



B2B Sign-Up Guide

- Click on the **"SIGN-IN"** link at the top right corner and log-in using your NABIP User Name & Password. This will take you to the B2B Home Page.
- Read the important text- "Code of Conduct" along the top right side of your screen....AND if you have additional questions.....please read the "FAQs"
- Click on the "Participate" link along the blue banner of 5 links.
- Click on "Join a Community" – In the center drop-down window, Click on "Communities I can join" you will see B2B's 6 Agent Discussion Groups...
(If you have not already joined 1 or more of the 6 B2B Discussion Groups).
 - You may subscribe to all of them of course, but to first become comfortable with B2B.....we suggest you choose 2 or 3 of the 6 Discussion Groups which most interest you. (you can add others later)
 - You might initially choose "Daily Digest" (all the new message postings to each Discussion Group are gathered together and sent as one e-mail at the end of each day). Once you have become familiar with B2B, you can change your selection to "Real Time" if you want to receive each posting right away as a separate e-mail....at least for those groups most important to you.
- Next...go to the top right corner of your screen....Click on the down arrow to the right of your tiny photo image....then Click on "Profile". IF you want to add or change your photo, Click on "Actions" underneath your photo and Click on Change Picture. This is the photo that will appear with all of your B2B postings.
- Click on "My Account" (blue link near the center of your screen) which opens a drop-down window. Click on "Community Notifications". Under the sub-heading "Notification Settings" you can verify or change how you want to be notified for each posting to each Discussion Group you have signed up for (Real-Time, Daily Digest or No E-mail)

- Then go up near top of your screen and Click again on “My Account”...and then Click on “Discussion Signature” (**very important to do**)
 - Every time you make a new posting, or respond to a posting you received, the B2B system adds your “signature” to the end of your message. It should at the least include your name and your city & state, so we know where you are writing from.
 - You may also include your company name, your address, your phone number and your E-Mail address. You can either type these in (and change them anytime later), or you can just click on the data fields you want included in your signature using the “Available Variables” from the NABIP membership database which appear along the right side of the screen.

Done!

- If you want to post a new message – you can go to the B2B Home Page. Then Click on “Participate” (in the links along the blue banner near top of screen). Then Click on “Post a Message” from the drop-down menu.
- OR after reading any B2B E-Mail message you receive, and you want to post a new message unrelated to the one you just read, you can just Click on “Post a New Message” at the top center of the B2B E-Mail message you are looking at.
- When you want to respond to a B2B message you received as an E-mail, you can respond 3 different ways:
 - Scroll to the bottom of the B2B E-Mail and Click on “**Reply to Group Online**” using the B2B system to respond (preferred method). When using this option, after you type your message, scroll down and click on “Original Message” which will add the original message you are responding to...at the bottom of your new message.
 - Click on “**Reply to Group**” (near top of e-mail message) which uses your e-mail service to compose and send your message.
 - Click on “**Reply to Sender**” (near top of e-mail message) which takes you to the B2B screen to send a private message only to the sender of the message you are responding to. Also...please use this option if you just want to say “Kudos” or some other acclimation, as such postings need not go to the entire Discussion Group.
- To stop receiving messages from a Discussion Group you previously subscribed to, Click on “Communities” along the blue banner near top of B2B screen. Then Click on the community you want to leave. When it comes up on screen, then Click on “Settings” to the right of the community name. That opens a small window and Click on “Leave Community”