Instructions for creating a free CABB-Only BizBuySell Account

*If you already have a BizBuySell Account continue on to the next page for instructions on connecting your BizBuySell account to your CABB account

1. Visit the URL below and enter you cabb.org login information in the box on the right to create your BizBuySell account.

https://cabb.org/bizbuysell

BB has changed the way its members publish their listings	to the CABB website. Using BizBuySell's BizLink technology,
BB members can now publish their listings to the CABB wel	bsite through a BizBuySell BrokerWorks account. Login below
get started or visit our Listing Distribution Center FAQ's for	more information.
Already a BizBuySell BrokerWorks member? As a BrokerWorks Standard or Premium member, you can enter your listing once on BizBuySell and have it distributed to CABB's website. Enter your BrokerWorks Member ID and Password to login and link your BrokerWorks account with your CABB membership.	Not currently a BizBuySell BrokerWorks member? No problem. As part of BizBuySell and the CABB's partnership, CABB members can create a FREE BizBuySell Limited* BrokerWorks account; allowing you to publish your listings to the CABB's website. Enter your CABB User Name and Password to get started. A CABB User Name CABB Password CABB Password? LOGIN
Please note: A BizBuySell Limited BrokerWorks account only	enter your cabb.or
bes not include your listings being published on BizBuySell.c	username and passw

2. On the next page fill out the form to create your BizBuySell account. Once your account is created link your BizBuySell account to CABB (Instructions on next page).

Buy a Business Buy a F	ranchise S	Sell a Business	Business Br	okers	Community
ecome a B	roker	Works	Meml	ber	
/ho You Are		All fields ar	e required unle	ss otherw	vise specified.
First Name					
Last Name					
Company Name					
Country	United State	25	\$		
Street Address 1					
Street Address 2				Option	al.
City					
State	California		\$		
Zip/Postal Code					

Instructions for linking your BizBuySell BrokerWorks account to your CABB account.

- 1. Login to your BizBuySell BrokerWorks login: <u>https://bizbuysell.com/brokers/Login.aspx</u>
- 2. Upon logging into your BizBuySell BrokerWorks account, you will land at the home screen below. Using your mouse, please hover and click the Networking Tools/Listing Distribution subb menu selection.

BrokerWorks Dashboard	,	Welcome, Jose Torres	Go Premium for Maximum Buyer & Seller Leads
My Agents Marketing Tools Comps & Valuation	* *	Vou have 1 total listings O shoucase Once 0 shoucase Listing Plus	Upgrade to BrokerWork's Remium to get 11 Free Showcase Listing Pluc credit every month (\$1995 shule). If to P Recement in the Broker Directory - a great source of buyer & seller leads! Learn More >
Networking Tools	2	Listing Distribution vew Listing	Activity Food & Agent News
Networking Tools		Co-Broker	There is no content to disclay at this time
Account Settings	,	Community Questions ile	more a no content to deploy at the time
		Community Answers	
		Comps & Valuation You have 3 sold report credits Search Comps Community Discussions College student and need a headstart in anything. General - 1 anser - Apr 21, 2014 A 15 year old business that is now successful is looking to refinance some debt an Frunching and Accuration - Jamese - Apr 15, 2014	

3. On the Listing Distribution page, you should notice the CABB logo towards the bottom of the page. Click on the "Manage" link next to CABB.

okerWorks Dashboard		Listing Distribution		
y Listings		Esting Distribution	his time and increasing	a sense ve for up a
y Agents		listings, it's fast, easy, and free if you're a member of our partner websites.	ore tone and arcrease	A erhosne ioi 3on
arketing Tools		Enter your listings once and have them distributed to BizBuySell's Partner Network; Linkedin, BizQuest, IBBA's website, M8	A Source's website, O	BBA, NYABB, MABIA,
omps & Valuation		CABI, NEBBA, GABB, and CABB.		
etworking Tools	Þ	The list below displays BizBuySell's listing distribution partners. A 🖋 indicates that your login credentials for that partner distributed to that partner's website. A 🚫 indicates that your login credentials have not been verified and your BizBuySel	have been verified an listings are not being	d your listings are being distributed to that
y Searches		partner's website.		
ccount Settings		Please use the manage links below to manage your login credentials and/or listings for each partner		
		Distribution Partner	Distribution	Last
		Links	Status Manage	Modified
		Your listings automatically shared on your Linkedin updates	C manage	
		BizQuest	O Manage	N/A
		The Internet's 2nd largest Business for Sale Marketplace. Get maximum exposure for your latings by posting on BisBuySell and having them distributed to BisDuest.		
		IBBA	Manage	N/A
		Your factorys automatically distributed to the IBBA website plus your Memberships and Designations displayed with your latings.		
		Man	Manage	N/A
		Your listings automatically distributed to the MIAA Source website plus your Memberships and Designations displayed with your listings.		
		O B B A Your latings automatically distributed to the OBA website plus your Memberships and Designations displayed with your latings.	O Manage	N/A
		VYABB	O Manage	N/A
		Your listings automatically distributed to the NVABB website plus your Memberships and Designations displayed with your listings.		
		III MABIA	🔕 Manage	N/A
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		GABB	O Manage	N/A
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		CABB	Manage	4/28/2014
		vour usings automatically distributed to the CABB website plus your Nemberships and Designations displayed with your listings.	-	

4. On the next page, you should see a red box at top with a link to login to CABB. Click on the link.

broker works bashboard		Cat Stands	d Tadau				CARR		
My Listings		Get Starte	ed Today				CADD	Vour aci	counts are not currently linked! BB Login Open a CABB Account
My Agents New		BizBuySell and CA automatically - sa	A88 members ca aving you valuab	in enter listin ble time! It's f	gs on BizBuySell and have them fast, easy, and free for members	appear on CABB's who have both Biz	website BuySell and CABB		1
Marketing Tools		memberships.							
Comps & Valuation		Already a CABB	member?	Not a CAB	8 member?				
Networking Tools		LOGIN NOW		SIGN OF NO					
My Searches		Distribute to	Distributed?	Date	Listing Headline	Ad#	Category	Ref. ID	Last
My Searches Account Settings	•	Distribute to CABB? All None	Distributed?	Date Created	Listing Headline	Ad#	Category	Ref. ID	Last Modified

5. A pop-up window will open, asking you to input your CABB username/password. Click the Login button to connect your BizBuySell account to your CABB account.

	Quickly and Easily Distribute your BizBuySell listings to CABB's website! Change Your Credentials		
Get Sta	CABB members can enter their listings on BizBuySell and have them appear on CABB's website automatically - saving you valuable time!	BB	۲
izBuySell an utomatically	Already a CABB member? Enter your login information and get started now!	ABB	
nembership	CABB User Name or Email		
Uready a C/	CABB Password		
Distribute (CABB?	Login Cancel	1	Ref
All Nore Login	Don't have a CABB membership? <u>Sign Up Now</u>		

6. If you entered in your correct CABB username & password, the system will show the following screen, and you should notice a green box (#1) at the top of the page, indicating that your accounts are now linked. If you have listings and you want them to be pushed over to be displayed on the CABB website, you need to click each box in front of each individual listing (#2) or click the "All" link to push all of your listings to the CABB website. Afterwards, hit the Submit button (#3) to save your selection and to push the selected listings to the CABB website.

BrokerWorks Dashboard		How to Manag	e Your CA	RR List	ings				
My Listings		The list below display	rs your active B	izBuySell I	istings and indicates whether or	not they are being	distributed to the	Chang	ur accounts are now linked! a Credentials Unlink my Accounts
My Agents		CA88's website.							*
Marketing Tools		A 🖌 indicates that y	our listing is cu	irrently be	ing distributed to the CABB's w	bsite. A 🚫 indicat	tes that your listing is		
Comps & Valuation		Use the check boxes	next to each lis	ting to sel	ect which listings you want dist	buted to the CABE	's website and click		#1
Networking Tools	•	the 'Submit' button v	vhen finished. T	o add a n	ew listing or edit a current listin	, visit your <u>Seller L</u>	istings page.		
My Searches		SUBMIT							
Account Settings		Distribute to CABE? AL None	stributed? C	Date reated	Listing Headline	Ad#	Category	Ref. ID	Last Modified
			◎ 4/	28/2014	Closed Bar asset sale	1082700	Bars/Taverns		4/28/2014
		SUBMIT		#:	2				
			-						

7. If successful, you will see the green box at top of the page, a green check under "Distributed?" column, and a checkmark under the column, "Distribute to CABB"

BrokerWorks Dashboard	li.	How to Manage Your CARR Listings
My Listings		The list below displays your active BizBuy/Sell listings and indicates whether or not they are being distributed to the Change Grademials Unlink my Account
My Agents NEW		CABB's website.
Marketing Tools		A 🖋 indicates that your listing is currently being distributed to the CABB's website. A 🚫 indicates that your listing is not being distributed.
Comps & Valuation		Use the check boxes next to each listing to select which listings you want distributed to the CABB's website and click
Networking Tools	•	the 'Submit' button when finished. To add a new listing or edit a current listing, visit your Seller Listing, page.
My Searches		SUDMIT
Account Settings	2	Distribute to CABB? Date Created Listing Headline Ad# Category Ref. ID Last Modified #1 Java Modified Modified Modified Modified Modified

Congratulations you've finished linking your BizBuySell BrokerWorks account to your CABB account and your listings are now being pushed over to the CABB.org website!!

BrokerWorks Agent Plans

All listings that have been assigned to an agent will be listed on the CABB site under the broker name until to agent logs into their free BrokerWorks Agent account and links it to a CABB account.

Have Questions?

For questions related to BizBuySell, please call Client Services at (888) 777-9892 (opt 2) 8am-5pm Pacific or via email at bizbuysell_clientservices@bizbuysell.com

For questions related to CABB, please call Member Services at (866) 972-2220 or via email at info@cabb.org