

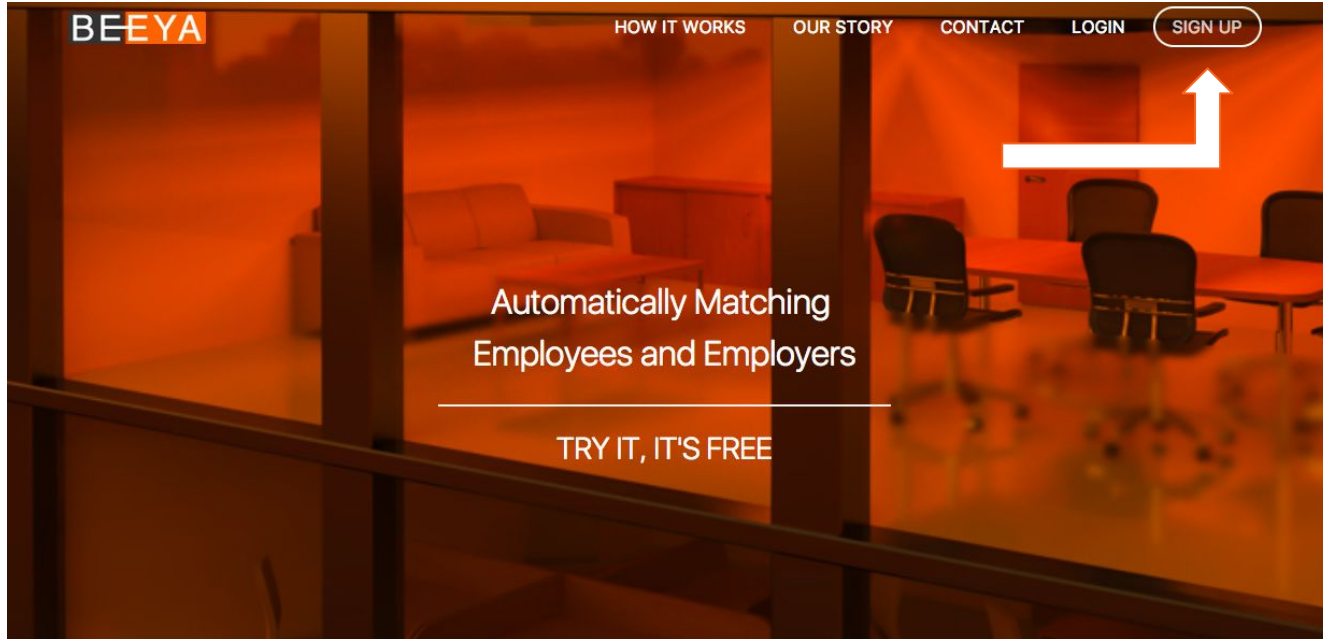
# How To Set Up Your Beeya Account



# — Sign Up

---

1. Go to [www.Beeya.com](http://www.Beeya.com) and select “Sign Up”



# – Create An Account

2. Fill in required fields on

“Create an Account”

- Including: First Name, Last Name, Username, Password, Phone Number, E-mail and Password

3. Select Employee

4. Click “Create Account”

**BEEYA**

## CREATE A FREE ACCOUNT

Already have a Beeya account? [Log in here](#)

**First Name**

**Last Name**

**Username**

**Phone**

**Email Address**

If you are with a company, please log in with your company email address.

**Password**

Password should be between 6-20 characters; Must contain at least one letter and one number.

**Employer**

Find an employee who matches your qualifications.

**Employee**

Find a Full Time, Part-time, Freelance, Internship, or Seasonal position.

**CREATE ACCOUNT**

**BEEYA**

# – Confirmation Email

---

## 5. Confirm Beeya activation email in your email inbox

\*Note: If a message does not appear, check your spam box for sender “[info@beeya.com](mailto:info@beeya.com)”

### Activation Email



Beeya Team <info@beeya.com>

Today, 9:40 AM



Reply all | v

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).

Hi

A request was made to add \_\_\_\_\_ to the Beeya network. Thank you for signing up!

To verify that this is your email address, please [click here](#) or copy and paste the link below into your browser. You will then be sent to a page where you can [get started](#).

<https://admin.beeya.com/beeya/public/index.html#/activation/403/164851756>

If you have any trouble, please email us at support@beeya.com. Someone will contact you within 24 hours and get you started.

We are so excited to add you to our team. Here we go!

Best,  
Beeya

---

# — Complete Profile

---

6. After activating your account, get started!

7. Click “Start Walk Through” to begin a guided walk through of how to complete your Beeya profile!

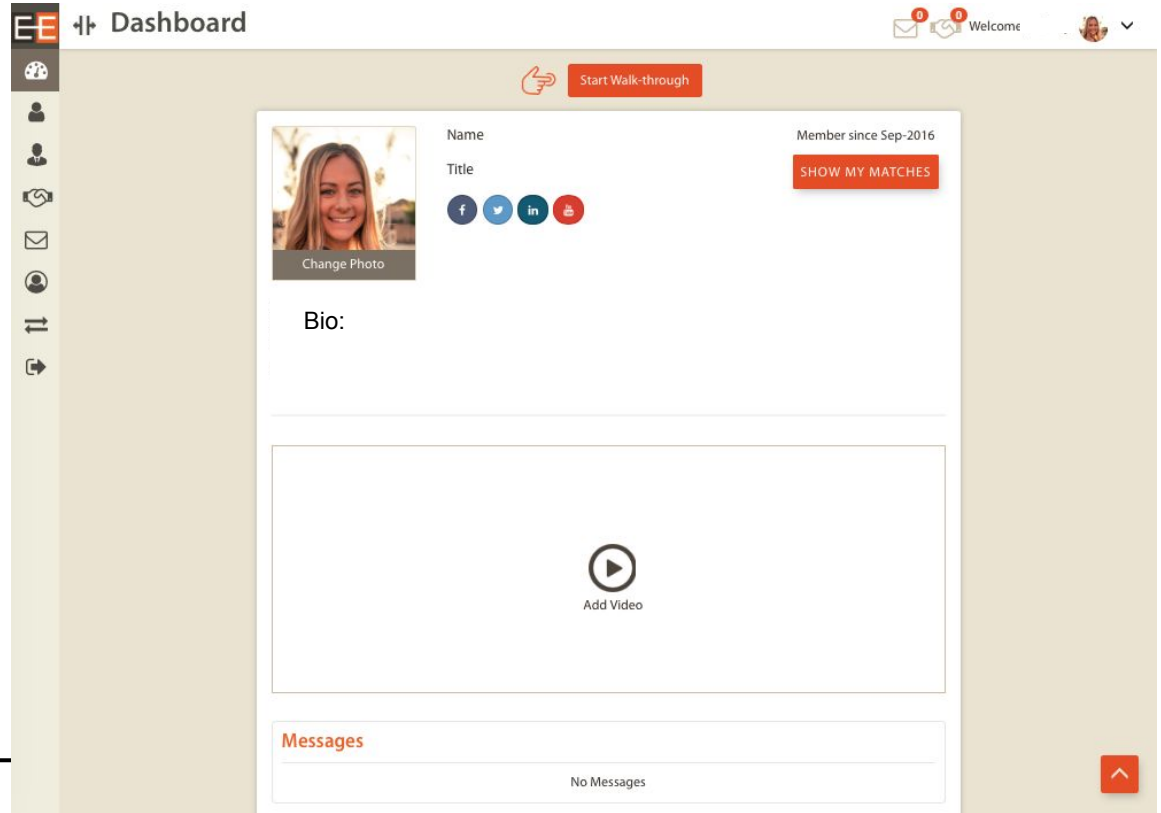


# – Your Dashboard

Meet your “Home base” or Dashboard!

This is where you can upload a profile photo and a short video introducing yourself to potential employers.

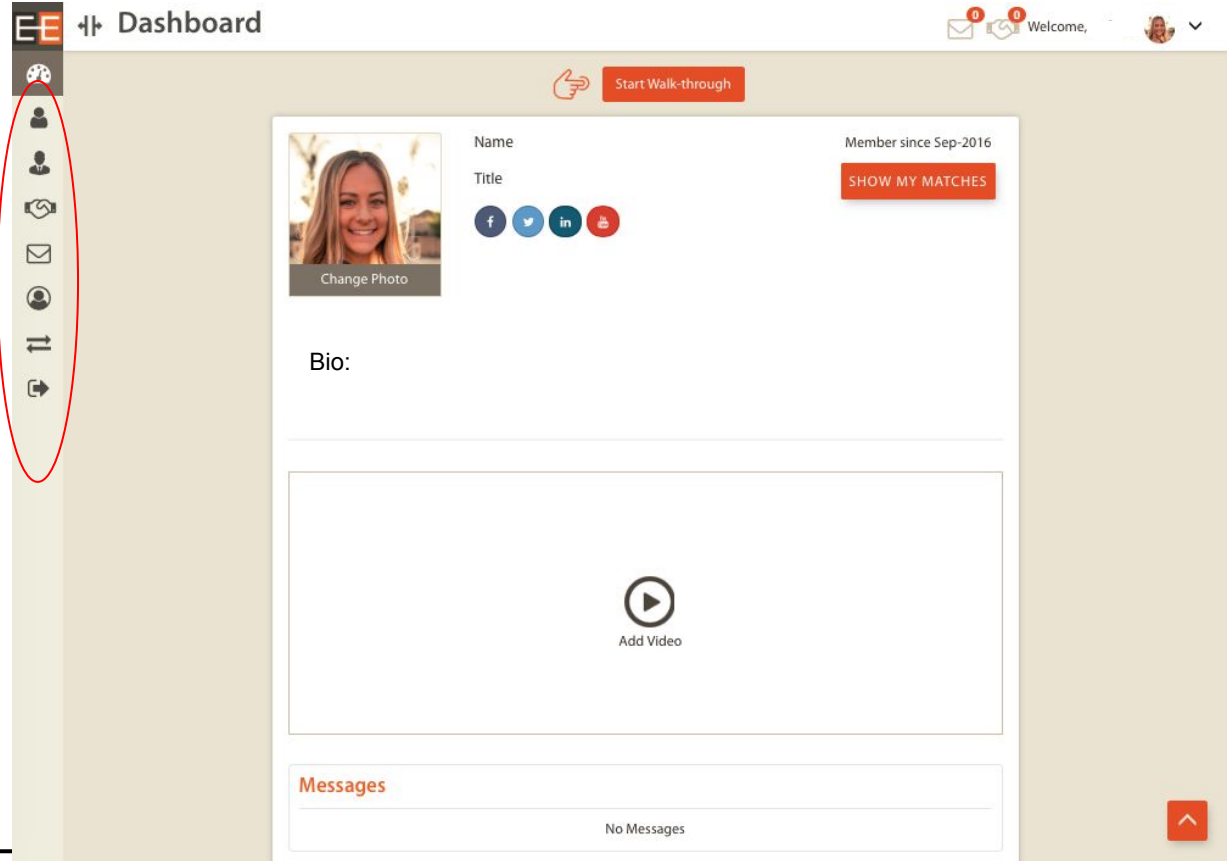
You can also easily view notifications of **Messages** or **Matches** here

A screenshot of a user dashboard. The top navigation bar includes a logo, the word "Dashboard", and a "Welcome" message with a user profile icon. A "Start Walk-through" button is visible. The main content area features a profile card for a woman with a "Change Photo" button, a "Bio:" field, and a "Add Video" button. A "SHOW MY MATCHES" button is also present. At the bottom, there is a "Messages" section showing "No Messages". A red arrow button is in the bottom right corner.

# —Your Menu Bar

Using the menu bar on the left of the screen, you can select various items including:

Your **Employee Profile** content for employers to see, your **Matches**, your **Messages**, your **Account Information**, and the ability to switch to your **Employer Account/profile** if applicable (this would only be the case if you are also an employer looking to match with employees).



The screenshot shows a user dashboard. On the left is a vertical menu bar with icons for: a gear (settings), a person (profile), a person with a plus sign (add profile), a hand holding a document (matches), an envelope (messages), a person with a plus sign (switch profile), and a person with a plus sign (employer profile). The top of the dashboard says "Dashboard" and "Welcome," with a user profile picture. A "Start Walk-through" button is visible. The main content area shows a profile card for a woman with a "Change Photo" button, social media links for Facebook, Twitter, LinkedIn, and YouTube, and a "SHOW MY MATCHES" button. Below the profile card is a "Bio:" section and a video upload area with an "Add Video" button. At the bottom, there is a "Messages" section showing "No Messages".

# – Your Employee Profile

Select the “Profile” icon to view your “Employee Profile” page.



Here you can enter your **Employee Bio**, your **Job Type** of interest, **Work History**, any **Certifications**, your **Education**, link a **Portfolio**, view your **Resume**, list your **References**, and answer job-specific **Questions** (based off of the Job Type you select.)

Employee Profile

Employee Bio

Work History

Certifications

Education

Portfolios

Resume

References

Questions

Name

Title

Bio:

Member since Sep-2016

Beeya Profile

Add Profile Video

Welcome