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**RelBiz.Net**  
RELIABLE BUSINESS NETWORK

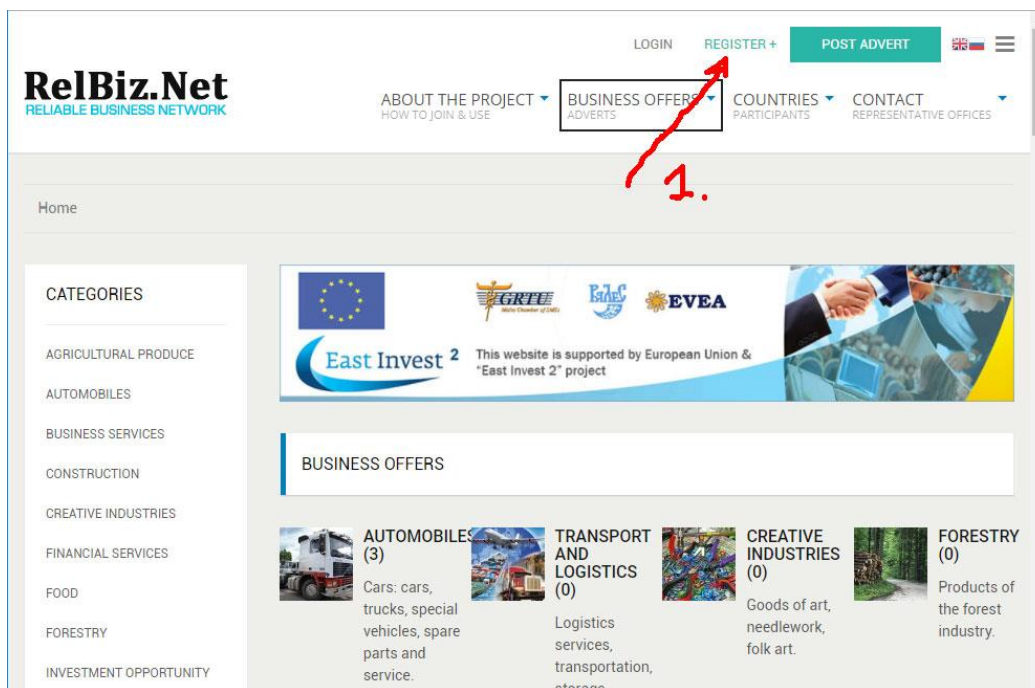
## User's guide

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# 1. How to register on RelBiz.NET

Any enterprise – member of one of the participating business associations can apply for access to the publication of their business offers on the portal RelBiz.NET

To do this, go to the website <https://relbiz.net> and click REGISTER in the top of the page:



This will open the registration form of new member (2).

The screenshot shows the 'REGISTRATION FORM' page. On the left, there is a 'USER MENU' sidebar with links for 'LOGIN FORM', 'REGISTRATION FORM', 'USER PROFILE', 'CONTACT', and 'SEARCH'. The main content area is titled 'REGISTRATION FORM' and contains a 'USER REGISTRATION' section. This section has four input fields: 'Name \*', 'Username \*', 'Password \*', and 'Confirm Password \*'. Each field has a red asterisk next to it, indicating it is a required field. Red arrows and numbers are used to highlight specific fields: '3.' points to the asterisk on the 'Name' field, '4.' points to the 'Name' field itself, and '5.' points to the 'Username' field.

Important and necessary fields are marked with red asterisks in the form (3)

The field NAME (4) – this is the name that will be displayed next to all the information that you place on the portal. As a rule, it is best to use the name of your company written in Latin characters.

The field USERNAME (5) – is your preferred username to access the portal.

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ABOUT THE PROJECT ▾ HOW TO JOIN & USE  
BUSINESS OFFERS ▾ ADVERTISE  
COUNTRIES ▾ PARTICIPANTS  
CONTACT ▾ REPRESENTATIVE OFFICES


Username \* kolbgroup

Password \* .....

Confirm Password \* .....

6. → Email Address \* office@kolbgroup.net

Confirm Email Address \* office@kolbgroup.net

7. → Captcha \* ☒ I'm not a robot  reCAPTCHA  
Privacy - Terms

USER PROFILE

8. → Address 1 (optional) Kulman 218

Address 2

↑

EMAIL ADDRESS (6) – contact email, to which a message will be sent about the successful activation of your account and all service information regarding your work with the portal.

CAPTCHA (7) – regular Google service, allowing us to protect the portal from spammers. Just tick the text "I'm not a robot."

Address 1 (8) – the address of your company. It is used to display the navigation map directions to you. Please use names conventional in the online maps street and city.

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ABOUT THE PROJECT ▾ HOW TO JOIN & USE  
BUSINESS OFFERS ▾ ADVERTISE  
COUNTRIES ▾ PARTICIPANTS  
CONTACT ▾ REPRESENTATIVE OFFICES

Region (optional)

9. → Country (optional) Belarus

Postal/ZIP Code (optional) 220100

10. → Phone (optional) +375333344303

11. → Website (optional) kolbgroup.net

12. → Favourite Book (optional)

13. → About Me (optional) A Modern B2B Marketing Agency. That means rich experience in leading strategic insights, planning and execution of highly technical and creative marketing programs.

The date of birth entered should use the format Year-Month-Day, ie 0000-

↑

COUNTRY (9) – the country that hosts the head office of your company.

POSTAL/ZIP (10) – postcode

PHONE (11) – contact phone of the company

WEBSITE (12 и 15) – address of the company website. It is important to specify the prefix 'http://' или 'https://'

ABOUT ME (13 и 165) – brief description of the company (up to 200 characters)

The screenshot shows the registration form on the RelBiz.Net website. The form includes fields for Phone (optional), Website (optional), Favourite Book (optional), About Me (optional), Date of Birth (optional), and Terms of Service. The 'About Me' field contains the text: 'A Modern B2B Marketing Agency. That means rich experience in leading strategic insights, planning and execution of highly technical and creative marketing programs.' The 'Date of Birth' field has a placeholder text: 'The date of birth entered should use the format Year-Month-Day, ie 0000-00-00'. The 'Terms of Service' section has radio buttons for 'Agree' (selected) and 'No'. The 'REGISTER' and 'CANCEL' buttons are at the bottom. Handwritten red annotations include: '14.' pointing to the Phone field, '15.' pointing to the Website field, '16.' pointing to the About Me field, '17.' pointing to the Terms of Service section, and '18.' pointing to the REGISTER button.

Confirm your acceptance of the terms of use of the portal (17)

After clicking REGISTER entered information is automatically checked for correctness of the data entered (errors are highlighted in yellow).

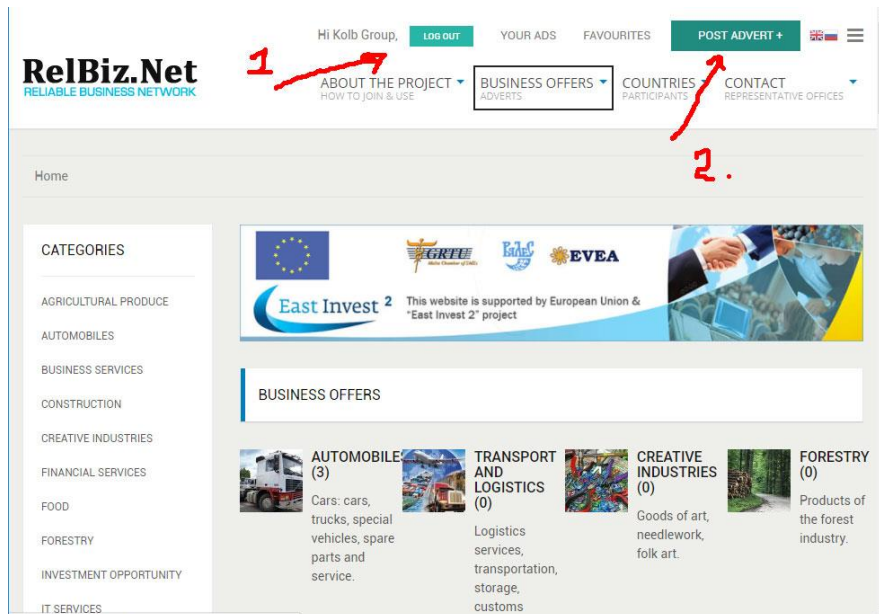
The screenshot shows the registration form on the RelBiz.Net website. The form includes fields for Phone (optional), Website (optional), Favourite Book (optional), About Me (optional), Date of Birth (optional), and Terms of Service. The 'About Me' field contains the text: 'A Modern B2B Marketing Agency. That means rich experience in leading strategic insights, planning and execution of highly technical and creative marketing programs.' The 'Date of Birth' field has a placeholder text: 'The date of birth entered should use the format Year-Month-Day, ie 0000-00-00'. The 'Terms of Service' section has radio buttons for 'Agree' (selected) and 'No'. The 'REGISTER' and 'CANCEL' buttons are at the bottom. Handwritten red annotations include: '19.' pointing to the REGISTER button, and '20.' pointing to the POST ADVERT button. A yellow message box at the top states: 'Message: Your account has been created and a verification link has been sent to the email address you entered. Note that you must verify the account by selecting the verification link when you get the email and then an administrator will activate your account before you can login.'

If there are no mistakes, you will see a message (20) and after a while you will get notification of the activation of your account in the system on your e-mail.

With the selected username and password enter (19) as an authorized user and add your business offers on the portal [RelBiz.NET](https://relbiz.net)

## 2. How to add adverts to RelBiz.NET

Before adding business offers to the portal, you must be logged in with an existing username and password. After a successful logging your name will be displayed at the top of the page (1) and the button for addition of proposals (2).



By pressing the button, the form opens:

A screenshot of the 'NEW ADVERT' form on the RelBiz.NET portal. The form is titled 'NEW ADVERT' and includes a brief explanation of the points system. It contains three input fields: 'Title \*' with the text 'Marketing Agency Focused on Complex B2B' (annotated with a red arrow and '3.'), 'Category \*' with a dropdown menu showing 'Business services' (annotated with a red arrow and '4.'), and 'Type' with a dropdown menu showing 'SERVICES' (annotated with a red arrow and '5.'). The top navigation bar is identical to the previous screenshot, showing the user is logged in as 'Hi Kolb Group,'.

The field TITLE (3) – the title of your offer, it should reflect the main essence.

The field Category (3) – drop-down list of available categories for placing in the Catalog. Please select the one which is the most appropriate for your business proposal. For unusual, non-standard and do not suitable proposals - choose UNCATEGORIZED.

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ABOUT THE PROJECT ▾ HOW TO JOIN & USE  
BUSINESS OFFERS ▾ ADVERTS  
COUNTRIES ▾ PARTICIPANTS  
CONTACT ▾ REPRESENTATIVE OFFICES

Музей истории Великой Отечественной войны  
Центральны

Картосграфические данные © 2017 Google. Условия использования. Сообщить об ошибке на карте

Expire after (days) 365 Days ← 6.

Intro description \* (0) ← 7.  
We're a marketing partner that provides insights and direction for your planning, marketing tech stack support and turnkey marketing program

Description ← 8.  
**A Modern Marketing Agency Exclusively Focused on Complex B2B**  
 That means rich experience in leading strategic insights, planning and execution of highly technical and creative marketing programs. From quick wins to dedicated agency-of-record needs, we become an extension of your team, providing a deep bench of experts at every step of the B2B journey.  
 Services  
 We're a marketing partner that provides insights and direction for your planning, marketing tech stack support and turnkey marketing programs.

Select the duration of placement of your advert (6).

Briefly (up to 200 characters) describe your proposal (7). This is an important part, since this information will be shown at displaying the list of business proposals while opening the specific categories. Also, this description is used to display search results in a shared database of business proposals. In the detailed description (8) you can use up to 4000 characters, fonts, lists and illustrations.

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COUNTRIES ▾ PARTICIPANTS  
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Contact \* ← 9.  
Email: office@kolbgroup.net  
WhatsApp/Viber/Telegram: +375295000303

Website ← 10.  
http://kolbgroup.net

Video  
Link to youtube or vimeo

Buy Now No ▾

Price \$  
☒ Price negotiable?

Bidding active? No ▾ ← 11.

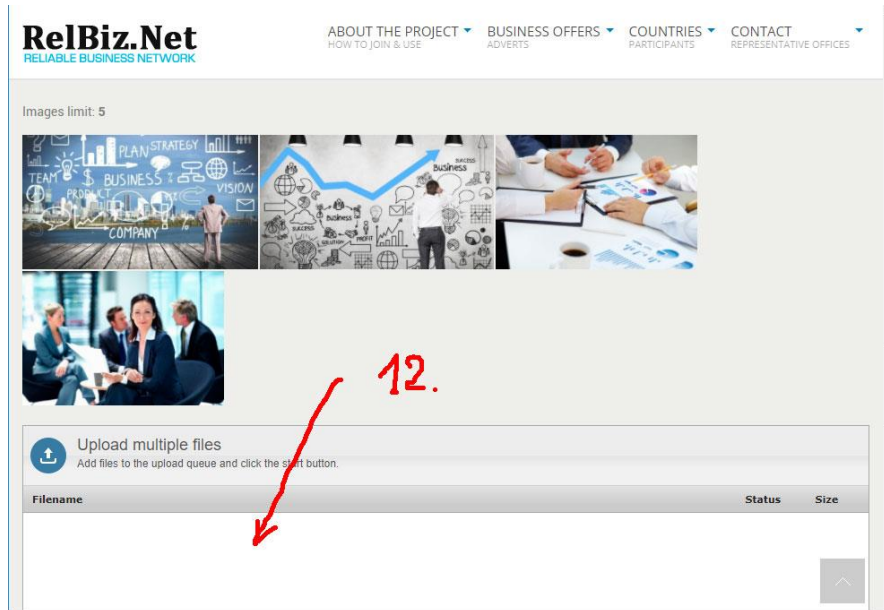
☒ I agree to the [Terms and conditions](#)

It is important to include your contact information to make it possible to communicate with you (9). Remember that the project is international! Provide a phone number in international format. It is also desirable to specify the contacts in the world of popular instant messengers: whatsapp, viber и telegram.

If the company has a website, enter its URL in the field WEBSITE (10). Please note that you need to specify a prefix 'http://' или 'https://' – depending on how you set up YOUR SITE.

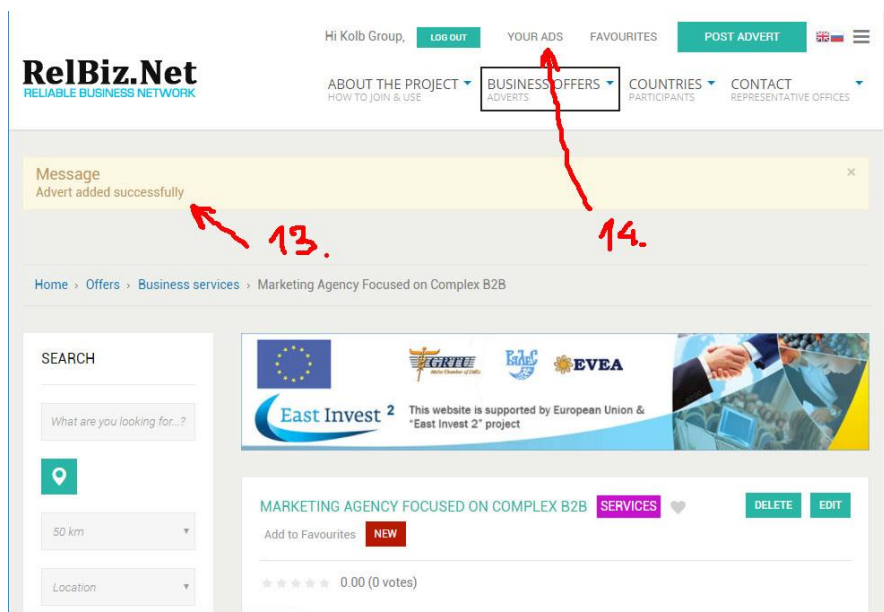


At the bottom - remember to tick the acceptance of the rules of operation of the portal (11).



For any business proposals, you can add up to 5 photos, illustrations. The portal supports all accepted on the internet image formats. It is recommended to use a JPG format and image size of 600 to 1,000 points on either side.

To add photos to your advert, just pull them to the white field (12) – the system will load them automatically. If you want to delete a photo – click it with your mouse and push «delete» on your computer.



After you press SAVE at the bottom of the form, the declaration will be added in the suitable category. You'll see a message about the successful publication (13).

All your business offers, you can view, correct or remove with the help of the button «YOUR ADS» at the top of the page (14).