



## B2B Sign-Up Guide

- Click on the "SIGN-IN" link at the top right corner and log-in using your NAHU User Name & Password
- Read the important text about participation on B2B and Click on "I Agree" at the bottom of the text
- You are taken to a screen with a headline saying – "Post a Message".... BUT before you do, please....
- Click on the "My Account" link
- Click on "Community Notifications" – where you will see B2B's 6 Agent 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 should 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. .
- Next, use the "Back Arrow" on your browser to return to the previous page. Click on "My Account" again. 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 NAHU 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". 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 either:
  - Scroll to the bottom of the B2B E-Mail and Click on "Reply to Group Online" (preferred method)
  - Click on "Reply to Group" link near the top of the B2B E-Mail and use your e-mail browser to post a message on B2B (just as you would do to send any other e-mail message to anyone)
- If however, you want to send a more private message only to the NAHU Member posting the message, Click on "Reply to Sender" near the top of the B2B E-Mail. Also...please use this option if you just want to say "At a Boy" or "Kudos" or some other acclamation, as such postings need not go to the entire Discussion Group.