Your Guide to BBB*Accreditation

Learn more about the resources and programs available exclusively to BBB Accredited Businesses





You are now part of a group of outstanding businesses committed to advancing trust in our community.

At BBB, we believe in the power of trust, and our mission is to advance trust in business.

We believe that businesses who embrace trust as a core value in their organization will see that it leads to growth in employees, customers, community, and their bottom line.

To us, trust is the glue that holds communities together; it's the principle BBB was founded on, and it's what continues to motivate us today.

BBB is proud to work with organizations like yours, that lead with integrity and high ethical standards. As a BBB Accredited Business, you help support the programs and services BBB provides to consumers and businesses – from helping people find businesses and charities they can trust to sharing best practices in advertising, customer service, ethics in business, and much, much more.

We are committed to helping your business take full advantage of all the benefits that come with BBB Accreditation. **This guide is to help you get started, and highlights some of our most popular tools, programs, and services.** Please keep it close and reference it often.



BBB's 8 Standards for Trust

Trust is a differentiator, and at the core of the BBB mission is building a community of business leaders who have agreed to uphold our 8 Standards of Trust when operating their business, which ultimately sets them apart from their competition.

1 Build Trust

Establish and maintain a positive track record in the marketplace.

2 Advertise Honestly

Adhere to established standards of advertising and selling.

3 Tell the Truth

Honestly represent products and services, including clear and adequate disclosures of all material terms.

4 Be Transparent

Openly identify the nature, location, and ownership of the business, and clearly disclose all policies, guarantees and procedures that bear on a customer's decision to buy.

5 Honor Promises

Abide by all written agreements and verbal representations.

6 Be Responsive

Address marketplace disputes quickly, professionally, and in good faith.

Safeguard Privacy

Protect any data collected against mishandling and fraud, collect personal information only as needed, and respect the preferences of customers regarding the use of their information.

8 Embody Integrity

Approach all business dealings, marketplace transactions, and commitments with integrity.





IABBB Research, 2020

Value of BBB Accreditation

The importance of trust in business

BBB Accredited Businesses are a select group of companies committed to high standards and best practices in customer service, sales, advertising, data privacy, and ethics. Not every company is eligible to become BBB Accredited, but those that meet our Code of Business Practices, pass a rigorous evaluation process, are approved by our local Board of Directors, and submit their accreditation fee, are welcomed into one of the most respected and well-known business communities in North America.

BBB Accreditation gives your business a competitive edge by showcasing your committment to outstanding business practices, increasing your credibility with consumers and setting you apart from your competition. BBB also offers helpful business tools and resources, and access to a network of like-minded business professionals.

Businesses across the U.S. and Canada told us how BBB Accreditation benefits their business:



Increases the credibility of my business



Demonstrates integrity in our business practices



Builds customer trust



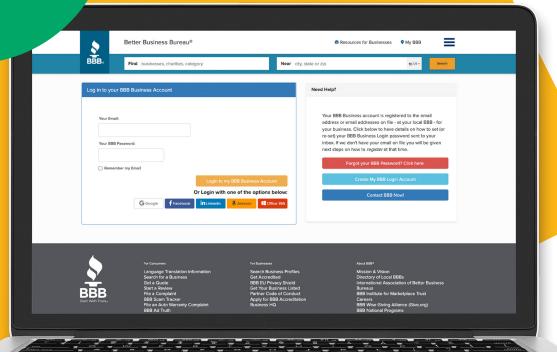
Enhances my visibility as reputable business



Shows we care about our customers

Source: IABBB Research, 2022

Your business login gives you access to all of your account information



Get Started

Login to your business account

Follow the steps below to log in to your business account:

- Go to **BBB.org** and click on "Business Login" in the upper right corner of the screen
- 2 Create an account using an email address you provided BBB or contact your BBB representative to have a password created for you

Once logged in, download the BBB Accredited Business Seal, edit your business profile, respond to customers, and more!

Accredited Business Seal

Downloading and using the Accredited Business Seal

Download the Accredited Business Seal for print and digital use by logging in to your business account on **BBB.org**.

Approved Colors

PMS 7469 C

CMYK:
100/31/8/42

RGB:
0, 95, 134

HEX CODE:
#005F86

PRINT
Pantone ink number

PRINT
Four-color process

Monitor color space

Web color equivalent

The Accredited Business seal may also be reproduced in black for such applications as newspaper or flyers. Although reproduction in color is preferred, you may reproduce the seal in black when color options are unavailable or impractical.

Minimum Size Requirement

To maintain legibility in print format, the minimum size to reproduce the seal must have the height of the BBB no smaller than 1/8" tall.



Available Options

There are several seal options available for you to download:

- Dynamic Seal (for your website)
- Vertical Accredited Business Seal
- Horizontal Accredited Business Seal
- Color, black and white, and inverted

The BBB Accredited
Business Seal is
one of the most
respected symbols
in business; use it
to showcase your
commitment to trust!

You've earned The Sign of a Better Business[™]

Display it proudly for your customers to see!

As an Accredited Business, you have earned the right to use the **BBB Accredited Business Seal—one** of the most respected and trusted symbols in business. When customers see the BBB Accredited Business Seal, they know your business is committed to the highest standards of ethical business practices. Stand out from the competition and enhance your credibility by referencing your BBB Accreditation and using the BBB Accredited Business Seal wherever you promote your business.



Website

Let potential customers verify your status without leaving your website by installing BBB's dynamic seal



Social Media

Add the Accredited
Business Seal to your social
media profiles



Print & Digital Ads

Include the seal in print and digital ads



Email Signature

Insert "BBB Accredited
Business" after the contact
details in your business
email signature



Videos

Reference your BBB Accreditation in videos promoting your business



Business Location

Display the seal on signage around your building



Company Vehicles

Get more mileage out of your seal - display it on company vehicles!



Business Cards & Invoices

Include the seal on your business cards, invoices, estimates, etc.



Radio Ads

Mention your BBB
Accreditation in radio ads

BBB has a variety of office and business products imprinted with the Accredited Business Seal, available for purchase. Reach out to your local BBB for details.



BBB Business Profile

The importance of an accurate business profile on BBB.org

Millions of consumers visit BBB.org every week to find trusted businesses and nonprofits. When your business appears in the search results on BBB's website, it's important to make sure your BBB Business Profile makes the best impression possible. A complete profile with details about your products and services, reviews from customers, and accurate and up-to-date information, is one of the key ways to leverage your BBB Accreditation. Make it easy for a potential customer to quickly find everything they need to know about your organization through your business profile.

A robust, fully completed BBB Business Profile is good for SEO and helps your company stand out from competitors.

Business Profile Checklist:

GOOD

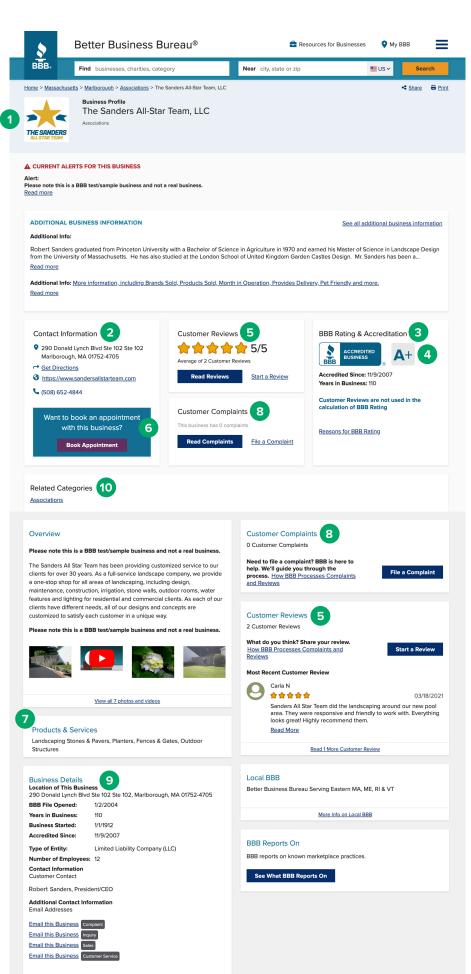
- Business address and phone number
- Business logo
- Website and email address

BETTER

- Products and/or services offered
- Social media handles
- Hours of operation
- Service area

BEST

- Photo and videos
- Refund or other customer service policies



Read More Business Details and See Alerts

Business Profile Features

Business Overview
Business name, logo, and description

Business Contact Overview
Business address, website, email address, phone number and hours of operation

Accredited Business Seal
Exclusive seal to designate a business has earned BBB Accreditation

4 BBB Rating
Letter grade based on information BBB is able to obtain about the business, including

able to obtain about the business, including advertising issues, business practices, and customer complaints

Customer Reviews

Reviewers are verified by BBB to ensure the person submitting the review is an actual

customer

and services

Complaints

8

Get a Quote
Messaging tool for prospective customers to request information about products

7 Products and Services Overview
Description of the products and services

Description of the products and services offered, including photos and videos

Customer reports of marketplace experience and requests for resolution of disputes

9) Business Details
Additional business information including years in business, type of business and business owner(s)

Dusiness Categories

Categories assigned by BBB to describe the business relevant search terms to find you

*BBB Business Profile layout may vary as we make on-going improvements and updates to these pages.

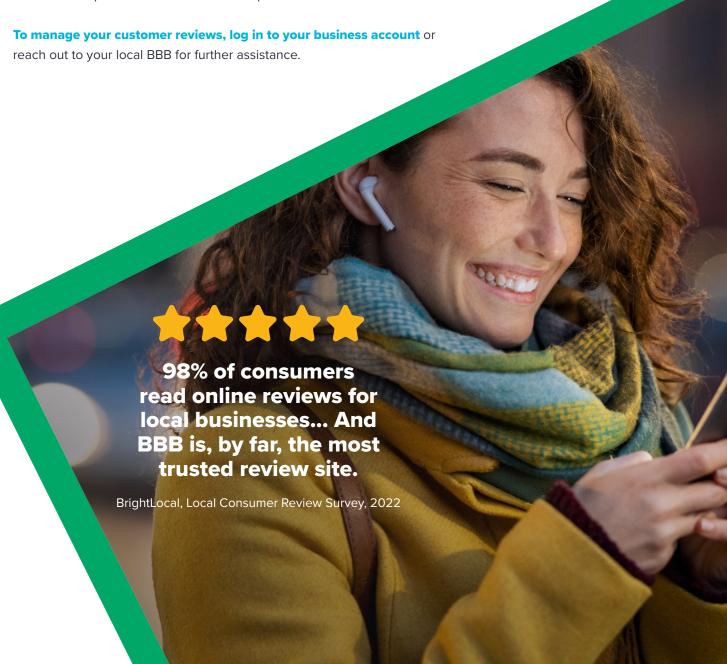
BBB Customer Reviews

Managing your online reputation

BBB uses a proprietary algorithm to aid in identifying fake reviews and makes every effort to verify that a review is based on a real marketplace interaction.

BBB also alerts you when reviews are filed so you can engage in the process, respond, and let us know if you question the reviewer's legitimacy, so BBB can investigate before posting the review.

Responding to customer reviews can help secure your reputation online as a trustworthy organization. Customers are more likely to work with a business that values their input and cares about their experience.





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