



INSTRUCTIONS FOR REGISTERING AS A REFERRAL AGENT

HOW TO REGISTER

HOW TO BEGIN YOUR REGISTRATION



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

WHERE

City, State, Country, Zip Code

WHEN

mm/dd/yyyy

WHAT

All Types

Search

Register

Log in

Featured Baking Full Service Shared Space

If you would like to sign up to become a Referral Agent click on the Register at the right top corner of the page.

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 Pizza!... (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)

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

DESCRIPTION OF ACCOUNT TYPES



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
CREATE YOUR PROFILE ACCOUNT

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

Referral ID

Six digit code or leave blank

Check the Referral Agent circle

Complete the form

Email

Password

Confirm password

Register

When done, press the Register button

HOW TO REGISTER

CONFIRM YOUR ACCOUNT



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

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 VQ407W. 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

VQ407W

When you click the Register button, you will receive the above message. Your Referral ID will be _____. You will be able to see your Referral ID on your Profile page anytime you need to.

You must confirm your email message in order to register for an account.

HOW TO REGISTER
CONFIRM YOUR ACCOUNT

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



Click on the **here** to confirm your account.



Dear kathy Payton,

You have registered for a Referral Agent user account at KitchenB2B. Please confirm your account by clicking **here**.

Your Referral Number is **VQ407W**. 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

Referral number is unique to each Referral Agent.

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](#).

HOW TO REGISTER LOG IN TO KITCHENB2B



WHERE: WHEN: WHAT:

Featured Baking Full Service Shared Space Register Log in

Account Confirmation

Thank you for confirming your account.
Please click the Login button below to log into your KitchenB2B account and upload your W-9 form to start receiving your referral \$\$\$.

Log In

You can Log In by pressing either of the log in signs.

HOW TO REGISTER

LOG IN TO YOUR ACCOUNT



WHERE WHEN WHAT

Featured Baking Full Service Shared Space Register Log in

Log In

Email

Password

Remember me?

Log in to KitchenB2B



[Register as a new user](#)

[Forgot your password?](#)

HOW TO REGISTER

LOG IN



Hello, kathy Payton ! [Log off](#)

KitchenB2B Commission Payments Summary

Payment Date	Kitchen Name	Reservation ID	Com Receiver	Com Amount
There are no payments				

© 2018 KitchenB2B, Version 18.3.20.2

[About Us](#) [Terms](#) [Privacy](#)

On this screen you will be able to see all your sheduled payments once people start using your **Referral Agent Account Number**.

Click on your name to bring up the correct screen. There you will be able to upload your W-9 form.

HOW TO REGISTER YOUR PROFILE PAGE – ADD W-9 FORM



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, Megan Hastings !

Manage Account

Account Type: Commission Receiver

First Name: Megan

Middle Name:

Last Name: Hastings

Address: Window Lane

City: Haddonfield

State: New Jersey

Zipcode: 08014

Country: United States

Phone Number: (851)154-1542

EIN/SSN:

Account Reviewed?

Update

Password: [Change](#)

Account Documents: W9 Form

[Add or Update Document](#)

[Close Account](#)

On this screen, you can correct any information that is wrong, add information and you can fill out and upload your W-9 by clicking on the **Add or Update Document**

HOW TO REGISTER

MANAGE ACCOUNT – ADD W-9 FORM



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

WHERE: WHEN: WHAT:

Featured Baking Full Service Shared Space Help

Upload Account Documents

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 account to have complete access to KitchenB2B.
File format: .pdf, .txt, .doc, .docx, .jpeg, .jpg, .png.
File size: 1KB to 3MB.

Health Inspection

+ Upload File

Proof of Insurance

+ Upload File

Business License

+ Upload File

If you don't have a W-9, please click [here](#) to download the W-9 form, then:

- Enter your information, Print and Sign the form.
- Scan the file to your computer and submit it on this page
- Or email to KitchenB2B at Admin@KitchenB2B.com.

If you need a W-9 form, click [here](#) to download one.

W9 Form

Document Name:

Select a file:

HOW TO REGISTER

MANAGE ACCOUNT – UPLOAD W-9 FORM

Featured Baking Full Service Shared Space

Upload Account Documents

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 account to have complete access to KitchenB2B.

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

File size: 1KB to 3MB.

Health Inspection

+ Upload File

Proof of Insurance

+ Upload File

Business License

+ Upload File

If you don't have a W-9, please click [here](#) to download the W-9 form, then:

- Enter your information, Print and Sign the form.
- Scan the file to your computer and submit it on this page
- Or email to KitchenB2B at Admin@KitchenB2B.com.

W9 Form

Document Name:

W9 Form

Select a file:

C:\Users\Kathy.Ake\Desktop\BSAForm.pdf

Browse...

Submit

Once you completed the W-9 form, printed, signed, saved it, you can click on the **Submit** and upload the document.

Finish

Click **Finish** when done.

HOW TO REGISTER
ACCOUNT REVIEWED AND UPDATED

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?

[Update](#)

Once KitchenB2B receives your W-9 form, the **Account Reviewed?** will be changed to **Update** and you will be able to receive Referral payments as your account is used by managers, patrons, and other Referral agents.

Password: [Change](#)

Account Documents: **W9 Form**
[Add or Update Document](#)

Manage Referral \$: [View Referral \\$](#)

You will also be able to **View Referral \$** from this page by clicking on the button.

[Close Account](#)

HOW TO REGISTER

MANAGE ACCOUNT – VIEW PAYMENT SUMMARY



Hello, kathy Payton ! [Log off](#)

KitchenB2B Commission Payments Summary

Payment Date	Kitchen Name	Reservation ID	Com Receiver	Com Amount
There are no payments				

© 2018 KitchenB2B, Version 18.3.20.2

[About Us](#) [Terms](#) [Privacy](#)

Once the facility is used by a Patron, you will be able to log back in to your account and see any payments assigned to your account.