	Department: N/A	SOP #	CPO1-03
		Revision #	1.0
		Implementation Date	12/2016
SOP Name	Business Service Buyers	Last Reviewed/Update Date	12/2016
SOP Owner	Certification Point Team	Approval	BLG

Standard Operating Procedure

1. Purpose

This SOP describes the process for becoming a Business Service Buyer with CertificationPoint.org to include associated fees based on available accounted types.

2. Scope

The intended audience for this SOP are registered businesses and/or Individual Service Buyers.

3. Prerequisites

The prerequisites associated with becoming a vesting member consist of site registration as a Service Buyer.

4. Responsibilities

Registered businesses and individual service buyers are responsible for their account management. There are two registration types for registered Service Buyers. The first is a basic account and the second is a 'GOLD' account registration. Posting jobs and projects requires available account funds. Funds can be added to an account. Funds can be added via Paypal.com our primary online payment processor. The fee for posting jobs is \$99. The fee for posting a project is \$15, with an additional \$5 fee for featured projects.


NOTE: In the event of an issue, registered members are required to contact CertificationPoint.org via email (info@certificationpoint.org).

5. Procedure

Completion of Service Buyer registration must be completed using one of the processes specified below: (Screenshots and links are provided below)

Registration can be completed in two ways.

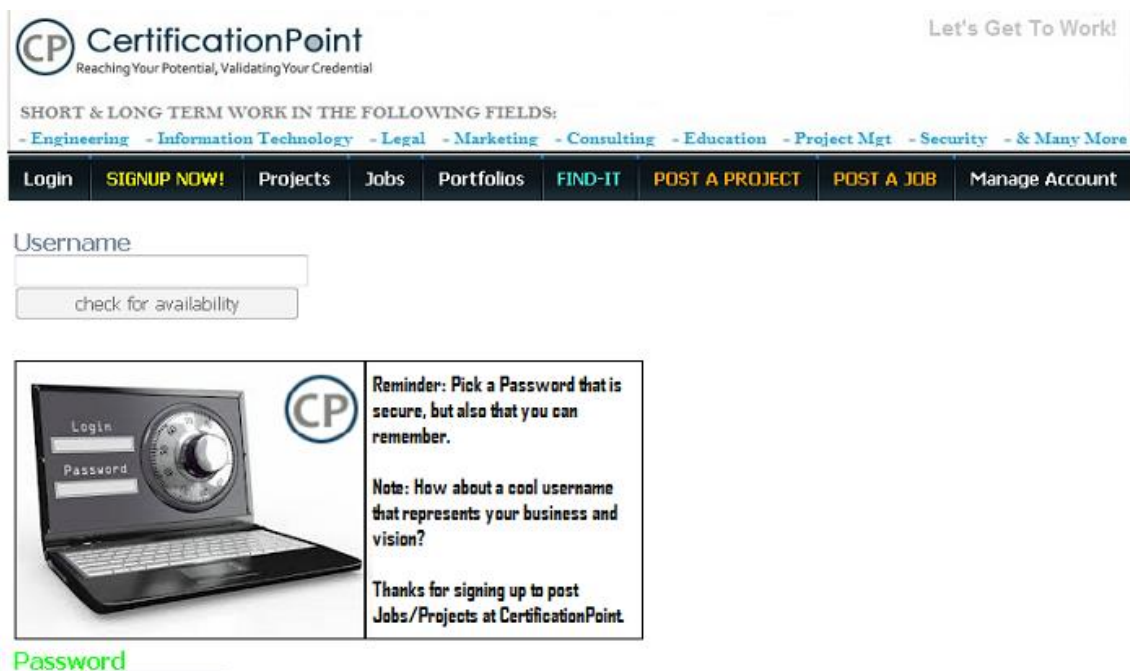
1. The primary registration process can be completed via the CertificationPoint.org Sign-up page.
(https://www.certificationpoint.org/member/index.php?command=signup_page)

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- \$ 229.99** Services Buyer Basic Plan
 Business can submit 2 credentials for B2B/B2C, view up to 10% of credentialed candidate reports, post 1 job a quarter and 10 emarketplace projects per month. (Billed 20USD/yr following first year)
- \$ 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.

Figure 1: Service Buyer Signup

2. The secondary registration process can be completed via the eMarketplace on the CertificationPoint.org website.
 (<https://www.certificationpoint.org/member/marketplace/signup.php?type=buyer>)




CP CertificationPoint
 Reaching Your Potential, Validating Your Credential

Let's Get To Work!

SHORT & LONG TERM WORK IN THE FOLLOWING FIELDS:
 - Engineering - Information Technology - Legal - Marketing - Consulting - Education - Project Mgt - Security - & Many More

Username




Reminder: Pick a Password that is secure, but also that you can remember.

Note: How about a cool username that represents your business and vision?

Thanks for signing up to post Jobs/Projects at CertificationPoint.

Password

Figure 2: eMarketplace Service Buyer Signup

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6. *References*

None at this time

7. *Definitions*

None at this time