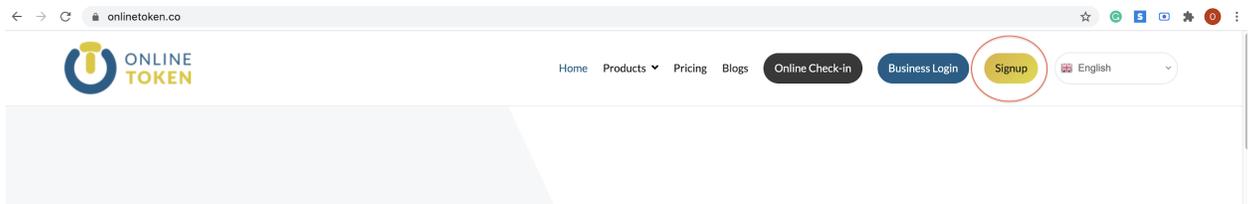


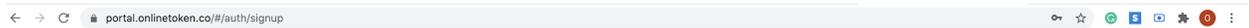


## Business signup with OnlineToken

1. Visit <https://onlinetoken.co/> to get started with business signup process.
2. Click on “Signup”



3. This will take you to <https://portal.onlinetoken.co/#/auth/signup> and fill out email and password similar to following



**Business User**  
Make your customer wait time more exciting!

Email

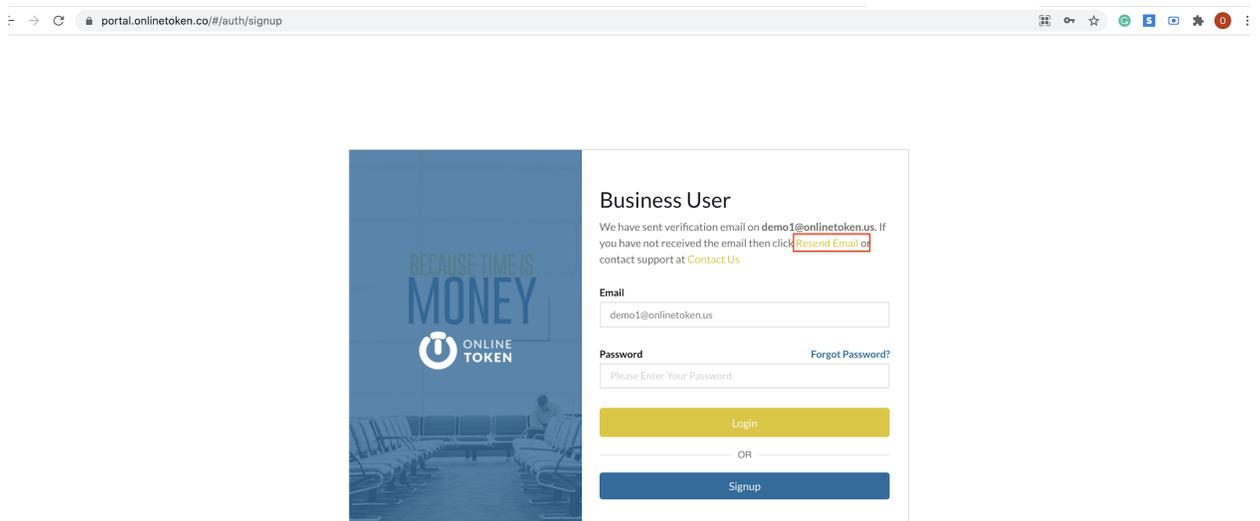
Password

Confirm Password

OR

4. Check your email and look for email with Subject **“OnlineToken account verification”** and please check on **“Spam”** folder if you don’t see in **Inbox**

5. If still you don't see verification email then you can click on "Resend Email" as following

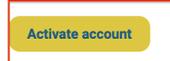


6. Click on "Activate Account" on verification email you have received.

From: [info@onlinetoken.us](mailto:info@onlinetoken.us)  
To: [demo1@onlinetoken.us](mailto:demo1@onlinetoken.us)  
Cc:  
Bcc:  
Date: Sat, 6 Mar 2021 12:34:12 -0500 (EST)  
Subject: OnlineToken account verification



Click below to activate your account:



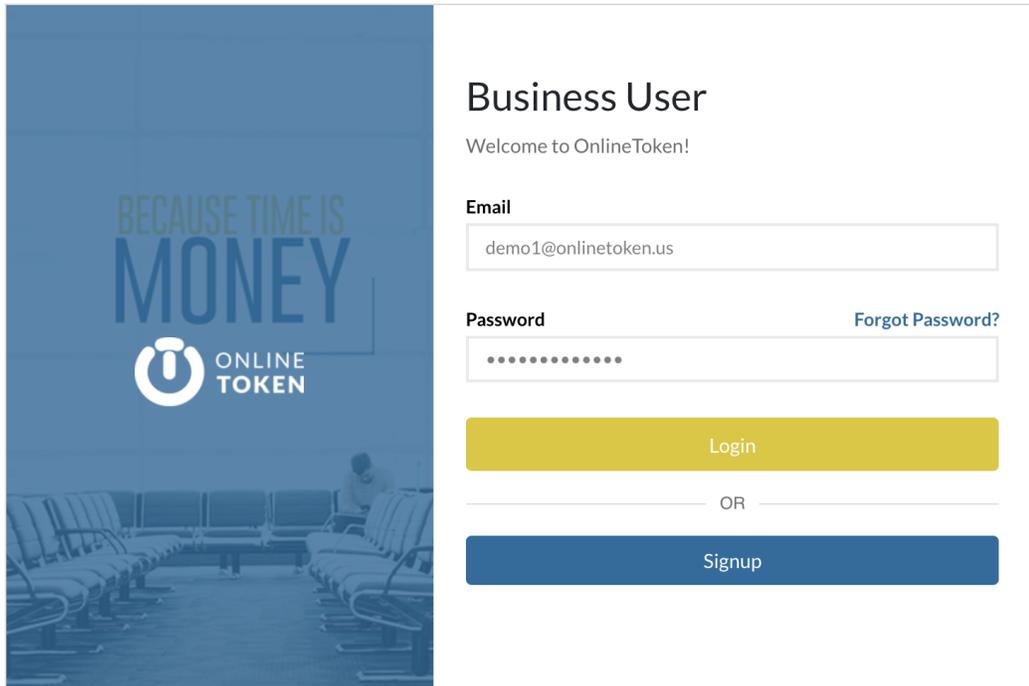
The above link expires in 2 days since sent timestamp

Contact us : [support@onlinetoken.us](mailto:support@onlinetoken.us)

This message was sent to [[demo1@onlinetoken.us](mailto:demo1@onlinetoken.us)] by OnlineToken Inc.

[Privacy Policy](#) [Terms of use](#) [Help](#)

7. Activate link will take you to the following page, Please enter password which you have used during signup process and click on “Login” for further business setup



**Business User**

Welcome to OnlineToken!

**Email**

**Password** [Forgot Password?](#)

[Login](#)

OR

[Signup](#)

8. Fill out business detail as following





## Enter Business Details

Signup to your account

**Business Name \***

**Business Type \***

**Country \***

**Phone Number \***

**Address Line 1 \***

**Address Line 2 \***

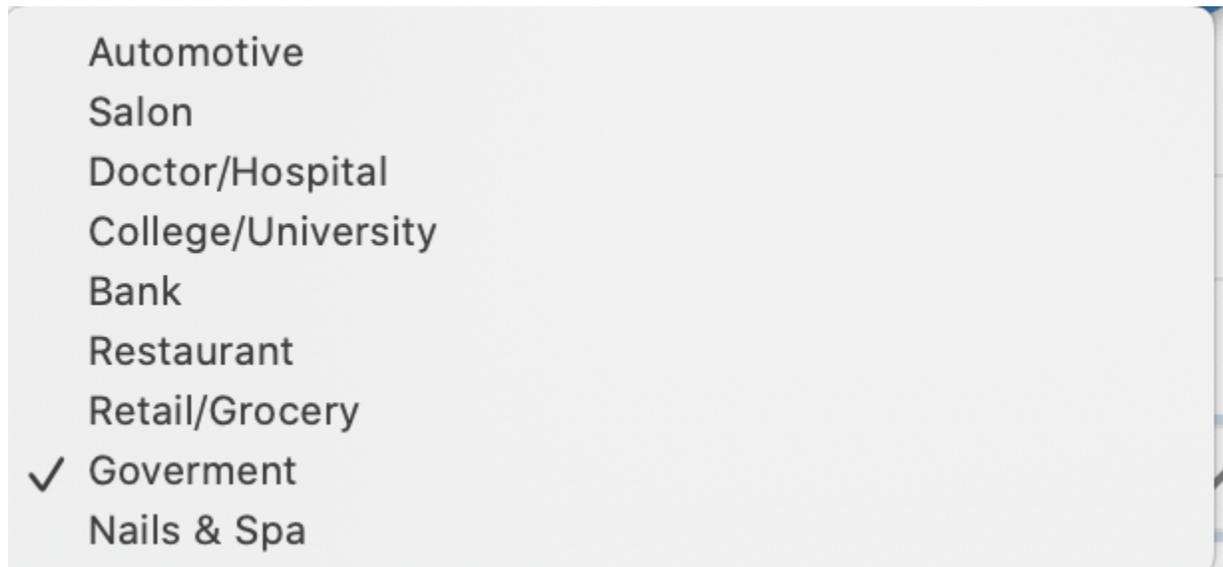
**City \***  **State/Province \***

**Zip/Postal Code \***  **Language**

**Referred**

Next

- a. We are supporting the following business types. Please send email to [info@onlinetoken.is](mailto:info@onlinetoken.is) if you don't your business category as our platform is flexible for any type of business.



9. Next step is selecting appropriate plan as per business requirement and 1st month trial is free and **(Note : there is not any credit card or any other payment information required to get started )**



Features	FREE \$0.00 / Month	Starter \$9.99 / Month	Basic \$24.99 / Month	Advance \$39.99 / Month	Enterprise
Select Plan	Select	Select	Select	Select	Contact Us
Appointments	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Waitlist - Check-in	5/Day	5/Day	Unlimited	Unlimited	Unlimited
Staff/Provider Size	1	1	5	10	Unlimited
Assign staff and services	✓	✓	✓	✓	✓
Client App	✓	✓	✓	✓	✓
Booking Website	✗	✗	✓	✓	✓
Booking Widget	✗	✗	✓	✓	✓
Appointment Reminder	✗	✗	✓	✓	✓
Free Directory Listing	✓	✓	✓	✓	✓
Logo and branding	✗	✗	✓	✓	✓

10. After selecting appropriate plan as per business requirement, it will open following pop-up and you can enter promo code if you have received one.

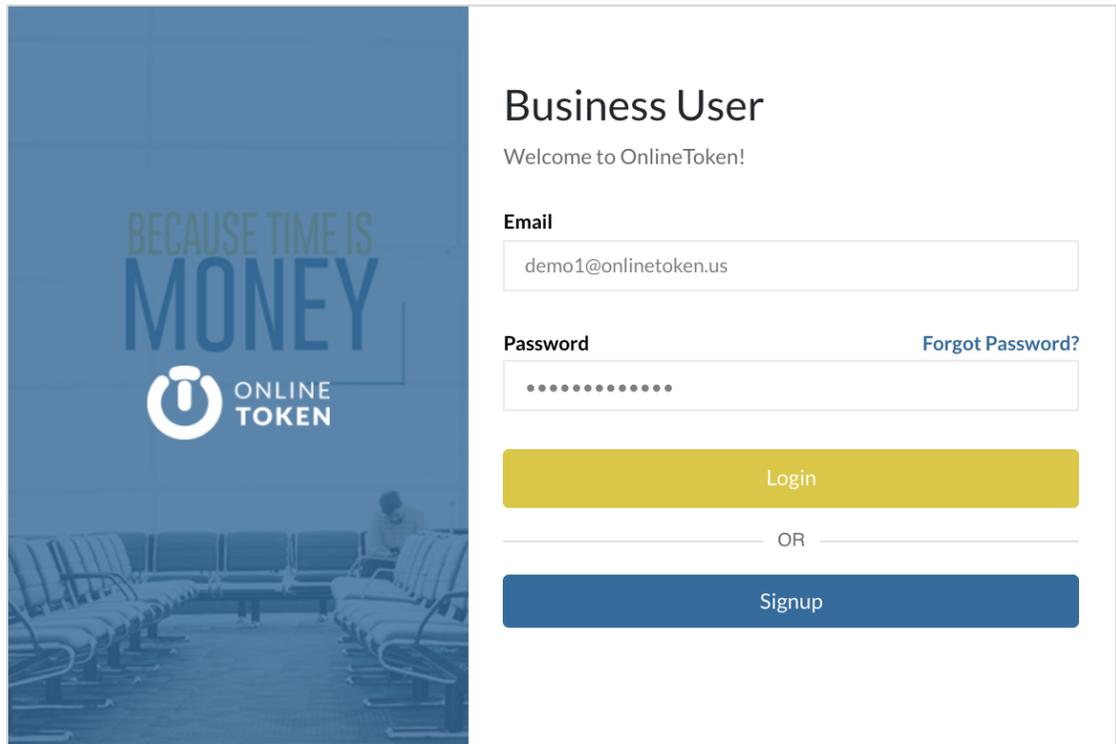
Thank You 

**No credit card required for trial**

**Your Selected Plan: STARTER**

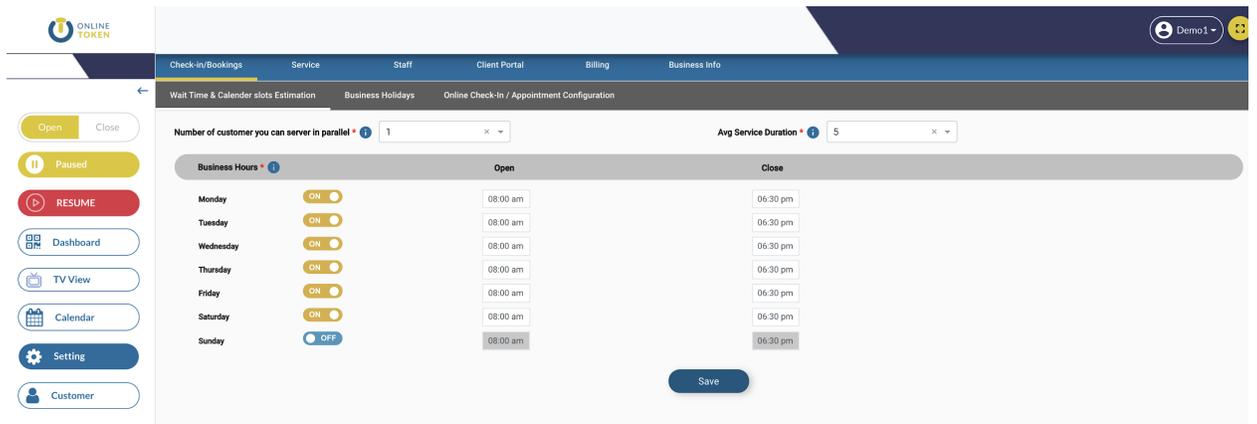
**Your trial will expire On 06/04/2021.**

11. Once you click on “Submit” and it will redirect you to Login page and Singup process completed

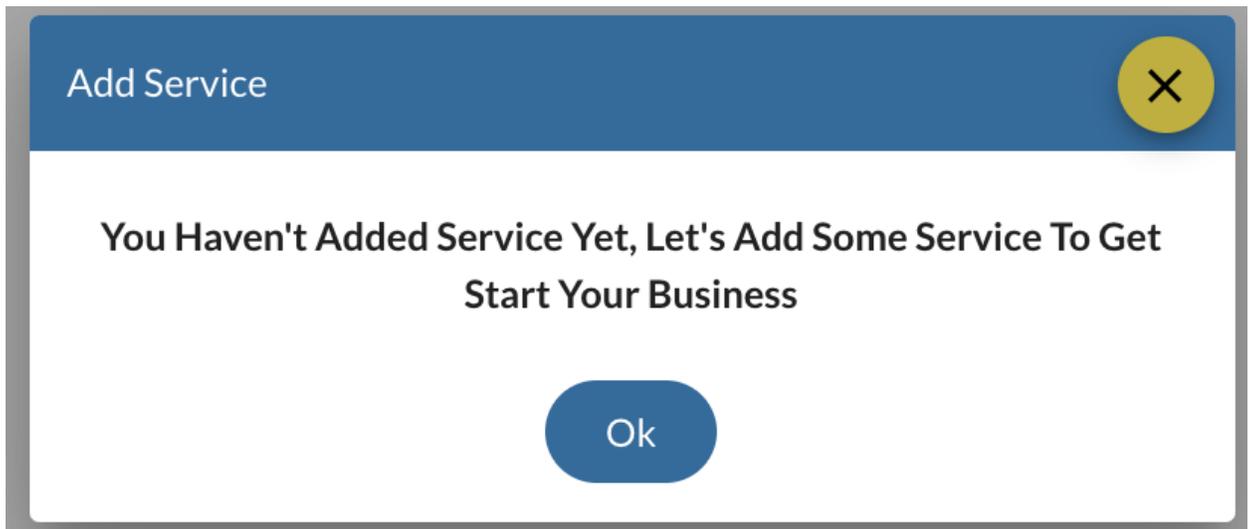


12. After login it will take you to the Dashboard page and some initial configuration like business hour and service info

13. Enter business hours first like following

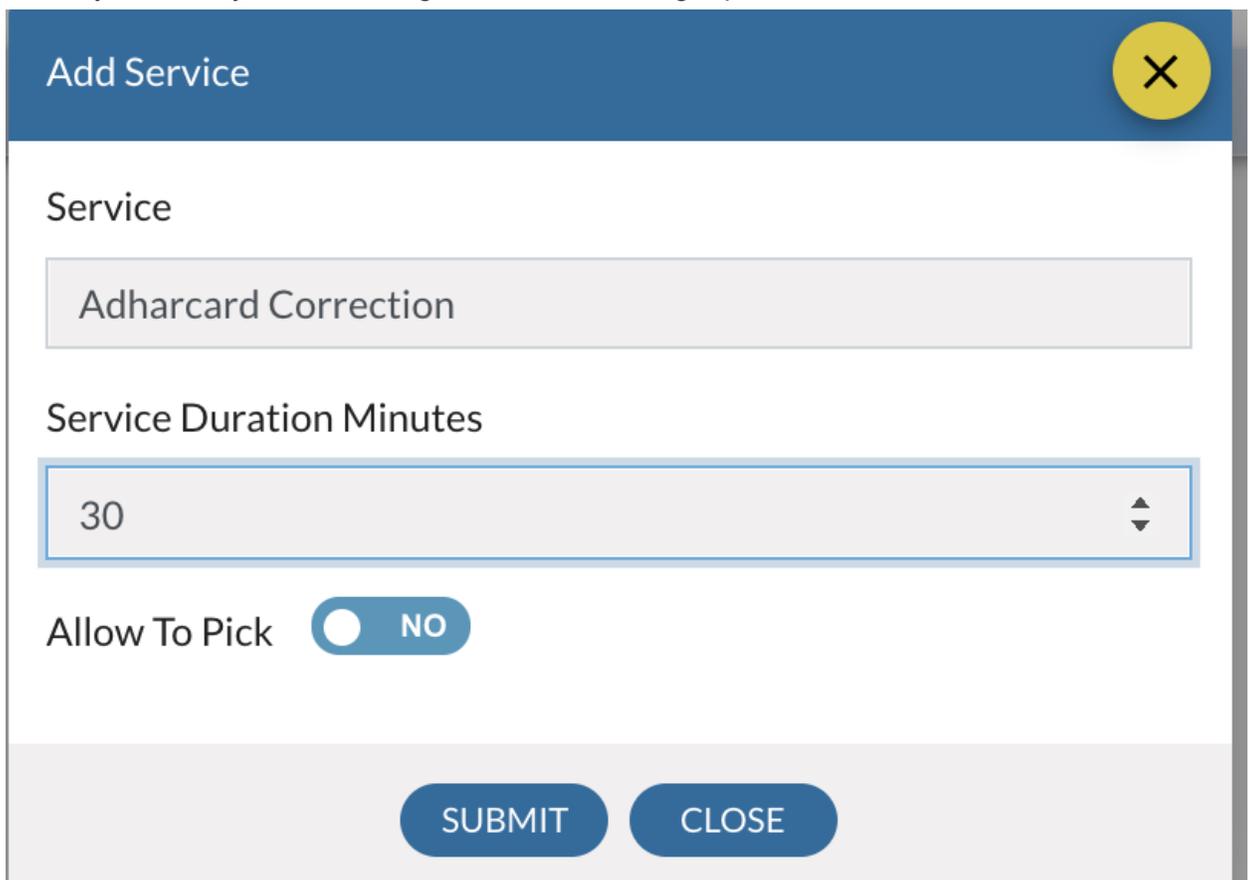


14. Click on "Save"



The dialog box has a blue header with the text "Add Service" and a yellow close button with an "X" icon. The main content area is white and contains the text "You Haven't Added Service Yet, Let's Add Some Service To Get Start Your Business" in bold black font. At the bottom center, there is a blue rounded button with the text "Ok".

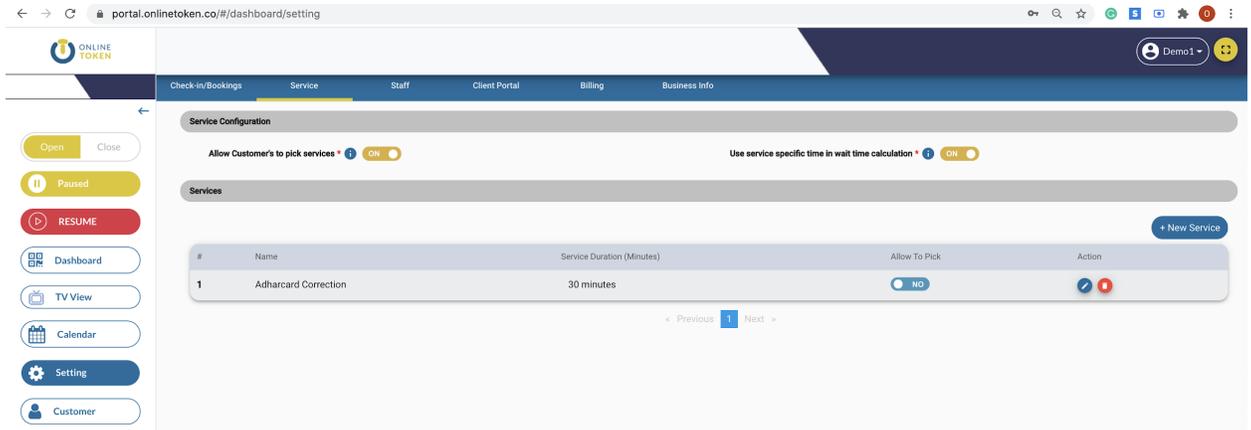
15. Add any services you are offering and want to manage queue for it



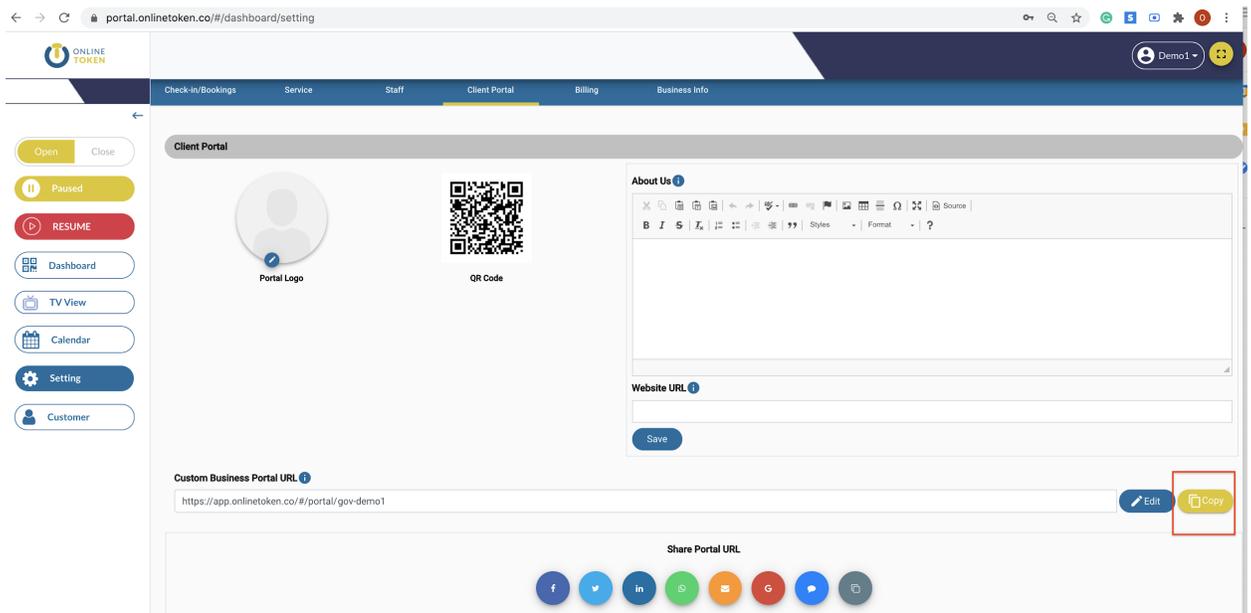
The dialog box has a blue header with the text "Add Service" and a yellow close button with an "X" icon. The main content area is white and contains the following fields:

- Service**: A text input field containing "Adharcard Correction".
- Service Duration Minutes**: A text input field containing "30" and a dropdown arrow icon on the right.
- Allow To Pick**: A toggle switch with a white circle and the text "NO".

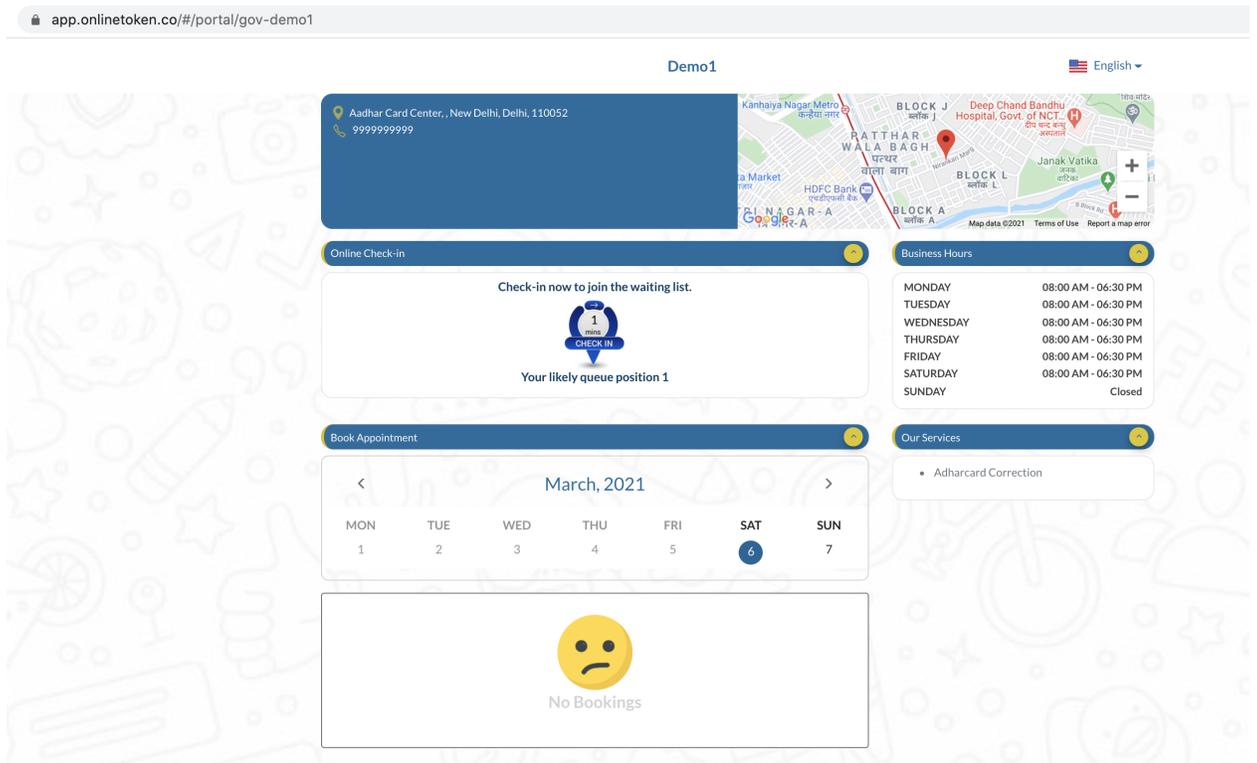
At the bottom, there is a light gray footer area containing two blue rounded buttons: "SUBMIT" and "CLOSE".



Now you are DONE with setup and you can start using OnlineToken for your business. Next you can go to Setting -> Client Portal and share your dedicate client Portal URL with users , integrate with your website , Facebook or Goog



16. URL will be like following -> <https://app.onlinetoken.co/#/portal/gov-demo1>



17. You can also add “Appointment” or “Token” for calling or walking customers on their behalf.

***Please send us email at “[info@onlinetoken.us](mailto:info@onlinetoken.us)” if you have any questions or need any other assistance or report any bug.***

**Thank you for choosing OnlineToken and we appreciate your business**