



INSTRUCTIONS FOR REGISTERING AS A MANAGER

HOW TO REGISTER AS A MANAGER

REGISTER YOUR FACILITY

Welcome to KitchenB2B. If you are ready to register as a **MANAGER**, click on the Register sign in the little red square.

KitchenB2B Find Kitchens and Dining Facilities for any Occasion!

WHERE: City, State, Country, Zip Code | WHEN: mm/dd/yyyy | WHAT: All Types | Search

Featured | Baking | Full Service | Shared Space | **Register** | Log in

WELCOME TO KITCHENB2B
If you would like to list your facility, click on the Register in the upper right hand corner and we will walk you through it.

FEATURED

- ThaiQuanDoo**
30.00 per Hour Thai Quan Do was established in 2009 and has been ... (more)
★★★★★ (0 reviews)
- Jose Guapo's**
40.00 per Hour Family owned Mexican restaurant has a fully functi... (more)
★★★★★ (0 reviews)
- Pizza Kitchen**
500.00 per Hour The best place in town to make and serve Pizzal... (more)
★★★★★ (0 reviews)
- Sal Buttafuoco's**
50.00 per Hour Well maintained kitchen in downtown area of the ci... (more)
★★★★★ (0 reviews)
- Authentic Shanghai**
60.00 per Hour *** Newly Renovated ***
brand new cook ... (more)
★★★★★ (0 reviews)
- Everyone Loves Teriyaki**
300.00 per Hour Full kitchen with all amenities ... (more)
★★★★★ (0 reviews)
- Tavern on the Green**
50.00 per Hour Full restaurant ready for use today. State of the ... (more)
★★★★★ (0 reviews)

HOW TO REGISTER AS A MANAGER

IDENTIFY YOUR ACCOUNT TYPE



Book a Commercial Kitchen, Event Space, or Storage Space!

WHERE: WHEN: WHAT:

Featured Baking Full Service Shared Space

Register

Register New Account

Primary Contact Information*

Account Type*

Manager Patron Referral Agent

First Name
Middle Initial
Last Name
Address
Address Line 2
City
State
Zip Code
Country
Phone Number
EIN/SSN
Referral ID

Anytime you place your mouse over the Account Type* a description of what a manager, a patron, or a Referral Agent is will be displayed.

Email
Password
Confirm password

HOW TO REGISTER AS A MANAGER

THIS WILL BE YOUR PROFILE PAGE

Featured Baking Full Service Shared Space

Register New Account

Primary Contact Information*

Manager: Co-share your commercial kitchen, event space or storage space.
Patron: Search for and reserve a commercial kitchen, event space, or storage space.
Referral Agent: Earn money \$\$\$\$ Refer commercial kitchens, event space and storage space to us and receive \$\$\$\$

Referral Agent

First Name

Middle Initial

Last Name

Address

Address Line 2

City

State

Zip Code

Country

Phone Number

EIN/SSN

Referred By

Email

Password

Confirm password

Register

Description of each Account Type offered by KitchenB2B.

HOW TO REGISTER AS A MANAGER

THIS WILL BE YOUR PROFILE PAGE

Featured Baking Full Service Shared Space

Register New Account

Primary Contact Information*

Account Type*

Manager Patron Referral Agent

First Name

Middle Initial

Last Name

Address

Address Line 2

City

State

Zip Code

Country

Phone Number

EIN/SSN

Check whatever type you are signing up for.

Complete the form.

Referral ID ID will be six digits. Leave blank if you don't have one.

Email

Password

Confirm password

The confirm password field is required.

[Register](#)

You will receive your Referral ID when you press the **Register** button.

HOW TO REGISTER AS A MANAGER

MESSAGE TO CONFIRM YOUR REGISTRATION AND RECEIVE YOUR REFERRAL ID



Find Kitchens and Dining Facilities for any Occasion!

WHERE: WHEN: WHAT:

Featured Baking Full Service Shared Space

Register Log in

Register New Account

An email has been sent to your account. Please view the email and confirm your account to complete the registration process. **Your Referral Number is HMN4V5.** When you refer a kitchen/facility owner to sign up with KitchenB2B, please use this Referral Number or Referral ID to earn a Referral Bonus for the first 2 years of the kitchen/facility Sharing

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You have to confirm your account in the email in order to continue.

Your Referral Number is _____. It will show up on your profile page anytime you need it. You will use the referral number to encourage others to sign up and use the website.

HOW TO REGISTER AS A MANAGER

REGISTER YOUR ACCOUNT

In your email Inbox, look for an email from KitchenB2B to confirm your account.



Dear **Kathy Smith**,

You have registered for a Manager user account at KitchenB2B. Please confirm your account by clicking [here](#).

Your Referral Number is **HMN4V5**. When you refer a kitchen/facility owner to sign up with KitchenB2B, please use this Referral Number or Referral ID to earn a Referral Bonus for the first 2 years of the kitchen/facility Sharing.

If you did not register for this account, please report to KitchenB2B directly at:

Phone number: 757-351-2594

Email: Admin@kitchenB2B.com

Thank you,
KitchenB2B Team

Click on the **here** word.

KitchenB2B | 1700 South Park Court, Unit B | Chesapeake, VA 23320 | USA
www.KitchenB2B.com | (757) 351-2594

Please understand that this is a security procedure intended to safeguard our valued customers and their account(s) information. We appreciate your patience during this time. We are working hard to deliver the best customer experience.

View our [privacy policy](#).

HOW TO REGISTER AS A MANAGER

ACCOUNT CONFIRMATION

KitchenB2B

Book a Commercial Kitchen, Event space, or storage space!

WHERE: City, State, Country, Zip Code | WHEN: mm/dd/yyyy | WHAT: All Types | Search

Featured | Baking | Full Service | Shared Space | Register | Log in

Account Confirmation

Thank you for confirming your account.

What's Next

1. An email will be sent to inform you that your account is active.
2. You can begin adding kitchen listings

Log In

About Us | Terms | Privacy | Help

Click on either of the Log In to return to your profile.

HOW TO REGISTER AS A MANAGER

LOG IN TO START YOUR LISTING

KitchenB2B

Find Kitchens and Dining Facilities for any Occasion!

WHERE: City, State, Country, Zip Code WHEN: mm/dd/yyyy WHAT: All Types Search

Featured Baking Full Service Shared Space **Hello, Mary Smith!** Messages Log off

FEATURED

[View All](#)

ThaiQuanDoo

30.00 per Hour Thai Quan Do was established in 2009 and has been ... (more)
★★★★★ (0 reviews)

Tavern on the Green

50.00 per Hour Full restaurant ready for use today. State of the ... (more)
★★★★★ (0 reviews)

Everyone Loves Teriyaki

300.00 per Hour Full kitchen with all amenities ... (more)
★★★★★ (0 reviews)

Sal Buttafuoco's

50.00 per Hour Well maintained kitchen in downtown area of the ci... (more)
★★★★★ (0 reviews)

Once you log in you will see the "Hello, _____ message shown above. Click on your name and you will go to the next screen.

HOW TO REGISTER AS A MANAGER

PROFILE PAGE

City, State, Country, Zip Code mm/aa/yyyy All types Search

Featured Baking Full Service Shared Space Hello, Kathy Smith ! Log off

Manage Account

Account Type: Manager Patron Referral Agent

First Name:

Middle Name:

Last Name:

Address:

City:

State:

Zipcode:

Country:

Phone Number:

Email:

EIN/SSN:

Referral ID:

Account Reviewed?

Password:

Account Documents: If you have a Business License or Proof of Insurance or a Health Manager Certification, click the button below to add the documents to your account.

Manage Kitchens: There are no kitchens added

After you log in, click on your **Hello, _____** in the upper right corner. This will bring you back to your Profile page.

Scroll down to the bottom of the page and click **Add your Kitchen** to continue

HOW TO REGISTER AS A MANAGER

YOUR FACILITY, LOCATION, AND DESCRIPTION

P

[Manage Kitchen >](#) [Kitchen Name >](#) [Amenities >](#) [Schedules >](#) [Images >](#) [Cancellation >](#) [Rules >](#)

Kitchen Address - New Kitchen

Type: Featured Baking Full Service Shared Space

Name:

EIN:

Description:

Select what **Type** of Facility you are offering.

Address:

Address Line 2:

City:

State:

Zip Code:

Country:

Latitude:

Longitude:

Phone Number:

Price (USD):

Hour

Your **HOURLY** charge will be entered here for your facility.

Answer the **Yes** or **No** questions.
If you are done, click on **Add New Kitchen**

Is this kitchen belonged to a nonprofit organization?

Yes No

Does this kitchen require Patron to present a business license?

Yes No

Does this kitchen require Patron to present a proof of insurance?

Yes No

Does this kitchen require Patron to present a Health Manager Certification?

Yes No

[Add New Kitchen](#)

HOW TO REGISTER AS A MANAGER

Kitchen Address - Let's Bake

A kitchen has added to your account. Please use the 'Next' button to continue setup your kitchen.

Type: Featured Baking Full Service Shared Space

Name:

EIN:

Description:

Address:

Address Line 2:

City:

State:

Zip Code:

Country:

Latitude:

Longitude:

Phone Number:

Price (USD): Hour

The Facility has been added to your account. Click the **Next** button to continue.

Is this kitchen belonged to a nonprofit organization?

Yes No

Does this kitchen require Patron to present a business license?

Yes No

Does this kitchen require Patron to present a proof of insurance?

Yes No

Does this kitchen require Patron to present a Health Manager Certification?

Yes No

[Update Kitchen](#)

[← Previous](#)

[Next →](#)

HOW TO REGISTER AS A MANAGER

MANAGE ACCOUNT – ADD AMENITIES

City, State, Country, Zip Code mm/dd/yyyy All types Search

Administrator Functions Users Kitchens Reservations Commissions Payments Register Hello, Kathy Ake ! Messages

Manage Kitchen > Kitchen Name > **Amenities >** Schedules > Images > Cancellation > Rules > Documents > Reservations

Kitchen Features/Amenities - Jose Guapo's

[Add Feature](#)

	Feature Name	Description	Qty/Unit	Price/Unit	Unit
Remove Edit	Clean up crew	Clean up crew	2.00	\$100.00	each
Remove Edit	Cold storage		2.00	\$0.00	each
Remove Edit	Convection oven	Convection oven	2.00	\$0.00	each
Remove Edit	Floor Drain	Ability to hose off floor and water will escape through drain in the floor	4.00	\$0.00	each
Remove Edit	Food prep table	Food prep table	2.00	\$0.00	each
Remove Edit	Fryer	Fryer	1.00	\$0.00	each
Remove Edit	Gas oven	Gas oven	2.00	\$0.00	each
Remove Edit	Ice machine	Ice machine	1.00	\$0.00	each
Remove Edit	Large mixer	Large mixer	1.00	\$0.00	each
Remove Edit	Microwave oven	Microwave oven	1.00	\$0.00	each
Remove Edit	non slip floors	ability to hose off the floor and no worry about slipping	6.00	\$0.00	each
Remove Edit	Restroom access	Restroom access	2.00	\$0.00	each
Remove Edit	Shelving	Shelving	2.00	\$0.00	each
Remove Edit	Sinks	Sinks	2.00	\$0.00	each
Remove Edit	Transportation racks	Transportation racks	2.00	\$0.00	each

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[Next →](#)

You can now add, edit, or removed any amenities you want to offer for use. If the "gas oven" is included in your hourly rate, there will no extra charge. If you want to add some transportation racks and charge a fee for them, you can also do that on this screen.

HOW TO REGISTER AS A MANAGER

MANAGE FACILITY – ADD SCHEDULE

You can create one schedule or several schedules depending on how often and when you want to let others use your facility. Some want to let others use their facility during late evenings/early morning hours and others want others to use the facility during the weekends. Whatever schedules you create will be when others can use your facility.

Manage Kitchen > Kitchen Name > Amenities > **Schedules >** Images > Cancellation > Rules > Documents > Reservations

Kitchen Available Date and Time - this is nuts

Schedule Name	Start Date	End Date	Description	Price	Price Type
There is no schedule set up for this kitchen.					

Add new schedule

There is no schedule, so click on Add new schedule and you will select when your facility is free for others to use.

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HOW TO REGISTER AS A MANAGER

MANAGE FACILITY – ADD SCHEDULE

Here you can create a schedule

Create New Schedule

Schedule Name:

Schedule Type:

Recurring or One time

Frequency

Occurs:

Daily Weekly or Monthly

A weekly answer will display each day of the week with check boxes

Rekurs every: day(s)

Daily Frequency

Starting at: Ending at:



Start time the facility will be available. Time must end at midnight. You can then start again at 12 am but you will be now entering into the **NEXT** day's time. Each day starts at 12 am and ends at 12 pm

Start Date:

End Date:

Sharing Price

Price: Per hour

If you want to enter a different hourly rate for the facility, you can change the cost here.

Summary

Description:

READ the summary. Does it make sense to you. Make sure you are offering someone to use your facility the correct days and hours.

Click next if all is correct

HOW TO REGISTER AS A MANAGER

After a schedule has created, it can be edited or modify for each scheduled date. When the date and time has been reserved, it could not be edited or modified.

	Schedule Name	Start Date	End Date	Description	Price	Price Type
View Dates View	Schedule 1	2/7/2018	3/10/2018	Occurs every 1 week on Friday, Saturday, Sunday, at 7:00 AM to 4:00 PM from 2/7/2018 to 3/10/2018	\$200.00	Hour
View Dates View	Schedule 2	2/7/2018	3/10/2018	Occurs every 1 day at 4:00 PM to 0:00 (Next Day) from 2/7/2018 to 3/10/2018	\$200.00	Hour
Remove Edit Dates	Schedule 3	3/12/2018	6/7/2018	Occurs every 1 week on Friday, Saturday, Sunday, at 12:00 AM to 6:00 PM from 3/12/2018 to 6/7/2018	\$200.00	Hour
Remove Edit Dates	Schedule 4	3/12/2018	6/7/2018	Occurs every 1 week on Friday, Saturday, Sunday, at 6:00 PM to 11:00 PM from 3/12/2018 to 6/7/2018	\$200.00	Hour

click "Remove" to delete the schedule dates.
 Click "Edit" to modify the selected schedule.
 Click "Dates" to view the details of each scheduled date shown in the box below. You can edit or remove each date of your schedule.

Customize Kitchen Schedule: Schedule 4

	Date	Start Time	End Time	Unit Price	Price Rate
Remove Edit	3/16/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	3/17/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	3/18/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	3/23/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	3/24/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	3/25/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	3/30/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	3/31/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	4/1/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	4/6/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	4/7/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	4/8/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	4/13/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	4/14/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	4/15/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	4/20/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	4/21/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	4/22/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	4/27/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	4/28/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	4/29/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	5/4/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	5/5/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	5/6/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	5/11/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	5/12/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	5/13/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	5/18/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	5/19/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	5/20/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	5/25/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	5/26/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	5/27/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	6/1/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	6/2/2018	6:00 PM	11:00 PM	200.00	Hour
Remove Edit	6/3/2018	6:00 PM	11:00 PM	200.00	Hour

Save Date 7:00 AM 11:00 AM Hour

Close

This is where you can edit a schedule date or remove a schedule date.

This is where you can add a custom schedule date to your existing schedule, click "SAVE DATE" to save your schedule date.

HOW TO REGISTER AS A MANAGER

MANAGE FACILITY – ADD IMAGES

[Manage Kitchen >](#) [Kitchen Name >](#) [Amenities >](#) [Schedules >](#) **[Images >](#)** [Cancellation >](#) [Rules >](#) [Documents >](#)

Upload Kitchen Images - this is nuts

Enter Image Caption

Select a file to upload

 Browse...

Submit

You can upload your image here, enter the image caption and select which image will be the primary image. You can post a LINK from your YouTube site to direct the interested person to view your video also



Kitchen area

Make Primary Image

Remove



More kitchen space

Make Primary Image

Remove



Patio space

Make Primary Image

Remove

[← Previous](#)

[Next →](#)

Click here to continue to next page

HOW TO REGISTER AS A MANAGER

MANAGE FACILITY – ADD CANCELLATION POLICY

[Manage Kitchen >](#) [Kitchen Name >](#) [Amenities >](#) [Schedules >](#) [Images >](#) **[Cancellation >](#)** [Rules >](#) [Documents >](#) [Reservations](#)

Kitchen Cancellation Policy - Jose Guapo's

You can add, edit, or remove any cancellation policy you want for your place.
Once you have entered all you want, you can click to go to the next screen.

[Add New Policy](#)

Policy Description	
Remove Edit	1 100% refund if canceled at least 7 days before arrival date.
Remove Edit	2 50% refund if canceled 2 days before arrival (flexible if rescheduling).
Remove Edit	3 No refund if canceled within 48 hours or less.
Remove Edit	4 Booking Fee fully refunded on cancellations that qualify for 100% refund
Remove Edit	5 If a catastrophe (hurricane, tornado, earthquake, flood, fire, or wild fire etc.) or any situation simply beyond our control impairs the rental, the lessor is not responsible. There will be NO REFUNDS FOR EMERGENCY EVACUATIONS.
Remove Edit	6 There will be no refunds or rebates given to Renter as a result of unfortunate circumstances outside of Owner or Agent's control. For example, Agent and Owner shall not be liable for unfavorable weather, acts of God, disruption of utility services, malfunction or breakdown of appliances.

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HOW TO REGISTER AS A MANAGER

MANAGE FACILITY – ADD RULES

[Manage Kitchen >](#) [Kitchen Name >](#) [Amenities >](#) [Schedules >](#) [Images >](#) [Cancellation >](#) **[Rules >](#)** [Documents >](#) [Reservations](#)

Kitchen Rules - Jose Guapo's

On this screen you will be able to add, remove, or edit any rules you want for your facility.

[Add New Rule](#)

	Rule	Description
Remove Edit	1	If you use it, wash it.
Remove Edit	2	You take it out, put it away.
Remove Edit	3	If you turn it on, turn it off.
Remove Edit	4	If you spill it, wipe it up.
Remove Edit	5	If you break it , fix it.
Remove Edit	6	If you make a mess, tidy up.
Remove Edit	7	No smoking.
Remove Edit	8	Max occupancy 6.
Remove Edit	9	No pets.
Remove Edit	10	Be on time.
Remove Edit	11	Keep the noise level to a minimum.
Remove Edit	12	If the kitchen is left a mess the card you have on file will incur a cleaning fee after your rental. \$20/hr for the number of hours it takes to clean the kitchen will be charged.
Remove Edit	13	Renter must arrive and pack up in a timely fashion. Time overages are unacceptable and will not be tolerated. This kitchen has regular business hours and must be ready to perform on time. You will be asked to vacate the premises whether you are finished or not, with or without your items. No exceptions.
Remove Edit	14	Kitchen must be left in the same condition it was found in. All surfaces must be clean, utensils, pots pans etc must be cleaned and put back where they were found.
Remove Edit	15	If any items are found to be missing, the value of the item will be shown on your final bill.

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[Next →](#)

Click **Next** When you have finished this page.

HOW TO REGISTER AS A MANAGER

LEGAL DOCUMENTS YOU CAN UPLOAD TO YOUR ACCOUNT



WHERE: WHEN: WHAT:

Featured Baking Full Service Shared Space Hello, Kathy Smith

Manage Kitchen > Kitchen Name > Amenities > Schedules > Images > Cancellation > Rules > **Documents >** Reservations

Required Documents - New Kitchen

Please upload at least one document for each required document type.
The documents will be sent to the account manager to review and approve your kitchen to be shared on KitchenB2B.
File format: .pdf, .txt, .doc, .docx, .jpeg, .jpg, .png.
File size: 1KB to 3MB.

Document Type	Document Name	File Name	Effective Date	Expired Date	Approved	Deny Reason Code	Upload Date	Action
There are no documents added								
+ Upload File								

[← Previous](#)

[Next →](#)

There are no documents added. if you would like to add your business license, insurance policy, any type of papers, please click on Upload File.
If not, click on **Next**

HOW TO REGISTER AS A MANAGER

UPLOADING A DOCUMENT



Featured Baking Full Service Shared Space Hello, Kathy Smith

Manage Kitchen > Kitchen Name > Amenities > Schedules > Images > Cancellation > Rules > **Documents >** Reservations

Legal Documents - New Kitchen

Please upload at least one document for each required document type.
The documents will be sent to the account manager to review and approve your kitchen to be shared on KitchenB2B.
File format: .pdf, .txt, .doc, .docx, .jpeg, .jpg, .png.
File size: 1KB to 3MB.

Document Type	Document Name	File Name	Effective Date	Expired Date	Approved	Deny Reason Code	Upload Date	Action
There are no documents added								

Select document type:

Document Name:

Effective Date:

Select a file:

Upload your file and press the Submit

HOW TO REGISTER AS A MANAGER

UPLOADING A DOCUMENT



Book a Commercial Kitchen, Event space, or storage space!

WHERE: WHEN: WHAT:

Featured Baking Full Service Shared Space

Hello, sam jones ! Log off

Manage Kitchen > Kitchen Name > Amenities > Schedules > Images > Cancellation > Rules > **Documents >** Reservations

Required Documents - Let's Bake

Please upload at least one document for each required document type.
The documents will be sent to the account manager to review and approve your kitchen to be shared on KitchenB2B.

File format: .pdf, .txt, .doc, .docx, .jpeg, .jpg, .png.

File size: 1KB to 3MB.

Your document has been uploaded successfully. An Email was sent to the KitchenB2B Account Manager to review your new document. You will receive an Email from the KitchenB2B Account Manager shortly.

Document Type	Document Name	File Name	Effective Date	Expired Date	Approved	Deny Reason Code	Upload Date	Action
Business License	Business License	Ocabank accounts.pdf	1/1/2018	12/31/2078	Pending		3/23/2018	Remove

+ Upload File

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Next →

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When you upload a document, you will see the following message after you press the **SUBMIT** button

HOW TO REGISTER AS A MANAGER

EMAIL MESSAGE

Bing Maps



Dear sam jones,

We would like to inform you that your submitted document has been accepted.
If your kitchen has not been approved, we recommend you to log into your KitchenB2B account and submit all required documents for your kitchen to speed up your kitchen sharing process.
Please feel free to contact KitchenB2B Account Manager directly for more information.
Phone: 757-351-2594
Email: help@kitchenB2B.com

Log In

Thank you,
KitchenB2B Team

KitchenB2B | 1700 South Park Court, Unit B | Chesapeake, VA 23320 | USA
www.KitchenB2B.com | (757) 351-2594

Please understand that this is a security procedure intended to safeguard our valued customers and their account(s) information. We appreciate your patience during this time. We are working hard to deliver the best customer experience.
[View our privacy policy.](#)

Email you will receive when you upload a document to KitchenB2B.

HOW TO REGISTER AS A MANAGER

UPLOADED DOCUMENT CONFIRMED



BOOK A COMMERCIAL KITCHEN, EVENT SPACE, OR STORAGE SPACE!

WHERE: WHEN: WHAT:

Featured Baking Full Service Shared Space

Hello, sam jones ! Log off

Manage Kitchen > Kitchen Name > Amenities > Schedules > Images > Cancellation > Rules > Documents > Reservations

Required Documents - Let's Bake

Please upload at least one document for each required document type.

The documents will be sent to the account manager to review and approve your kitchen to be shared on KitchenB2B.

File format: .pdf, .txt, .doc, .docx, .jpeg, .jpg, .png.

File size: 1KB to 3MB.

Document Type	Document Name	File Name	Effective Date	Expired Date	Approved	Deny Reason Code	Upload Date	Action
Business License	Business License	Ocabank accounts.pdf	1/1/2018	12/31/2078	Yes		3/23/2018	

+ Upload File

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Once you submit a document and it has been approved by a KitchenB2B manager, you will see the above message when you return to the "Documents" page.

HOW TO REGISTER AS A MANAGER

GET READY TO LIST YOUR FACILITY

Featured Baking Full Service Shared Space Hello, Kathy Smith

[Manage Kitchen >](#) [Kitchen Name >](#) [Amenities >](#) [Schedules >](#) [Images >](#) [Cancellation >](#) [Rules >](#) [Documents >](#) **Reservations**

Reservations - Baking Bread

Reservation Number	Reserved By	Start Date	End Date	Total Price	Status
--------------------	-------------	------------	----------	-------------	--------

There is no reservation for this kitchen.

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[Next →](#)

Click Next to finish your documents and **LIST** your facility

HOW TO REGISTER AS A MANAGER

REVIEW AND LIST YOUR FACILITY

Featured Baking Full Service Shared Space Hello, Kathy Smith! Log off

Manage Kitchen Profiles

[← Back](#) [Add a Kitchen](#)

Status: Inactive
Name: Baking Bread
Address: Test Lane
City: Virginia Beach
State: Virginia 23464
Country: United States
Latitude: 0.000
Longitude: 0.000
Phone: 7574844857
EIN: 271595147
Nonprofit: No

Business License: No **RED = required**
Proof of Insurance: No **Blue = optional**
Health Certification: No

Does this kitchen require **Patron** to have a Business License? No
Does this kitchen require **Patron** to have a Proof of Insurance? No
Does this kitchen require **Patron** to have a Health Manager Certification? No

Description: Here we are again

Once you either upload your documents or click off on the Disclaimer agreement, you will be able to click on the **YES** on the question Ready to share your kitchen? When you click the **YES**, your kitchen will be loaded on the website to share with others.

[Edit](#) [Copy](#) [Remove](#)



Ready to share your kitchen? YES NO

Please upload the business license and the proof of insurance of this kitchen or sign the consents by checking the box next to it.

- By clicking this box you affirm that you are operating within the state and local laws and ordinances to operate such an establishment and have all the documents on file and understand that Kitchenb2b,LLC may request at any time to verify proper credentials to operate in your locality. Failure to provide documentation may lead to suspension of account.
- By clicking this box, you affirm that you have insurance(s) coverage for your business and/or property and have all the documents on file and understand that Kitchenb2b,LLC may request at any time to verify insurance coverage. Failure to provide documentation may lead to suspension of account.

HOW TO REGISTER AS A MANAGER

LISTED FACILITY ON HOME PAGE



WHERE: WHEN: WHAT:

Featured Baking Full Service Shared Space

Hello, Kathy Smith! Log off

If you log off and back on, you will see your kitchen displayed. Congratulations and **Welcome to KitchenB2B.**

[View Less](#)

FULL SERVICE

Kitchens 'R US!



40.00 per Hour Kitchen 'R US is a Full service kitchen located in... [\(more\)](#)
★★★★★ (32 reviews)

Baking Bread



45.00 per Hour Here we are again... [\(more\)](#)
★★★★★ (32 reviews)

Fontago's Italian Kitchen



60.00 per Hour Authentic Italian kitchen established 1954
Re... [\(more\)](#)
★★★★★ (32 reviews)

St. Vincent Church Kitchen



30.00 per Hour Church established in 1808 has a spacious, fully e... [\(more\)](#)
★★★★★ (32 reviews)