

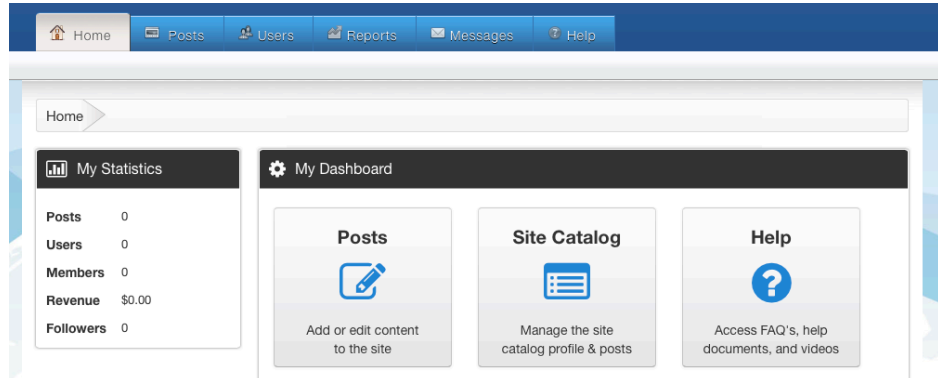


Overview

BizYeti allows you to charge for your content, training and events. Every time you create a new post, you can access the payment wizard that walks you through the process to set up payment, add discounts and create refund policies. Add different types of buyers and a price for each buyer type as well as offer multiple types of discounts.

1 Access Your Account

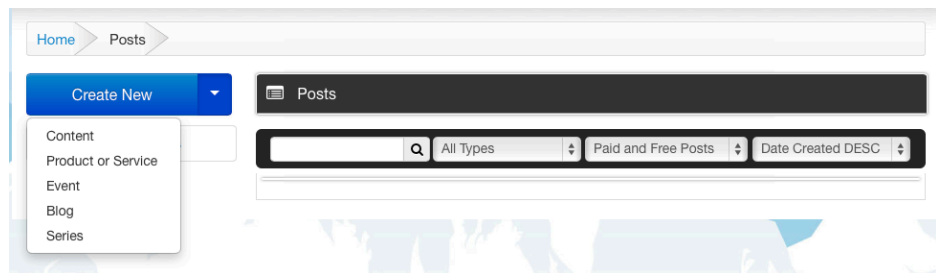
- Click the login link from the **BizYeti** home page.
- Enter your email and password.
- Click Post from the Dashboard.



The screenshot shows the BizYeti dashboard. At the top is a navigation bar with links for Home, Posts, Users, Reports, Messages, and Help. Below the navigation bar is a breadcrumb trail for Home. On the left, there is a 'My Statistics' widget showing: Posts 0, Users 0, Members 0, Revenue \$0.00, and Followers 0. On the right, there is a 'My Dashboard' widget with three main sections: 'Posts' (Add or edit content to the site), 'Site Catalog' (Manage the site catalog profile & posts), and 'Help' (Access FAQ's, help documents, and videos).

2 Create a Post

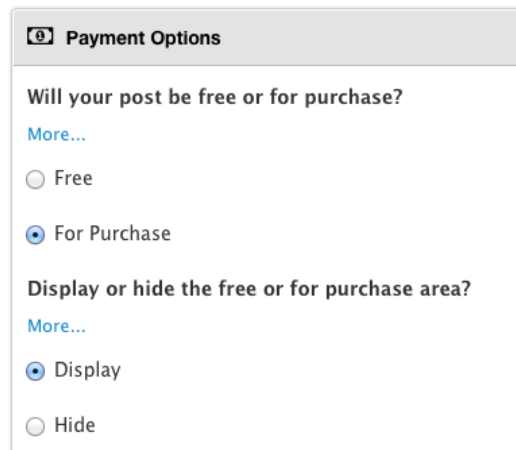
- Select the the type of post you want to create
- Note that payment cannot be added to a blog post.



The screenshot shows the 'Create New' post form. A dropdown menu is open, showing options: Content, Product or Service, Event, Blog, and Series. The main form area has a search bar, a filter for 'All Types', a filter for 'Paid and Free Posts', and a filter for 'Date Created DESC'.

3 Turn on the Payment Wizard in Step 1

- Select "For Purchase" in Payment Options
- Make sure to display the purchase area so viewers can see the price of your post.

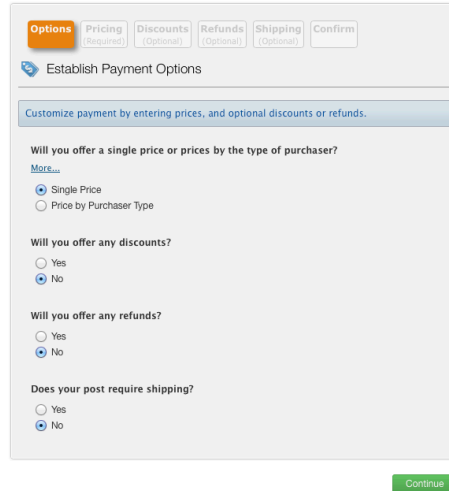


The screenshot shows the 'Payment Options' dialog. It asks: 'Will your post be free or for purchase?' with a 'More...' link. Below are two radio buttons: 'Free' and 'For Purchase' (which is selected). Below that, it asks: 'Display or hide the free or for purchase area?' with a 'More...' link. Below are two radio buttons: 'Display' (which is selected) and 'Hide'.

4 Customize Payment

- Select to offer a single price or multiple prices for your post.
- Select to offer discounts (optional)
- Select to add a refund policy. (optional)
- Turn on shipping if you are delivering something physical like a book.

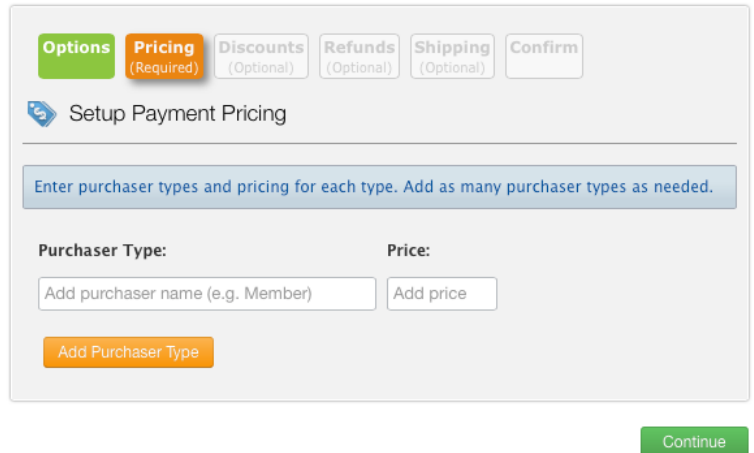
The Payment Wizard options will change depending on the post type.



5 Enter Pricing

- Add one or more purchaser types by giving each type a name.
- Enter the price by the type of purchaser.
- Click, "Add Purchaser Type" to add more purchaser types.

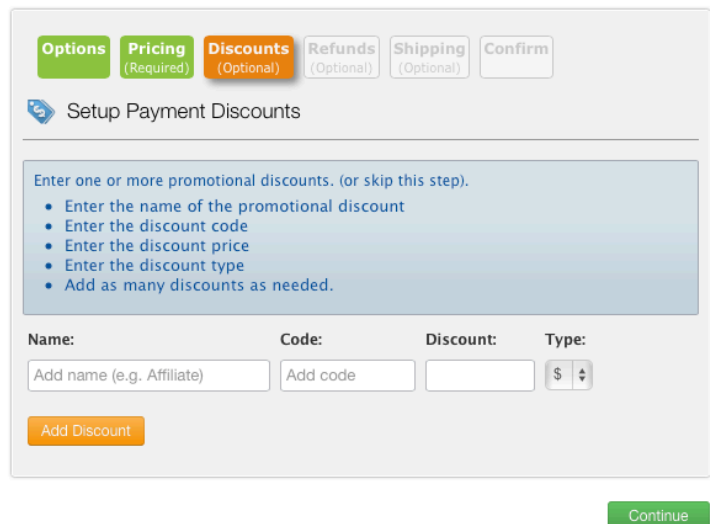
You can add as many Purchaser Types as you want!



6 Add Optional Discounts

- Enter the discount name such as "Friends and Family".
- Create a promo code such as, "FRIENDS".
- Enter either a \$ or a % off the price.

Create as many discounts as you want with different codes and discount amounts.



7 Add an Optional Refund Policy

- Create a custom refund policy by entering in the text to describe the refund.
- Skip the refund step if you have no refund policy.



Although this step is optional, **BizYeti** recommends that you have a refund policy.

Options
Pricing (Required)
Discounts (Optional)
Refunds (Optional)
Shipping (Optional)
Confirm

Setup Payment Refunds

Enter a general policy for refunds. If there is no refund policy skip this step.

Refund Policy:

There are no refunds allowed for this product / service.

Continue

8 Add Optional Shipping

- Enter a name for your shipping fee such as "Shipping Fee" or "Handling Fee".
- Enter a price. Click, "Add Shipping" to add more shipping fees.



Add Shipping for "Products & Services" or physical content such as books.

Options
Pricing (Required)
Discounts (Optional)
Refunds (Optional)
Shipping (Optional)
Confirm

Add Shipping & Handling Charges

Add shipping & handling charges along with the shipping charge name (e.g. Next Day). Add as many shipping types as needed.

Shipping Name:

Price (\$):

Add Shipping

Continue

9 Confirm Payment

- Confirm that the information you entered is correct.
- Edit payment by clicking a previous step and making changes.
- Click, "Add Payment" to save and finish.



Once you add payment, you will go to the final step of creating your post.

Options
Pricing (Required)
Discounts (Optional)
Refunds (Optional)
Shipping (Optional)
Confirm

Confirm Payment Options

Verify payment and click "Add Payment". To edit click the step above to go back.

Pricing:

Purchaser Type:	Price:
Member	\$20.00
Gold	\$30.00

Discounts:

Promotional Discounts:

Name:	Code:	Discount:
Friends and Family	FRIENDS1	5 \$

Refunds:

Refund Policy:

There are no refunds allowed for this content.

Shipping:

No shipping.

Add Payment