	Department: N/A	SOP #	CPO1-23
		Revision #	1.0
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SOP Owner	Certification Point Team	Approval	BLG

Standard Operating Procedure

1. Purpose

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

2. Scope

The intended audience for this SOP are registered Service Providers.

3. Prerequisites

The prerequisites associated with becoming a qualified Service Provider consist of site registration as a Service Provider.

4. Responsibilities

Registered businesses and individual service providers are responsible for their account management. There are two registration types for registered Service Providers. The first is a basic account and the second is a 'GOLD' account registration. Bidding on projects requires available account funds. Funds can be added via Paypal.com our primary online payment processor. The fee for bidding on projects is \$2.


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 Provider 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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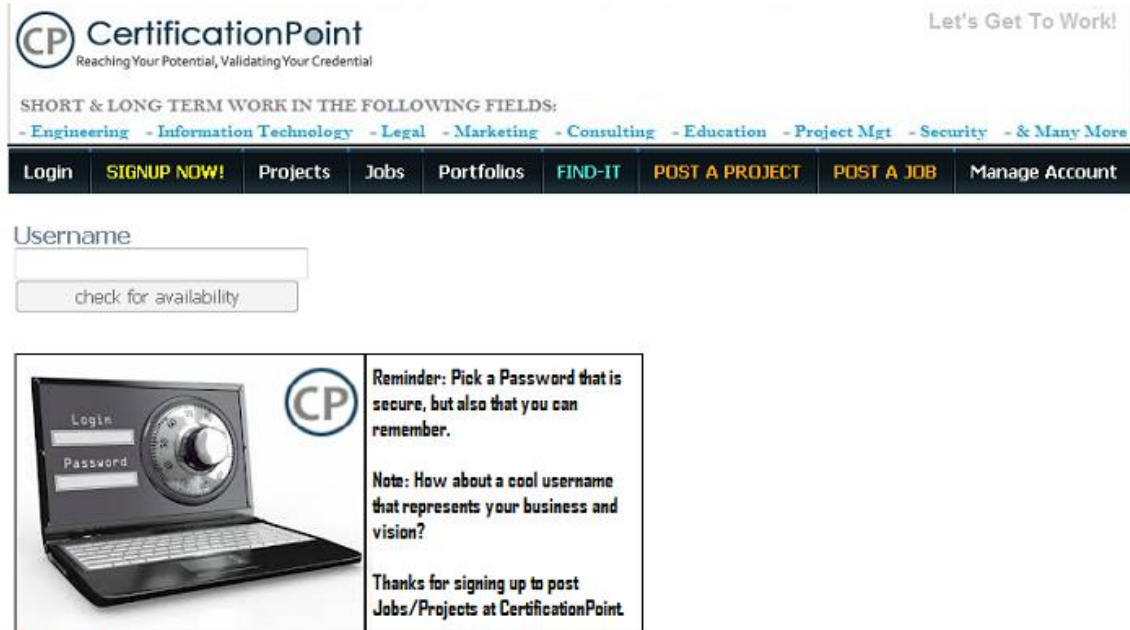
Available Membership Types:

- \$ 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: Service Provider 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=provider>)

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The screenshot shows the CertificationPoint website interface. At the top left is the CP logo with the tagline "Reaching Your Potential, Validating Your Credential". To the right is the slogan "Let's Get To Work!". Below this is a navigation bar with links for "Login", "SIGNUP NOW!", "Projects", "Jobs", "Portfolios", "FIND-IT", "POST A PROJECT", "POST A JOB", and "Manage Account". A "Username" input field is visible with a "check for availability" button. Below the input field is a box containing a laptop image with a login form overlay, a CP logo, and text reminders: "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?", and "Thanks for signing up to post Jobs/Projects at CertificationPoint."

Password

Figure 2: eMarketplace Service Buyer Signup

6. **References**

None at this time

7. **Definitions**

None at this time