	Department: N/A	SOP #	CPO1-02
		Revision #	1.0
		Implementation Date	12/2016
SOP Name	BIZPoint	Last Reviewed/Update Date	12/2016
SOP Owner	Certification Point Team	Approval	BLG

Standard Operating Procedure

1. Purpose

This SOP describes BIZPoint and the process for using BIZPoint on CertificationPoint.org.

2. Scope

The intended audience for this SOP are CertificationPoint.org registered businesses specifically speaking Service Buyers.

3. Prerequisites

The prerequisites associated with the BIZPoint resource consist of site registration for the CertificationPoint.org 'GOLD' plan.

4. Responsibilities


Registered businesses are responsible for managing their BIZPoint resource. In the event of an issue, registered members are required to contact CertificationPoint.org via email (info@certificationpoint.org).

5. Procedure

BIZPoint provides an ultimate project management vantage point for CertificationPoint.org registered businesses that have completed the 'GOLD' package. Following GOLD package registration, the BIZPoint resource will be setup and enabled within 1-2 business days. Upon setup completion, registered users will be able to login and set/manage project teams and current projects. Some of the available resources available is an team-based Interactive calendar, RSS feeds, Bookmarking capability, and Knowledge management and much more. This site uses PayPal as a preferred online payment processor of choice at this time. (Screenshots provided below)

Registration Link:

https://www.certificationpoint.org/member/index.php?command=signup_page

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- \$ 2,999.99** Services Buyer GOLD Plan
 Business can submit 10 credentials for B2B/B2C, view all providers credentials, can post unlimited full-time jobs and projects per month, 1 ad banner into rotation (per month), and access to SMART.
- \$ 125.99** Advertising Only Campaign
 Allows 3 advertising banners into rotation on up to 3 web pages (Billed monthly)
- \$ 10.99** Services Provider (College Student)
 College Students can submit 2 credential, receive job offers, upload 1 resume, bid on up to 7 projects per month. Only pay setup fee.
- \$ 20.99** Services Provider (Military Veteran)
 Military members can submit 2 credential,

Figure 1: Screenshot for Services Buyer GOLD Plan registration

6. References

None at this time

7. Definitions

None at this time