldn't find any records.					

Step 5 — First, let's add your Company logo. You can choose a personal profile picture, a product image, or any other image that you feel best represents your company. Scroll down about half-way and find the icon that looks like this to upload your image:



Step 6 — Below Company Logo, add your city and state in the field titled "Company Locality".

Step 7 — In the "Company Description" field write a detailed information about your business and products. This information is public and you should share anything you want your customers to know about you and your products.

Company Des	cription		
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Step 8 - From the drop down box select your "Country".

Step 9 — Meta Keywords and Meta Description are not required, but if you include keywords separated by a comma and a detailed sentence describing your business and products, it will make it easier for people to find you in Google and other search engines.

Step 10 — In order to get paid from your product sales, you need to provide your payment information under "Payment Details." If you have a PayPal account you can simply type your email address and indicate that you have a PayPal account. If not, please provide the name on

your bank account, address, and bank routing number and account number (these numbers can be found on the bottom of a check associated with your account). We will deposit your funds into your account via an ACH transfer. Please note, new ACH transfers take up to 5 business days to verify your bank account. Afterwards verification, deposits are received in 24 hours.

Edit Payment Information

PAYMENT INFORMATION

Payment Details

Step 11 — Scroll back up to the field titled "Shop Title" and name your shop. This can be the same as your URL, but this field allows spaces, capital letters, and symbols.

Step 12 — Below "Shop Title" there is a section called "Company Banner" that you can personalize your store. We have a stock banner image that customers will see until you replace this with your own banner. We recommend using an image with resolution size of 2800 \times 600.



Step 13 — Under the field "Theme: Background Color" you have the option to further personalize your profile page by changing the background color. By default it is white, but if you click the white square, a color changing dialogue appears. As you slide the color bar and click a new color, the application automatically fills in the hex code needed for the field.

Theme : Background Color

Step 14 — Under the field Tax/Vat Number, please provide your SSN for personal or EIN for businesses. Sellers that receive more than \$600 in commission checks during a 12 month calendar period will legally be required to receive a 1099 income schedule c form.

Step 15 — If you would like to provide a contact number for your customers to be able to contact you directly, then please provide it in this field. The "Contact Number" field is not required.

Step 16 — Lastly, if you already use social media to promote your product(s), then you have the option in the top part of this form to copy and paste the links from each of those platforms. The "Social Media Links" fields provide a way to keep in touch with your customers within the platforms they choose to communicate. These fields are not required.

EDIT PROFILE INFORMATION	SAVE PROFILE
Twitter ID	
Facebook ID	
Instagram ID	
Google Plus ID	
Youtube ID	
Vimeo ID	
Pinterest ID	