

Co-op Connections® Card Business Enrollment Guide

As a participating business in the Co-op Connections program, you can connect with new customers and increase the visits of existing customers by offering discounts to East-Central Iowa Rural Electric Cooperative members. Your only cost for joining the program is the discount you offer. The steps below will teach you how to start an online Co-op Connections account for your business and add offers whenever you want for customers to redeem online or in your store.

1. Go to www.connections.coop/co-ops/east-central-iowa-rural-electric-cooperative to create an account.
2. Click on the **Create an Account** link located on the upper right hand corner of the page.

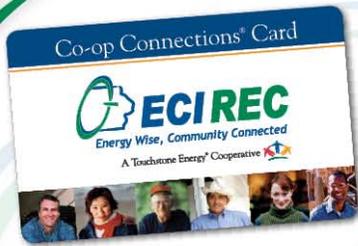


3. Create an account by filling out the form and clicking on **Complete Sign Up**.

Create an Account

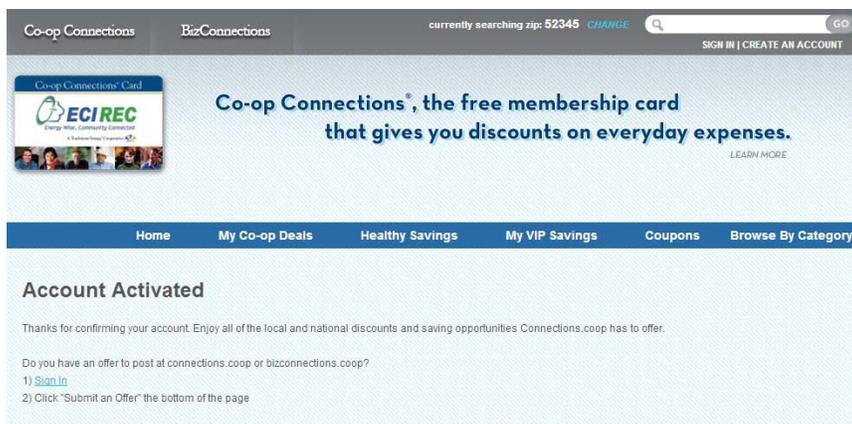
Registering for this site is easy, just fill in the fields below and we'll get a new account set up for you in no time. Already have an account? [Sign In](#)

Account Details	Profile Details
Email Address (required) - This will also act as your User Name	Name (required)
<input type="text"/>	<input type="text"/>
Choose a Password (required)	Zip Code (required)
<input type="text"/>	<input type="text"/>
Confirm Password (required)	Cell Phone
<input type="text"/>	<input type="text"/>
	<small>not required</small>
	Subscribe to our Newsletter
	<input checked="" type="radio"/> No
	<input type="radio"/> Yes
	Clear

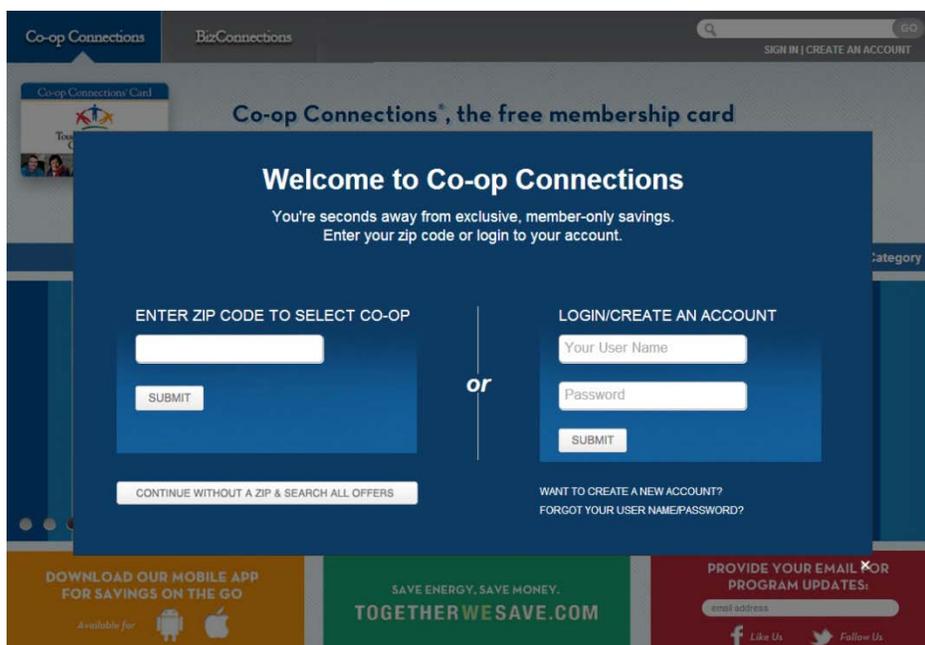


- Once you complete the sign up, you will receive an automatic confirmation email. **Make sure to check both your inbox and junk mail.**

Clicking the link in the email will direct you back to the Co-op Connections site to activate your account. You should see a page that says “Account Activated.”

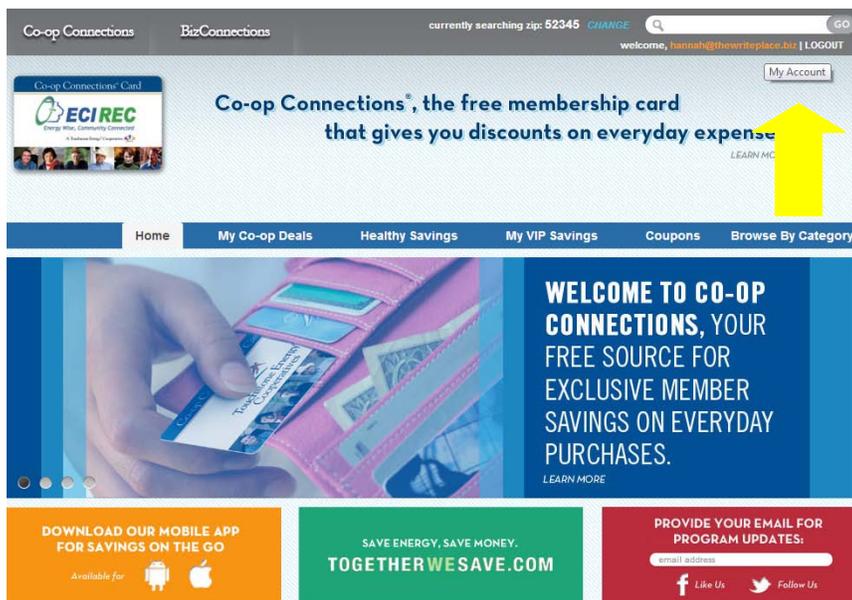


- Now that you have created an account, it is time to add your business and offer. First, sign in with the username and password that you created.





- After you sign in, hover your mouse over your email address on the upper right-hand corner of the page, then click on the **Edit Profile** or **My Account** link.



- Once on your account page, you can update or change your personal information.

Profile Businesses Offers Favorites Co-op Settings

Public Edit Change Avatar

Editing 'Account Info' Profile Group

Account Info

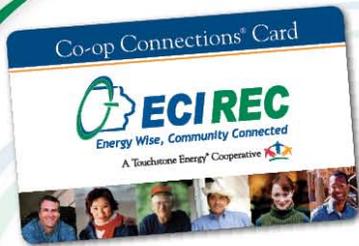
Name (required)
ABC Business

Zip Code (required)
52345

Cell Phone
xxx-xxx-xxxx
not required

Subscribe to our Newsletter
 No
 Yes
[Clear](#)

SUBMIT



8. Now that you have created a personal profile, you can add your business. Click on the **Businesses** tab, then click on **My Businesses** and fill out the form. You can have multiple businesses per account, and multiple locations per business.



When you are filling out the form please make sure to pick **ECI REC as your **Co-op Assigned to this Business**.*

Add Businesses

Business Name:

Co-op Assigned to this Business:

9. In the Business Description box, describe your business as you would in an advertisement. This is what customers will read about your business. If you provide services to other businesses, check the box that says Biz Connections. Otherwise, simply check Connections.

10. After you are finished filling out your business information, you can add an offer.

Request to Add Offer

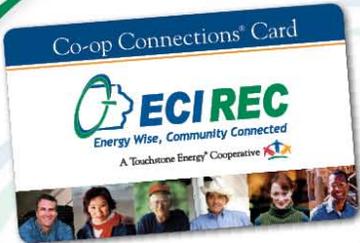
Where to Redeem: Location Phone Online

Offer Status: Inactive Active

Publish this offer to: Connections Biz Connections

Select Categories for Connections Site

Available	Chosen
Automotive / Motorcycle	
Automotive Accessories	
Automotive Tools	
Car Wash	
Fuel	
Mechanic / Oil Change / Upkeep	
New Car Sales	
Recreational Vehicles	
Rental Cars	
Service - Collision Repair	
Service - General Repair	
Service - Glass	



11. When adding an offer, keep the following in mind.

- Offers will not be posted on the website until they are approved by ECI REC.
- All discount offers must be extended to customers or consumers for at least 30 days.
- Discount offers must be unique. For example, the offer cannot be the same as the ad you run online or in the paper, nor can it be the same offer given for charitable organizations or fundraisers. It must be a one-of-a-kind offer.
- Make sure you add Tags: Descriptive words about your offer and business. This will help consumers find your discount offer.

Tags: (separate with comma)



Images should be no larger than 800 px at maximum dimension.
Color format should be rgb.
JPG, GIF, PNG formats preferred.
PDFs, Word Documents, etc. are not supported

Offer Photo 1:

Notes:

12. Within 48 business hours you will receive an email confirmation from ECI REC letting you know if your offer has been approved or denied.

Please make sure that all employees at all locations are aware of the discount offered and the procedure to be used when a customer redeems the offer!