Adding a New Merchant to BaZing

1. Create a Merchant list (reference *Merchant List Template*)
   - Locally owned, family-friendly business
   - Reference *Businesses to Target and Avoid* document
   - Cross-reference the BaZing App to make sure the businesses are not already on the network

2. Contact the Merchant
   - We recommend doing a warm-up call to see if the business owner is interested and schedule a visit; Reference *Warm-Up Call Script* document.
   - You can also email the Merchant and attach your **digital version** of your *BaZing Local Flyer*. Reference your *Email Template* document.

3. Meet with the Merchant
   - Give a demonstration of the "Local Deals" section of the app on your own device

4. Get a Deal/Discount
   - Merchants who sign up to participate in the network must provide an ongoing, exclusive offer that can be tied to a monetary value of savings.
   - Avoid "Free Estimate" or "First Time Customer" deals unless they are offered in addition to another ongoing and exclusive offer
   - Make sure you know the "Savings Value" of the offer

5. Grab a business card or write down the required information
   - Business Owner Name
   - Business Contact Number and Address
   - Email Address
   - Deal/Discount

6. Leave the Business Owner with a Merchant Booklet and let them know BaZing will be in contact soon

7. Complete the Electronic Agreement after you have left the business
   - Use your customized merchant agreement live link in the digital flyer
   - Reference *Electronic Agreement Helpful Hints*

Once the agreement is submitted, both the Merchant and the BaZing Team will receive a copy.

When the agreement is processed, the Merchant will receive two introductory emails. A 'Welcome Email' containing their unique login information to access their merchant account and an 'Approved' email informing them that their deal has been approved and will be live on the network within 24 hours.

Have Questions? Email **merchantnetwork@bazing.com** or call **855-822-9464** (855-UBAZING).