



WELCOME! The following step-by-step instructions walk you through signing up to become a BW NICE member, creating an account, and adding your business profile to our Member Directory. Promoting your business is a perk of membership, and you're encouraged to do so. This document assumes you'll go through the steps in one sitting. However, if you need to walk away, the links to pick up where you left off are at the end of this document.

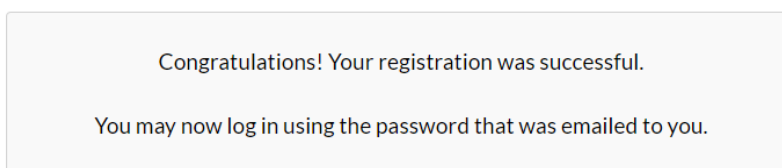
1.) Sign up to become a BWNICE Member

- a. Go to <https://bwnice.org/>
- b. Select "How to Join" from the navigation menu at the top of the page.
- c. Scroll down to choose your subscription option: annual, quarterly, or monthly payments. Clicking one of these buttons opens PayPal where you can enter your debit or credit card information. (You do NOT need a PayPal account to do this.)
- d. Once PayPal confirms that you have subscribed, you are redirected back to the website to create a member account.
- e. You will also receive a confirmation email from PayPal regarding your payment.

2.) Create an Account

- a. On the Thank You page, register as a new user.
- b. Enter a username you'll remember.
- c. Enter your email. A computer-generated password will be sent to this email.
- d. Check the box in the reCAPTCHA window.
- e. Click Register.

If successful, you'll be redirected to bwnice.org/create-an-account/ where you will see the following:



- f. Check your email for the temporary password. Log in using the links in the email and the password provided. You'll then be redirected to bwnice.org/manage-account/.

3.) Change your password.

- a. On the Manage Account page, click *Change Password* and enter a personal option that you'll remember.
- b. Confirm by entering it again.
- c. Click Update Password.

4.) Create a business profile in the Member Directory

- Click *Member Login* on the top right corner of the website, bwnice.org. This takes you to the Manage Account page.
- Click *Add My Listing*. Here you will enter information about your business. This is visible to the public and may appear in Google searches.

- **Name**

Select whether you are an individual or an organization (for example, Susie Smith or Susie's Fashions, LLC). Complete the remaining relevant fields.

- **Category**

Click inside the box to Select Category. The following dropdown appears:

The image shows a web form with a 'Category' dropdown menu. The dropdown is open, showing several options. The first option, '! Member 2 Member Offer', is highlighted in blue. Below it are '! Register me in the Mentor Program' and '! Speaker Bureau Member'. The next option is '*Select Your BW NICE HOME Chapter*', which has a sub-menu with the following options: 'Bergen County', 'Broward County, FL', 'Bucks County', 'Hudson County', and 'Hunterdon County'. Below the dropdown is an 'Addresses' field.

- Select **Member 2 Member Offer** if you have a special promotion/discount for other BW NICE members. You'll have the opportunity to expand on this in the *Notes* box at the end of this form. You may also add/update this at any time. Click in the field to open the dropdown again.
- Select **Register me in the Mentor Program** if you'd like to be a mentor. Learn more [here](#). Click in the field to open the dropdown again.
- Select **Speaker Bureau Member** if you'd like to be considered as a speaker for monthly meetings. This is a member perk and an opportunity to share your expertise. (Add your presentation topics to your **Bio** section.) Click in the field to open the dropdown again.
- Select **Your HOME Chapter** by scrolling down to the county in which you live. Select only ONE. Note that you may attend ANY chapter meetings or events, but only one is considered your 'Home Chapter.' Click in the field to open the dropdown once again.
- Scroll through and select **the business service(s)** that pertain to your business. This lets others know what you offer.

- **Image**

Upload a headshot here. Maximum upload file size: 499 MB

- **Logo**

Upload your logo here. Maximum upload file size: 499 MB

Note: Verify that your image orients the same way as the space on the website. Both images orient horizontally, much like a standard business card. If you upload an image that orients vertically, your picture will appear cut off or distorted.

- **Biographical Info.**

Tell others about yourself and your background.

- **Notes**

Use this box to spell out your *Member-to-Member Offer*.

The remaining boxes are self-explanatory. As you fill in your information, we recommend that you Save often by clicking *Save or Update Profile* located at the top and bottom of the page.



Save or Update Profile

**Congratulations! You are done and your business information is now displayed.
You can update this information at any time.**

This document assumes you'll complete the steps in one sitting; however, you may come back to any of these steps using the following links:

[Join BW NICE](#)

[Create an account](#)

[Change your password](#)

[Edit your business profile \(Listing\)](#)