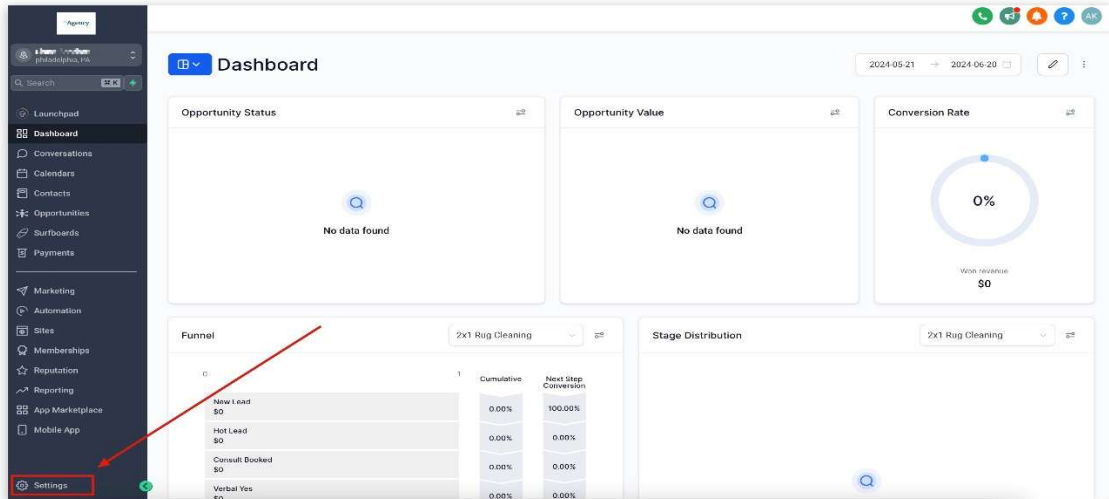


GOBOOSTIFY – BUSINESS PROFILE SETUP GUIDELINE

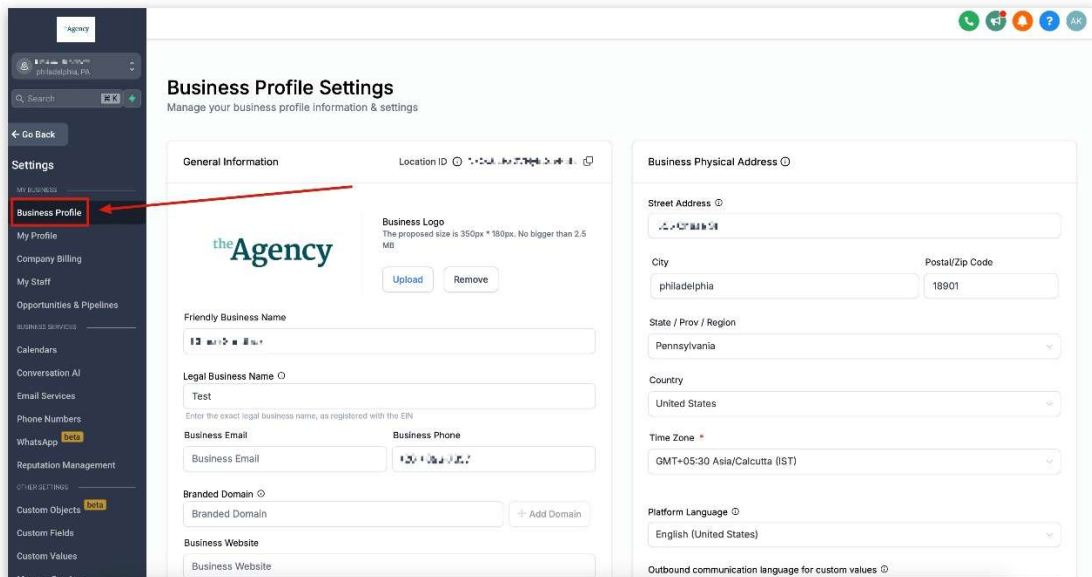
Setting up Your Business Profile

Navigating to your Business Profile is quick and easy! We have also provided some screenshots below to help you find your way if you are more of a visual learner!

- Click the **Settings** navigation item on the left side of your screen



- Once you are in **Settings**, the **Business Profile** will be the first navigation button in the **Settings** menu on the left-hand side of your screen.
- The **Business Profile** is also the first page of settings by default, so once you click the **Settings** button, you will automatically see the Business Profile.



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Business Information Settings

Filling out this section with information about your business is very important. This information includes things like your registration type and number (EIN, CCN, VAT, etc.) and your regions of operations. Running a legitimate and registered business can be the difference between getting approved or denied when submitting for approval to send SMS messages.

The screenshot shows the GoBoostify Business Profile Setup form. The 'Business Information' section is highlighted with a red box and numbered 1 through 6. The 'Authorized Representative' section is to the right, and the 'General' section is at the bottom.

Business Information

- Business Type (1)
- Business Industry (2)
- Business Registration ID Type (3)
- Business Registration Number (4)
- Business Regions of Operations (5)
- Update Information button (6)

Authorized Representative

First Name, Last Name, Representative Email, Job Position, Phone Number (With Country Code)

General

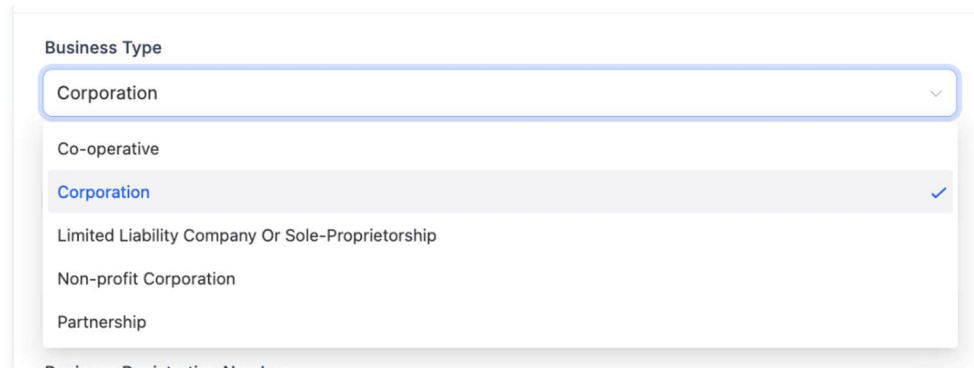
- ☐ Allow Duplicate Opportunity
- ☐ Merge Facebook Contacts By Name
- ☐ Disable Contact Timezone
- ☐ Mark Emails as Invalid due to Hard Bounce
- ☐ Validate Phone numbers when first SMS is sent to a new contact
- ☐ Verify Email Address when first email is sent to a new contact
- ☒ Make SMS compliant by adding an opt out message. (How does it work?)

1. Business Type

Select the type of business you created. The drop-down will give you the following options to choose from:

- Co-operative
- Corporation
- Limited Liability Company (LLC) or Sole-Proprietorship
- Non-profit Corporation
- Partnership

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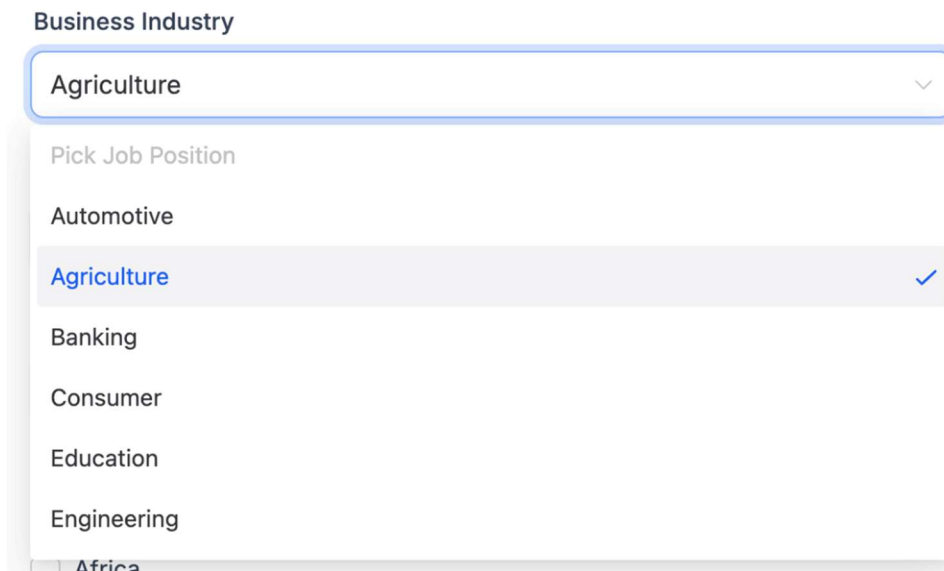


A screenshot of a web form titled "Business Type". It features a dropdown menu with "Corporation" selected and highlighted in blue. A blue checkmark is visible to the right of the selected item. Below the dropdown, the following options are listed: "Co-operative", "Limited Liability Company Or Sole-Proprietorship", "Non-profit Corporation", and "Partnership".

Business Type
Corporation
Co-operative
Corporation
Limited Liability Company Or Sole-Proprietorship
Non-profit Corporation
Partnership

2. Business Industry

Select the industry that you primarily serve. We understand that you may serve many different industries, but please select the one that best describes or most describes your target market. If your industry is not shown, close the option closest to your industry.



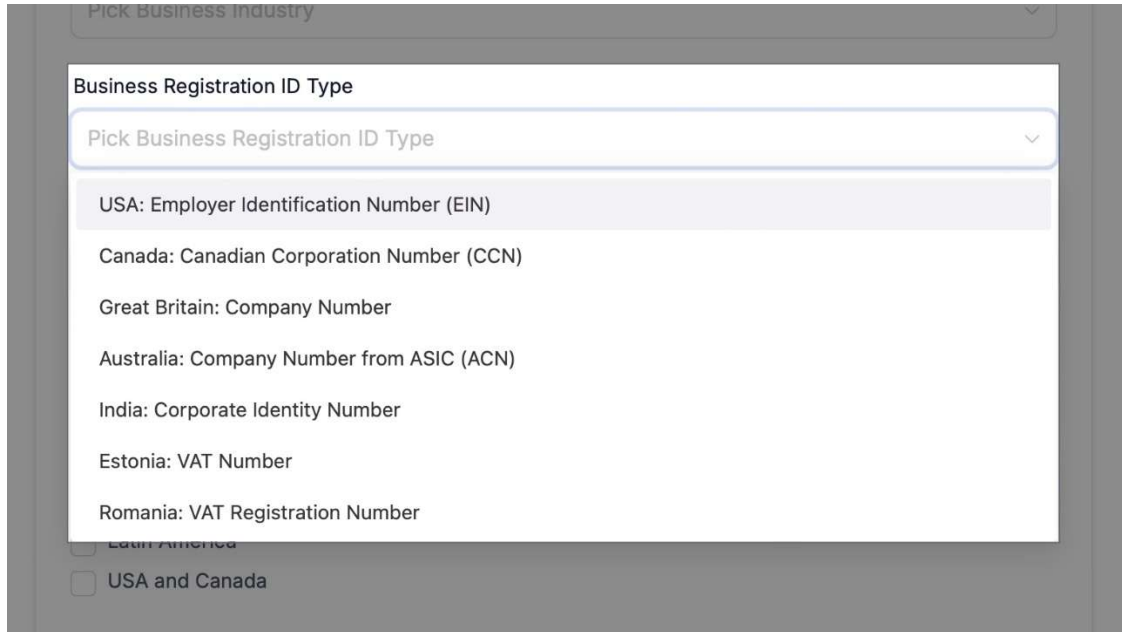
A screenshot of a web form titled "Business Industry". It features a dropdown menu with "Agriculture" selected and highlighted in blue. A blue checkmark is visible to the right of the selected item. Below the dropdown, the following options are listed: "Automotive", "Banking", "Consumer", "Education", and "Engineering".

Business Industry
Agriculture
Pick Job Position
Automotive
Agriculture
Banking
Consumer
Education
Engineering

GOBOOSTIFY – BUSINESS PROFILE SETUP GUIDELINE

3. Business Registration ID Type

Select your business' registration type. If you are in the United States, you most likely will have an EIN unless you incorporated your business in a different country.



The screenshot shows a web form titled "Business Registration ID Type". At the top, there is a dropdown menu with the placeholder text "Pick Business Registration ID Type". Below the dropdown, a list of options is displayed, each preceded by a country name and a colon. The options are: "USA: Employer Identification Number (EIN)", "Canada: Canadian Corporation Number (CCN)", "Great Britain: Company Number", "Australia: Company Number from ASIC (ACN)", "India: Corporate Identity Number", "Estonia: VAT Number", and "Romania: VAT Registration Number". Below this list, there are two checkboxes: "Latin America" and "USA and Canada".

Pick Business Industry

Business Registration ID Type

Pick Business Registration ID Type

USA: Employer Identification Number (EIN)

Canada: Canadian Corporation Number (CCN)

Great Britain: Company Number

Australia: Company Number from ASIC (ACN)

India: Corporate Identity Number

Estonia: VAT Number

Romania: VAT Registration Number

☐ Latin America

☐ USA and Canada

4. Business Registration Number

After you select your business's type of registration, you can add your registration number here.

5. Business Regions of Operations

Select the regions your business operates in. If you are a global company, select the regions that you do most of your sales in. This is a multi-select setting, so you are able to choose more than one region.

Business Regions of Operations

- ☐ Africa
- ☐ Asia
- ☐ Europe
- ☐ Latin America
- ☒ USA and Canada

GOBOOSTIFY – BUSINESS PROFILE SETUP GUIDELINE

6. Update Information

Make sure you always click the blue **Update Information** button after making changes so that your changes are properly saved.

Authorized Representative

If your business has an authorized representative, please add their information here. If you are the authorized representative, please add your own information here.

The screenshot shows a web form for setting up a business profile. It is divided into two main columns. The left column contains 'Business Information' with fields for Business Website, Business Niche (a dropdown menu), API Key (with a copy icon), Business Type (a dropdown menu), Business Industry (a dropdown menu), Business Registration ID Type (a dropdown menu), Business Registration Number, and Business Regions of Operations (with a checkbox for 'My business is Not registered' and a checkbox for 'Africa'). The right column contains 'Authorized Representative' information, which is highlighted with a red border. This section includes fields for First Name, Last Name, Representative Email, Job Position (a dropdown menu), and Phone Number (With Country Code). Both columns have a blue 'Update Information' button at the bottom. Above the Authorized Representative section, there is a dropdown menu for 'Outbound communication language for custom values' set to 'English (United States)' and another 'Update' button.

Representative Name

Enter the representative's legal name as it appears on internal HR or corporate records. Be sure to use full first and last name while avoiding any nicknames or aliases.

Email

Provide a monitored email inbox for the representative. Verification questions to this address.

Job Position

Specify the person's title or role that demonstrates authority to represent the business (e.g., Owner, CEO, Marketing Director, Compliance Officer).

Phone Number

Enter a reachable phone number for time-sensitive verification calls or SMS. Be sure to include country code (e.g. +1)

GOBOOSTIFY – BUSINESS PROFILE SETUP GUIDELINE

Update Information

When you're finished, select the blue **Update Information** button to apply changes. If the representative changes roles or leaves the company, update this page immediately

Business Physical Address Settings

Complete each entry carefully, matching official records where noted. After updating, save your changes and spot-check a booking page and a test email/SMS to confirm that dates, times, and formatting look correct.

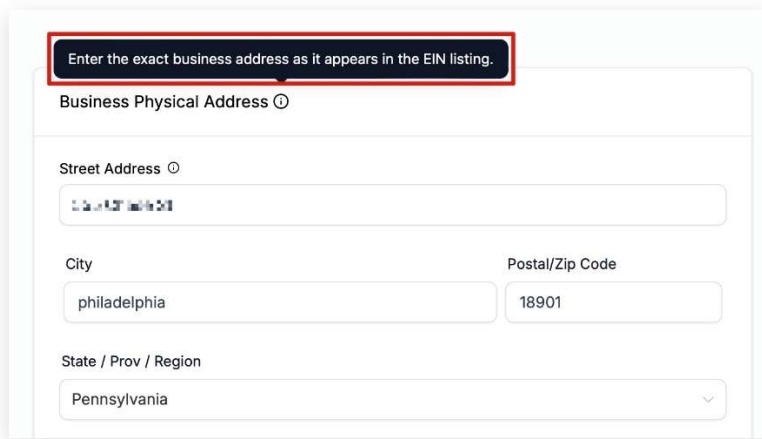
The screenshot shows the 'General Information' and 'Business Physical Address' sections of the GoBoostify Business Profile Setup form. The 'Business Physical Address' section is highlighted with a red border. The 'General Information' section includes fields for Business Logo, Friendly Business Name, Legal Business Name, Business Email, Business Phone, Branded Domain, Business Website, Business Niche, and API Key. The 'Business Physical Address' section includes fields for Street Address, City, Postal/Zip Code, State / Prov / Region, Country, Time Zone, Platform Language, and Outbound communication language for custom values. An 'Update' button is located at the bottom right of the 'Business Physical Address' section. An 'Update Information' button is located at the bottom of the 'General Information' section.

General Information	Business Physical Address
Business Logo The proposed size is 350px * 180px. No bigger than 2.5 MB Upload Remove	Street Address
Friendly Business Name 	City
Legal Business Name 	Postal/Zip Code
Business Email 	State / Prov / Region
Business Phone 	Country
Branded Domain + Add Domain	Time Zone *
Business Website 	Platform Language
Business Niche 	Outbound communication language for custom values
API Key	Update

Business Physical Address

GOBOOSTIFY – BUSINESS PROFILE SETUP GUIDELINE

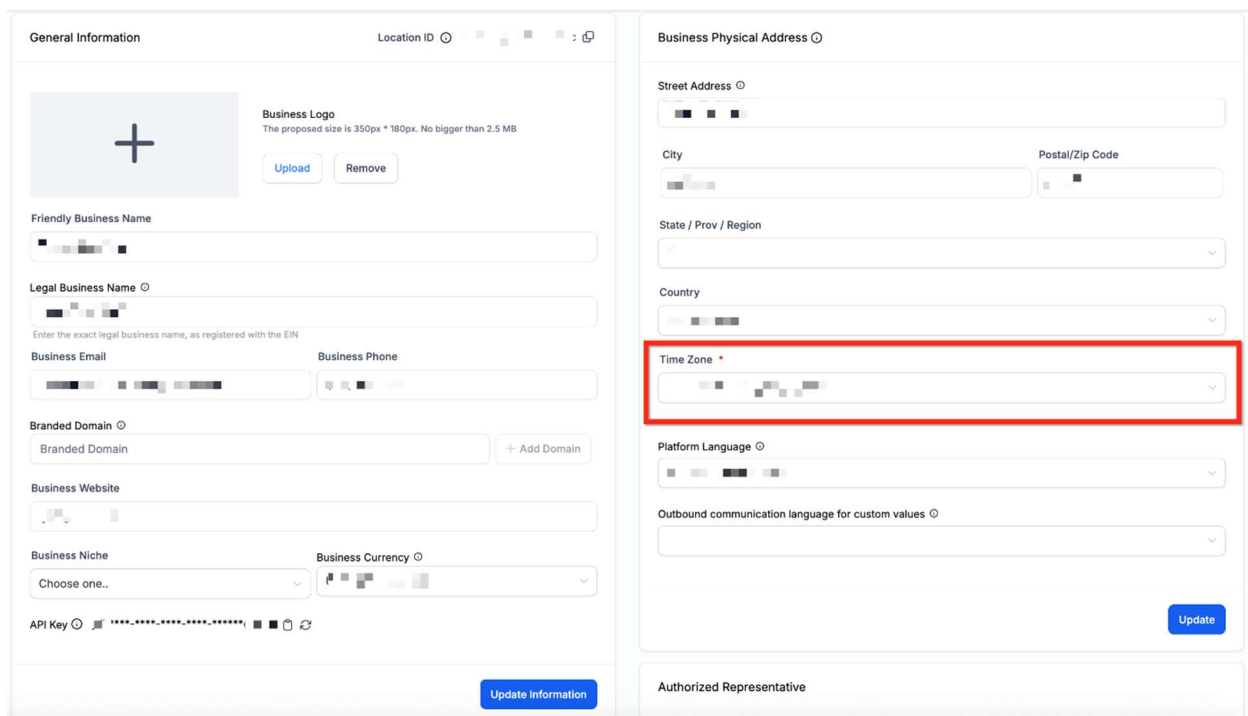
The Business Physical Address should **match the address on your EIN listing**. This information may be used to verify your business if needed.



A snippet of the 'Business Physical Address' form. At the top, a red-bordered box contains the instruction: 'Enter the exact business address as it appears in the EIN listing.' Below this, the form is titled 'Business Physical Address' with a help icon. It includes a 'Street Address' field, a 'City' field (containing 'philadelphia'), a 'Postal/Zip Code' field (containing '18901'), and a 'State / Prov / Region' dropdown menu (showing 'Pennsylvania').

Time Zone

Automated events within campaigns work with this field to determine when to send. You may be able to override this default timezone setting depending on the feature being used, such as workflows or email campaigns. Always check your business profile settings and the settings of the feature being used to make sure the correct time zone is selected.



A screenshot of the full 'Business Profile Setup' form, divided into two main sections: 'General Information' and 'Business Physical Address'.

General Information:

- Business Logo:** A placeholder with a plus sign and a note: 'The proposed size is 350px * 180px. No bigger than 2.5 MB'. Buttons for 'Upload' and 'Remove' are present.
- Friendly Business Name:** A text input field.
- Legal Business Name:** A text input field with a note: 'Enter the exact legal business name, as registered with the EIN'.
- Business Email:** A text input field.
- Business Phone:** A text input field.
- Branded Domain:** A text input field with a '+ Add Domain' button.
- Business Website:** A text input field.
- Business Niche:** A dropdown menu with 'Choose one..' selected.
- Business Currency:** A dropdown menu.
- API Key:** A field showing a masked key with a copy icon.
- Update Information:** A blue button at the bottom right of the section.

Business Physical Address:

- Street Address:** A text input field.
- City:** A text input field.
- Postal/Zip Code:** A text input field.
- State / Prov / Region:** A dropdown menu.
- Country:** A dropdown menu.
- Time Zone:** A dropdown menu, highlighted with a red border.
- Platform Language:** A dropdown menu.
- Outbound communication language for custom values:** A dropdown menu.
- Update:** A blue button at the bottom right of the section.
- Authorized Representative:** A section for additional information.

