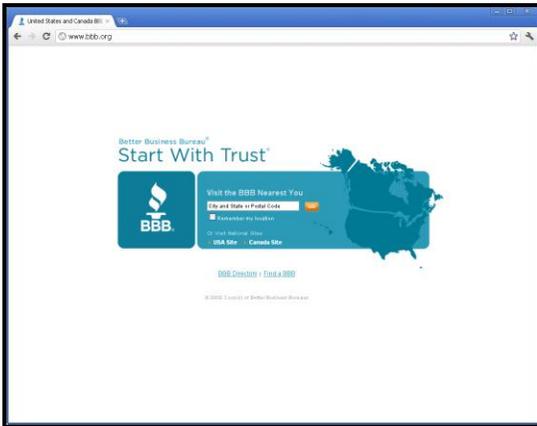
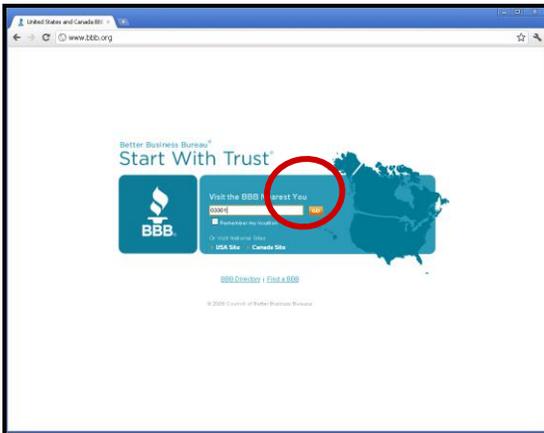


Claiming your BBB Business Review

1. Go to www.bbb.org.



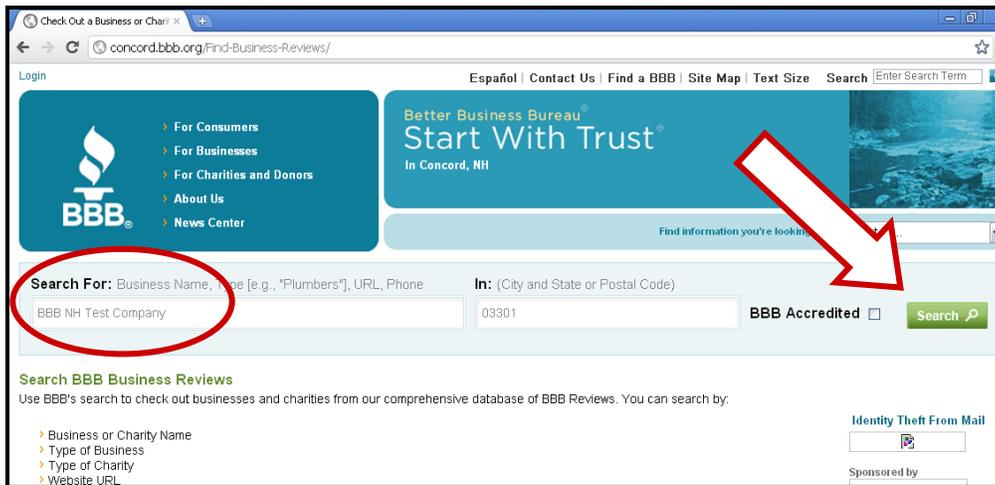
2. Type in your zip code and click "Go."



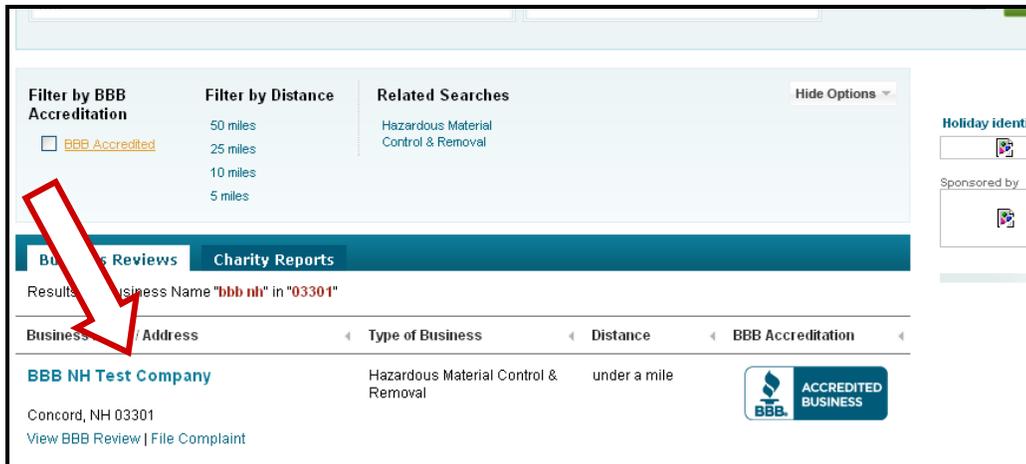
3. Click on "Check out a Business or Charity."



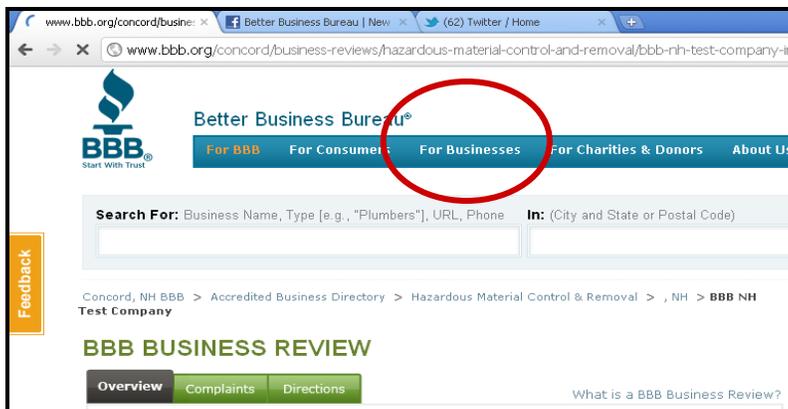
4. Type your company's name in the search bar and hit "Search."



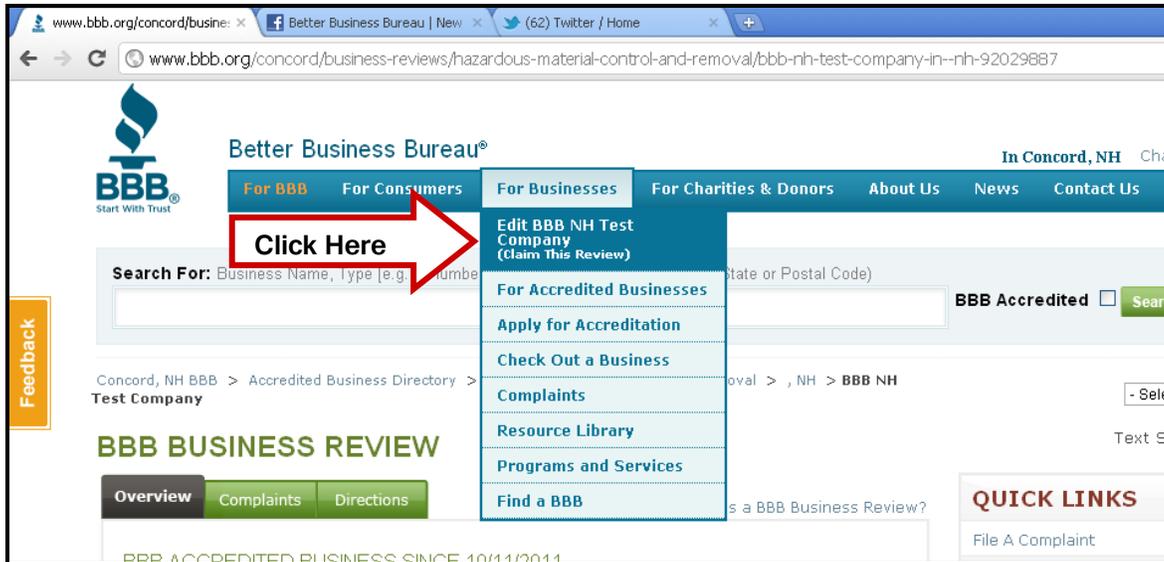
5. Click on your company name.



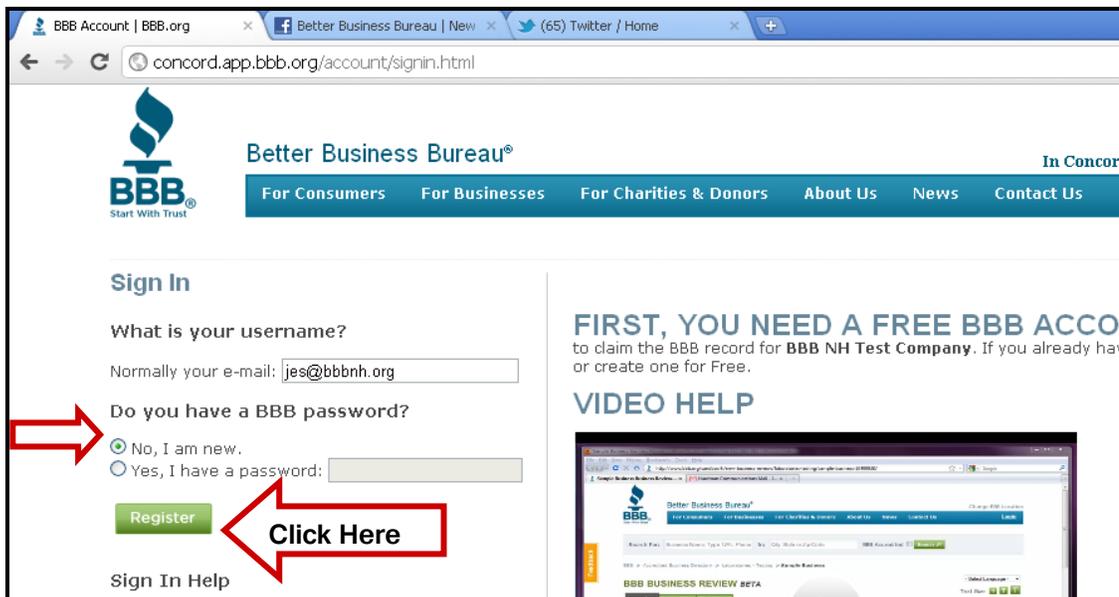
6. Click on "For Businesses."



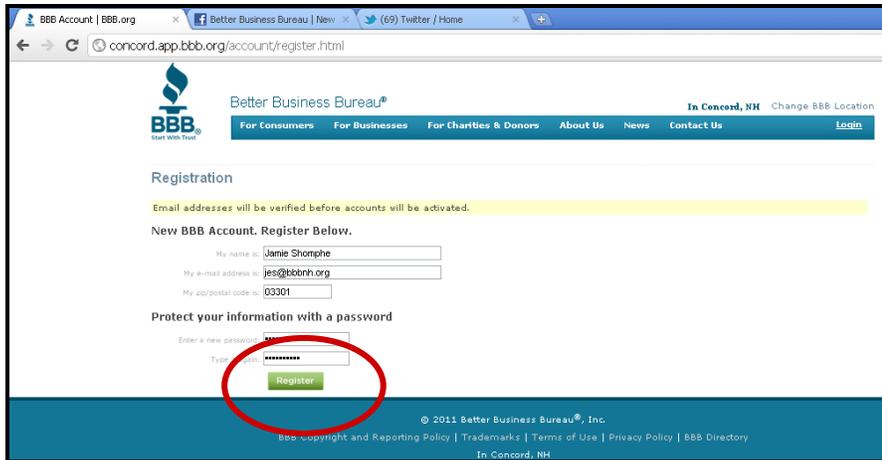
7. Click "Edit."



8. First time users must choose a username and select, "No, I am New" located under, "Do you have a BBB password?"

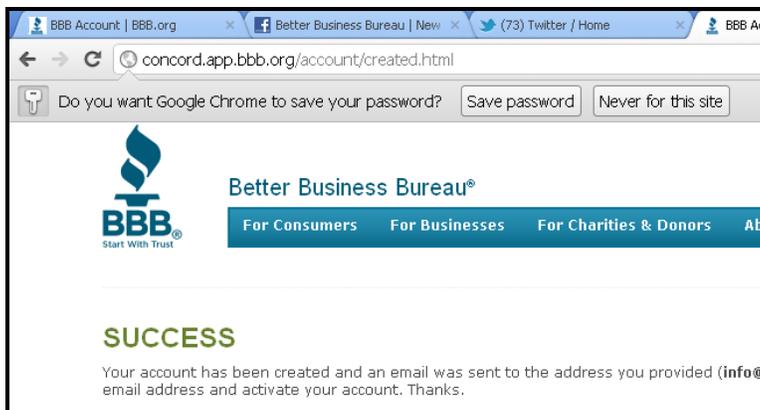


9. Enter your contact information and click "Register."

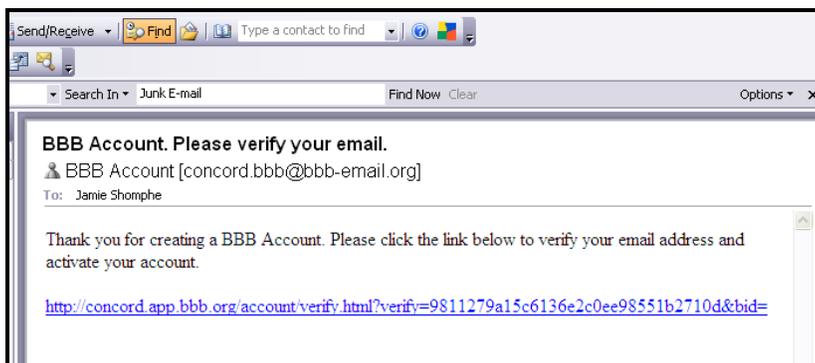


The screenshot shows the BBB registration page at concord.app.bbb.org/account/register.html. The page features the BBB logo and navigation links for Consumers, Businesses, Charities & Donors, About Us, News, and Contact Us. A yellow banner states: "Email addresses will be verified before accounts will be activated." Below this, the user is prompted to create a new account. The registration form includes fields for "My name is" (filled with "Jamie Shomphe"), "My e-mail address is" (filled with "jes@bbbnh.org"), and "My zip/postal code is" (filled with "03301"). A section titled "Protect your information with a password" has a red circle around the "Register" button. The footer contains copyright information for 2011 Better Business Bureau, Inc.

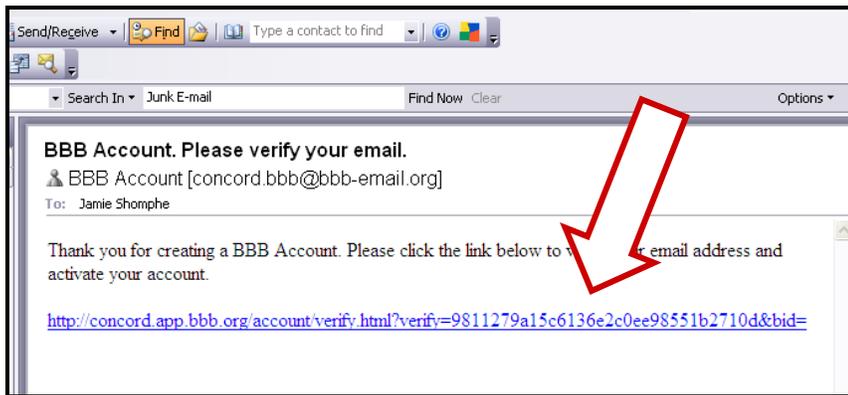
10. You should then receive a "Success" page.



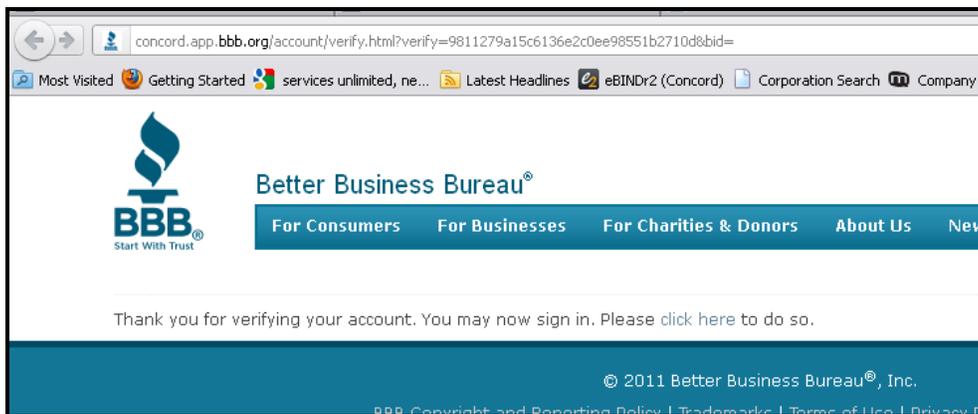
11. Please open your email provider and go to email sent from the BBB. Be sure to look in your junk folder.



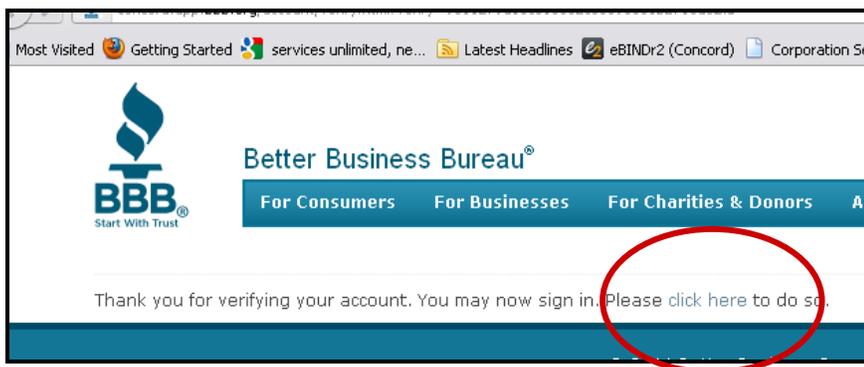
12. Click on the link provided.



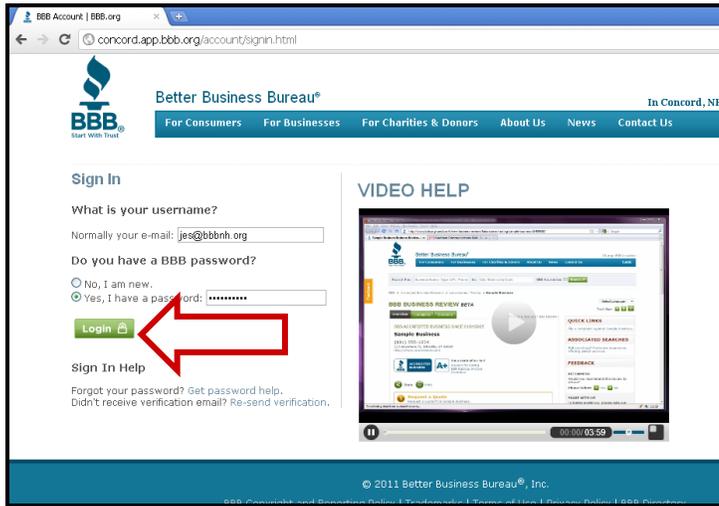
13. You will then be redirected to a page confirming you have verified your account.



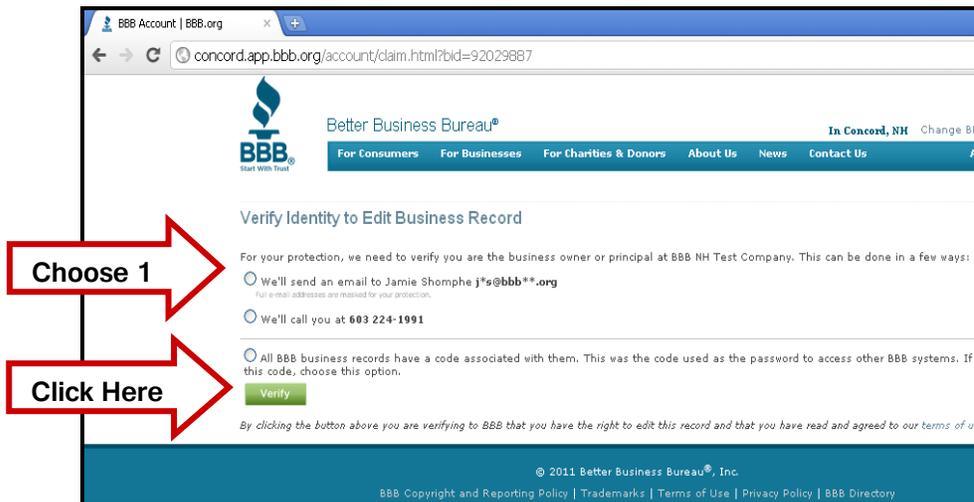
14. Select the "Click here" link to sign in to your account.



15. You can now enter your username and password and click, "Login."

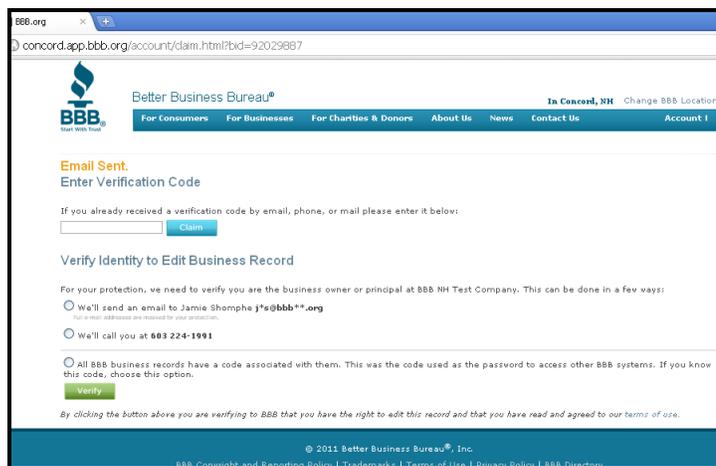


16. You will now be asked to verify that you are an authorized individual to edit the business review you are attempting to claim. This prevents unauthorized users from making changes to your BBB Business Review. You may have the verification code emailed, called or mailed to you. If you know the password already associated with your business you may enter in this information. Select an option and click "verify."

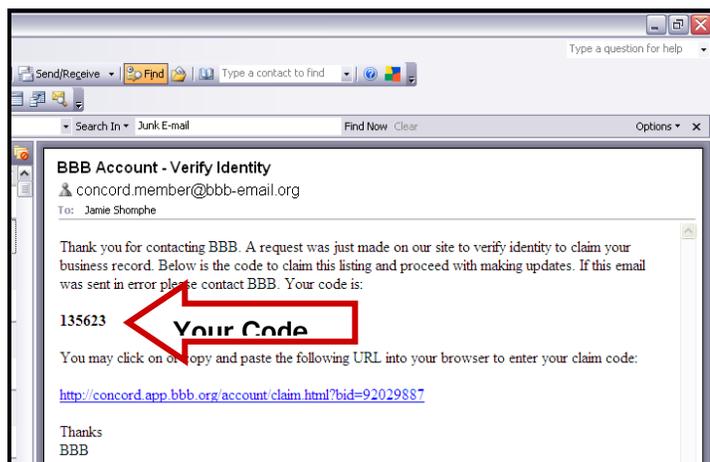


Please note: You may also choose the last option and call the BBB of New Hampshire to receive your code and password.

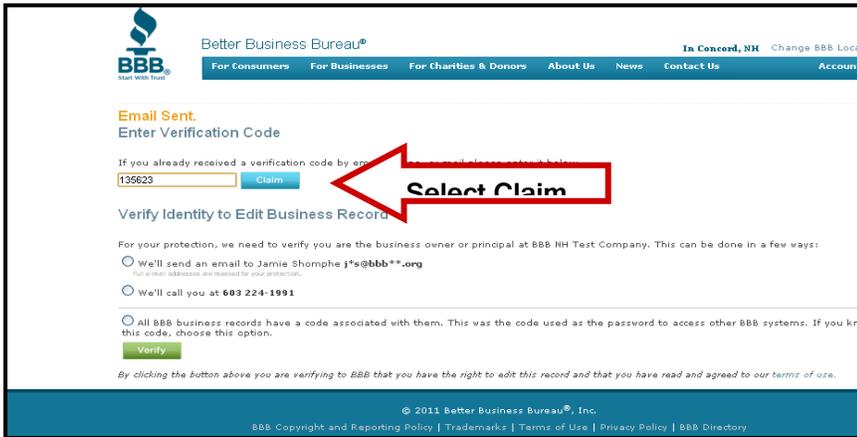
17. You will then be redirected to the verification screen. You will need the verification code (sent to your email) in order to proceed.



18. Depending on what you choose, the verification code will be sent in an email, postcard, or phone call. If you choose to receive an email, it will look like this.



19. Copy the verification code, and paste it in the highlighted box.



Better Business Bureau®
In Concord, NH

For Consumers For Businesses For Charities & Donors About Us News Contact Us Account

Email Sent.
Enter Verification Code

If you already received a verification code by email, phone, or mail please enter it below:

Select Claim

Verify Identity to Edit Business Record

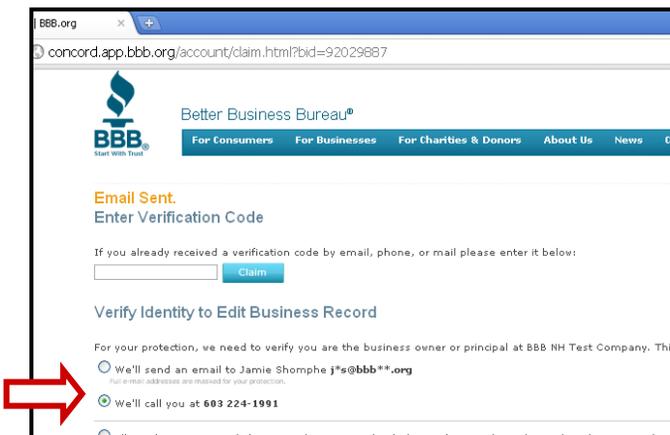
For your protection, we need to verify you are the business owner or principal at BBB NH Test Company. This can be done in a few ways:

- We'll send an email to Jamie Shomphe j*s@bbb***.org
Put a mail address in masked for your protection.
- We'll call you at 603 224-1991
- All BBB business records have a code associated with them. This was the code used as the password to access other BBB systems. If you know this code, choose this option.

By clicking the button above you are verifying to BBB that you have the right to edit this record and that you have read and agreed to our terms of use.

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20. If you did not receive a verification code, you may choose another option.



BBB.org

concord.app.bbb.org/account/claim.html?bid=92029887

Better Business Bureau®

For Consumers For Businesses For Charities & Donors About Us News

Email Sent.
Enter Verification Code

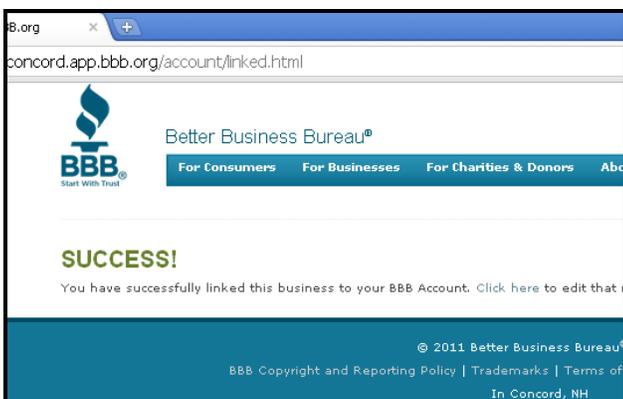
If you already received a verification code by email, phone, or mail please enter it below:

Verify Identity to Edit Business Record

For your protection, we need to verify you are the business owner or principal at BBB NH Test Company. This can be done in a few ways:

- We'll send an email to Jamie Shomphe j*s@bbb***.org
Put a mail address in masked for your protection.
- We'll call you at 603 224-1991
- All BBB business records have a code associated with them. This was the code used as the password to access other BBB systems. If you know this code, choose this option.

21. Once you select "Claim" you will be redirected to a success page, claiming you declaring you claimed your account successfully.



BBB.org

concord.app.bbb.org/account/linked.html

Better Business Bureau®

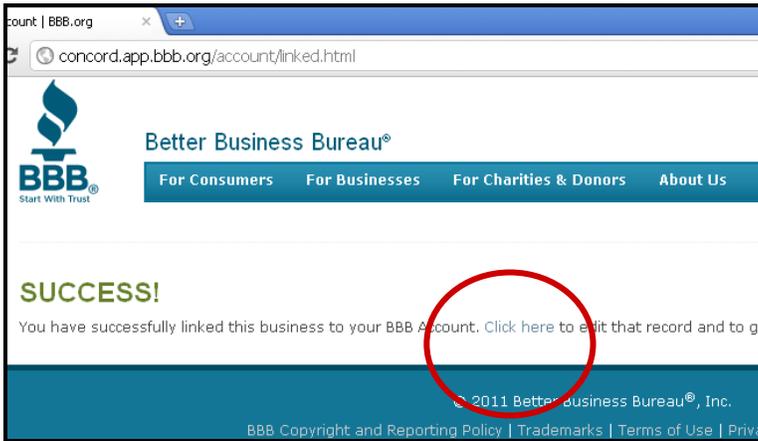
For Consumers For Businesses For Charities & Donors About Us

SUCCESS!

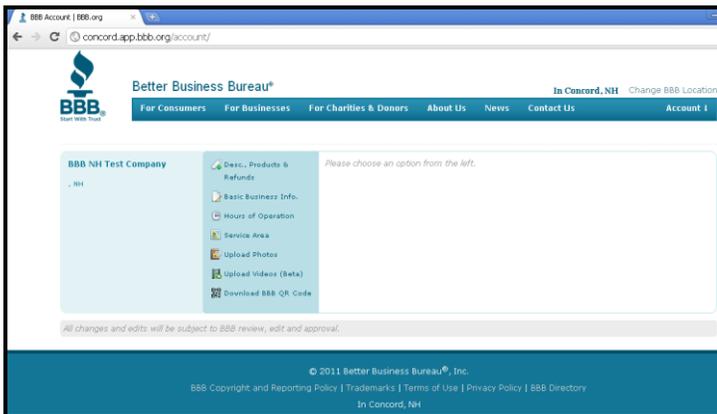
You have successfully linked this business to your BBB Account. Click here to edit that information.

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In Concord, NH

22. Select “Click here” to continue on and make changes to your BBB Business Review.

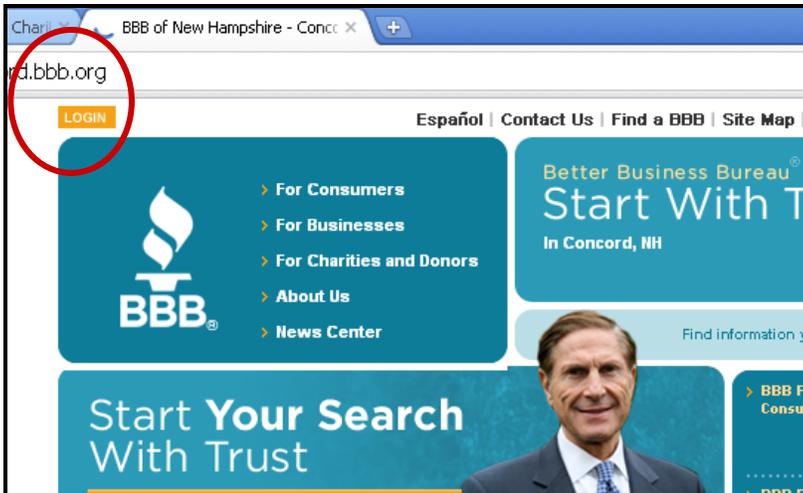


23. From here you will be able to add information about your company’s products, services, hours of information, service area and more. Once you edit this information it will be reviewed by BBB Staff before being changed on your BBB Review. If your changes do not meet BBB standards a BBB staff member will contact you via email. If you have any questions, you may contact your BBB hotline at 603-224-2621.



24. If you would like to make changes at another time, you can either go to www.concord.bbb.org and select “login” in the upper left hand corner, or you can visit your BBB Business Review and select “Account Main” under the “Account” dropdown. You will not have to go through the verification process again.

Option 1:



Option 2:

Please Note: Option 2 allows you to assess your BBB Business Review and make sure your company information is accurate.

