	Department: N/A	SOP #	CPO1-22
		Revision #	1.0
		Implementation Date	12/2016
SOP Name	MYPoint	Last Reviewed/Update Date	12/2016
SOP Owner	Certification Point Team	Approval	BLG

Standard Operating Procedure

1. Purpose

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

2. Scope

The intended audience for this SOP are CertificationPoint.org registered members specifically speaking Service Providers.

3. Prerequisites

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

4. Responsibilities


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

5. Procedure

MYPoint provides an ultimate project management vantage point for CertificationPoint.org registered members that have completed the 'GOLD' package. Following GOLD package registration, the MYPoint resource will be setup and enabled within 1-2 business days. Upon setup completion, registered users will be able to login and set/manage contacts and current projects. Some of the available resources available is the individual-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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Available Membership Types:

\$ 49.99 Services Provider Basic Plan

Providers can submit 1 credentials for profile and email correspondence, can receive job offers, upload 1 resume, up to 20 bids on emarketplace projects per month.

\$ 19.99 Project Posting Consultation

Consult with us about your project before you post. A quality review goes a long way towards overall project success.

\$ 249.99 Services Provider GOLD Plan

Providers can submit the max of 9 credentials for profile and email correspondence, can receive job offers, can upload 5 resumes, unlimited bids on emarketplace projects per month and advertise complete projects on website, access to VISION.

Figure 1: Screenshot for Services Provider GOLD Plan registration

6. References

None at this time

7. Definitions

None at this time