# USER MANUAL

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# Create a business account

Search Easyforsure by business name 🔍

1. To create a business account you need to click on "Add your business".

2. After clicking you get this page.

3. Please fill in all fields and accept the terms and conditions.

4. Once you are done with the previous step you click on "Sign up" to receive an e-mail(Check in your spam as well).

5. In the e-mail you click on "reset password".

6. After this you enter a new page where you need to fill in your password, after filling it in you click on "Reset password".

**Registration form**

Fill in the registration form without obligation so that we can contact you by telephone.
Do you want to come into direct contact with us? Then call +31 (0) 70 219 2820 and ask for the sales department.

First name | Last name
Phone/Mobile no. | Email

☐ By Clicking this box you accept the terms & conditions of easyforsure.com.

Sign up

## Reset Password

**Password** *

Enter Password

**Confirm Password** *

Enter Confirm Password

Reset Password

## Log in

Logging in is for both vendors and customers. **Note:** Do not use the same password for both accounts.

1. Click on "Sign up/Log in".
2. Enter your log in details and click on "Log in".

## How to add your business

1. Click on the "+ Add business" button.
2. After clicking on the button you will be redirected to the "Add business" page.
3. Make sure you fill in all the necessary information:
    a. Click on search after adding your business zip code.
    b. Add you company/house number.
    c. Add different type of images corresponding to the sub-text.
    d. Add your opening hours during weekday and weekends

4. Check if all required fields are filled in correctly.

5. After checking click on "Submit"

6. Your business will be accepted after 3-5 workdays, followed by an e-mail.



## How to edit your business

1. Navigate to your "MyBusiness" page and click on "Edit Business".

2. You will then go to a similar page to the "Add business" page.



3. Here you can edit all of your business information, Don't forget to check if everything is filled in correctly and click on "Submit"

4. After submitting the changes we will still need to accept the changes you have made.
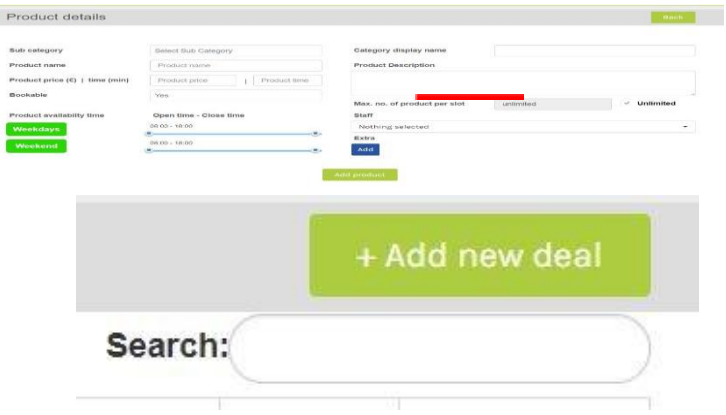
## Adding products



1. Go to your "My Business" page and click on "Products".
2. Click on "+Add new product".
3. Afterwards the following page will be opened.
4. Here you can add products:
   a. Select the category under which the product falls.
   b. Add the name, price and duration of the product.
   c. You can now choose whether you want your product to be bookable so people can plan their booking in our calendar or buy and use a coupon whenever they want.
   d. Then choose the display name for the category, which is the category name that appears in your account.
   e. Then choose whether you want to give a description of your product or not.
   f. You can also assign employees to the product.
   g. You can also add some extra information.
   h. Confirm by clicking on the "Submit" button.
5. To add more products, repeat step 1 to 4.

## Adding (discount) deals

1. Go to your "My Business" page and click on "Deals".

2. Click on "+Add new deal".

3. Afterwards the following page will be opened.

4. Here you can add a deal:

   a. Enter the name of the deal, only you can see this name.

   b. Add the start and end date of the deal.

   c. Choose between a fixed price or a percentage discount

5. Confirm by clicking on the "Submit" button.

# Adding a flex (package) deal

1. Go to your "My Business" page and click on "Flex deal".

2. Click on "+Add new deal".

3. The following page will be opened.

4. Here you can add a flex deal:

   a. Fill in the name of the flex deal.

   b. Choose the start and end date of the flex deal.

   c. Put in the amount of flex deals you want to sell.

   d. Choose how long the coupon can be used, by date or by number of days.

   e. Enter a description of the deal.

   f. Choose the products you want in the deal; you can also use multiple products in the deal.

   g. Then you enter the price.

6. Confirm by clicking on the "Submit" button.

## Adding employees

1. Go to your "My Business" page and click on "Employees".

2. Click on "+ Add new employee":

   a. Enter the name of the employee.

   b. Add a photo if necessary, it is not mandatory.

   c. Choose the days and hours in which your employee works.

3. Then you need to click on "Add new staff"



## Adding events

1. Go to your "My Business" page and click on "Add new event".

2. Clik on "+Add new event".

   a. Select the sub category.

   b. Type in the name of the event.

   c. Put in the zip code and the street name of the location where the event will be held.

   d. Select the start date/time and the end date/time of the event..

   e. Select the end of the booking date/time.

   f. Type in the slogan and the description of the event..

   g. Select whether you want to sell individual tickets for the event.

h. Select how many tickets you want to sell and how much each ticket will cost

i. Click on "add image" to add an image.

j. Click on "Add event" to confirm the event.

## Adding a menu(PDF)

1. Go to your "My Business" page and click on "Add menu card".

2. Click on "+ Add menu card".

3. Click on "Bestand kiezen" to add the menu.

4. Then you click on "Upload menu card" to confirm the menu.