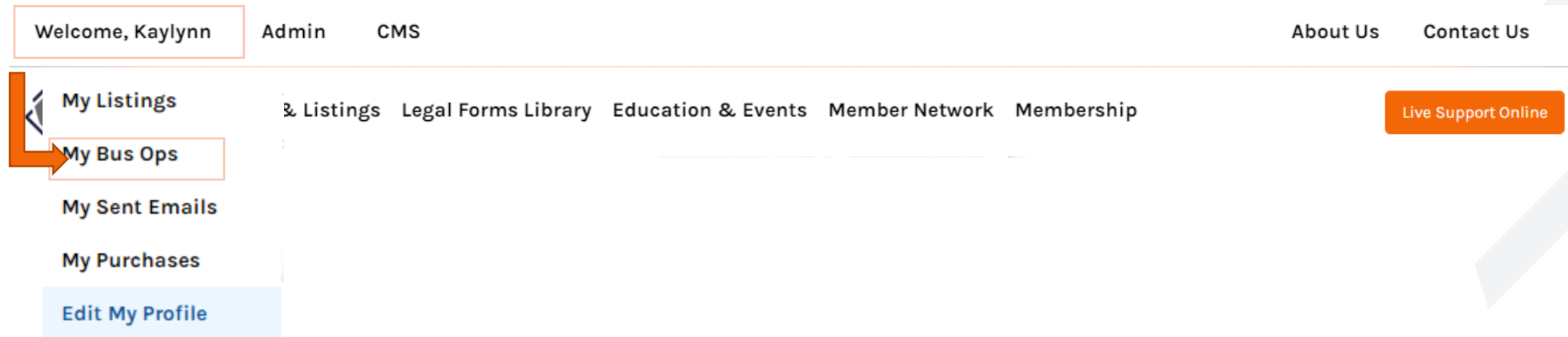




LISTING BUSINESS OPPORTUNITIES

In this guide, we will be reviewing how to add a new business opportunity and how to edit your existing business opportunities.

HOW TO ACCESS YOUR BUSINESS OPPORTUNITY LISTINGS



To access your business opportunity listings you will want to select “My Bus Ops” from the dropdown menu under “Welcome, NAME”



MY ACTIVE BUSINESS OPPORTUNITY LISTINGS PAGE



Research & Listings Legal Forms Library Education & Events Member Network Membership

Live Support Online

MY ACTIVE BUSINESS OPPORTUNITY LISTINGS

Apply filters to search your listings based on their status or listing date

Active ▾ List Date Within ▾ Status ▾ Go

Access your sale and lease listings

Add Business Opportunity Listing Views Report My Listings Confirm All Listings

List #	Status	Name	Address	Category	Price	Exp Date	Views	Confirm	Start a Broadcast
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Create a new business opportunity listing

Confirm your active business opportunity listings are accurate

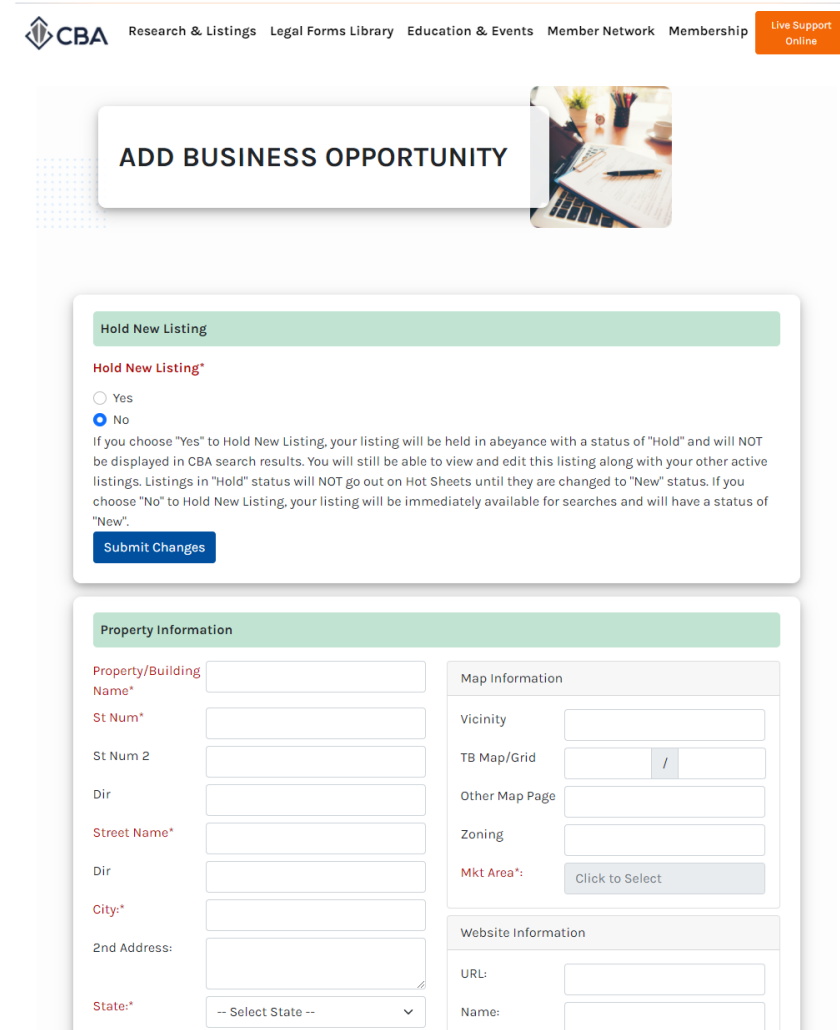


ADDING NEW BUSINESS OPPORTUNITIES

To add a new business opportunity, you will want to select “Add Business Opportunity” from the My Active Business Opportunity Listings page.

When you click on “Add Business Opportunity” you will be taken to a new listing input screen. Please scroll to the bottom of this page and fill out all required fields. Required fields are indicated by red text and an asterisk (*) symbol.

Please note if you have not filled in all of the required fields you will not be able to submit your business opportunity listing.



The screenshot shows the 'ADD BUSINESS OPPORTUNITY' form in the CBA system. The form is divided into several sections:

- Hold New Listing:** A section with a green header. It contains a red asterisk next to the text 'Hold New Listing*'. Below this are two radio buttons: 'Yes' (unselected) and 'No' (selected). A text block explains that choosing 'Yes' will hold the listing in abeyance, while choosing 'No' will make it immediately available. A blue 'Submit Changes' button is at the bottom.
- Property Information:** A section with a green header containing several input fields. Required fields are marked with red text and an asterisk: 'Property/Building Name*', 'St Num*', 'Street Name*', 'City*', and 'State*'. Other fields include 'St Num 2', 'Dir', and '2nd Address'. A dropdown menu for 'State*' shows '-- Select State --'.
- Map Information:** A section with a grey header containing fields for 'Vicinity', 'TB Map/Grid', 'Other Map Page', 'Zoning', and 'Mkt Area*'. The 'Mkt Area*' field has a 'Click to Select' button.
- Website Information:** A section with a grey header containing fields for 'URL:' and 'Name:'.



REQUIREMENTS FOR ENTERING A NEW BUSINESS OPPORTUNITY

- Your listing comments should never include the broker's name or contact information. This information will automatically populate at the top of the listing. This applies to all fields, including any "add comments" sections. Instead, please ensure "Call Listing Broker" is marked "Yes".
- PDFs attached to listings cannot contain contact information for a Non-Member of CBA, nor may they contain any links to other listing websites.
- Selling Commission: This field MUST either be a percentage (2%) or a dollar amount (\$2) or the following acronym can be entered *PBB*. PBB should be used if the listing broker is not offering a commission and the procuring broker must be paid by their tenant. When using PBB it must be noted in the comments "Commission to be paid by buyer"
- Expiration Date: This date MUST be the date on the listing agreement
- If a Business Opportunity is confidential and the owner does not want identifying information disclosed, then the address should be listed as "0 Undisclosed". Also, the broker MUST email CBA over the request from the owner that the identifying information be undisclosed at support@commercialmls.com.



MANAGING EXISTING BUSINESS OPPORTUNITY LISTINGS

After you have successfully added a business opportunity listing it will appear in your inventory on the “My Active Business Opportunity Listings” page.

MY ACTIVE BUSINESS OPPORTUNITY LISTINGS

Send an e-mail to promote your listing to the CBA members who have expressed interest for this listing type in the listing’s market area

Active ▾ List Date Within ▾ Status ▾ **Go**

[Add Business Opportunity](#) [Listing Views Report](#) [My Listings](#) [Confirm All Listings](#)

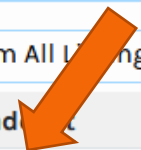
List #	Status	Name	Address	Category	Price	Exp Date	Views	Confirm	Start a Broadcast
648938 [Edit]	Hold	Testing Biz Op	1 1st, Test WA 98115	Retail	\$ 1	3/23/2022	0	Confirm	Start a Broadcast



Make changes to your business opportunity listing



Confirm your listing information is accurate



EDITING BUSINESS OPPORTUNITY LISTINGS

To update the status, add media or make a change to your existing listing you will want to click the **[Edit]** button next to the listing ID #. This will take you into the “Edit BusOp Listing” screen. This screen will have all of the information in your listing as well as a few additional listing management screens.

Make changes to the information you filled in while inputting your business opportunity listing.

Once you have made changes, remember to submit them using any of the blue “Submit Changes” buttons throughout the page or the “Update Status” button at the top of the screen.

View Detail Report: Access the detailed report members will see when searching for your business opportunity. The link this takes you to is shareable.

Change History: View any changes that were made to your listing. This history tells you when the change was made and who made the change.

Manage Media: Add or edit the media within your listing



ADDING MEDIA TO BUSINESS OPPORTUNITIES

To add or edit the media associated with your listing, you will want to select the **Manage Media** button on the “Edit BusOp Listing” screen. Once you have done this, it will take you into the Media Manager where you can add, update or remove images, flyers, and relevant links to include in your listing.

Main Listing Photo

No listing photo

Upload JPG Image - Main Photo

Do You Have Permission to Upload this Picture? *

- Yes I have the permission
 No I do not have the permission

Browse... No file selected.

Upload Main Photo



Add/update the main listing photo

Extra Images

NOTE: Only the first 5 additional photos will be printed on reports.

You have no JPGs at this time.

Upload JPG Images

Image Name*

Browse... No file selected.

Image Comments

Image Viewing Permission*

- Public Private

Do You Have Permission to Upload this Picture? *

- Yes I have the permission
 No I do not have the permission

Upload Extra Image



Add/delete additional listing images

PDFs/Flyers

You have no PDFs at this time.

Upload PDF

PDF Name*

Browse... No file selected.

PDF Comments

PDF Viewing Permission*

- Public Private

Do You Have Permission to Upload this PDF? *

- Yes I have the permission
 No I do not have the permission

Upload PDF



Add/delete flyers and other relevant PDFs from your listing

URLs

You have no URLs at this time.

Upload URLs

URL Name*

URL*

URL Comments

URL Viewing Permission*

- Public Private

Upload URL



Add/delete relevant links for your listing



GUIDELINES FOR ADDING MEDIA

- When uploading a new photo, you must confirm you have copyright or permission to use the photo by selecting “Yes, I have the Permission”. Your photo will not be uploaded without this confirmation.
- You may add as many additional photos as you like, however, only the first 5 photos added will be printed on reports
- Do not use any photos that contain a watermark
- No contact information can be visible in any of the photos added to your listing
- The optimal photo file size for listings on the CBA website is 1920x1080
- URLs listed cannot contain other competitor listing sites, such as CoStar
- Documents added to a listing MAY NOT contain any listing or contact information for a Non-CBA member
- Document file size should be no larger than 5MB
- The following green box will appear at the bottom of the page if your Media was updated successfully:

PDF/Flyer has been uploaded successfully

