




# Member Profile “Quick Start” Guide- <http://www.bniconnect.com>


Select **"My Account"**  **My Account** in the upper right corner of the homepage.

Select **"Main Profile"**   
1. My Business. Write a comprehensive description of your business.  
2. Keywords. Enter search terms, which may be used to locate your type of business.


When finished select  to save your work. **DO NOT proceed until you do!**

Select **"User Profile"**   
1. Add an appropriate profile picture.  
2. Add Company Logo


When finished select  to save your work.

Select **"Contact Details"**   
1. Update Phone. Phone numbers must be entered in this format; 530-465-9800.  
If you have an extension it must be entered as; 530-465-9800 777 or 530-465-9800 x777.  
2. Update email and website address.  
3. Add Social Networking Sites.  
4. You may individually select the items which are visible on your BNI regional website. Make sure you select **"Show on Website"** for each item you want displayed and insure you select which address (Main, Billing or None) to display.  
**NOTE:** For USA members. Insure you enter the two letter state abbreviation **only** i.e. AZ, CA, NY


When finished select  to save your work.

Select **"Account Settings"**   
The following settings are **recommended**:  
1. Member to Member. Select "All" for each entry.  
2. Group Post Email Notifications. Select the frequency of "Group Post Email Notifications".  
3. **Email Forwarding. Enter your usual email address. Select "Yes" for the first four options and "No" for the last.**

When finished select  to save your work.



Select **"Bio"**   
1. Update "My Bio". Take your time and fill this out in detail. Fellow BNI members who are using BNI Connect will be able to read it, **the general public will not.**  
2. Add two infomercials.  
3. Complete your "GAINS Profile"  
4. Add "Tops Profile". The Tops Profile **will be displayed** on the BNI regional website.

When finished select  to save your work.


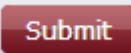
Select **"home"**  in the upper left corner to return to your personal homepage.

Select **My Network** 

**Add Connections** (BNI members who are not in your chapter whose regions are on BNI Connect)

1. Under the heading "Connections" select  to search for BNI members in any BNI Connect region.  
2. Once you have located the member, be sure to personalize the request and select .

**Request and Give Testimonials** (to BNI members to whom you are connected)

1. Under the heading "Connections" select   
2. Select the member, or search for the member, you wish to ask or give a testimonial.  
3. Select "Ask" or "Give", complete the relevant information and select .