



## **Instructions: Service Provider Enrollment**

### Steps to Enroll as a Service Provider

1. Visit the Local Bucket home page at [www.thelocalbucket.com](http://www.thelocalbucket.com)
2. In the top right head menu, click “Login”
3. Under New Service Provider click “Create New Provider Account”
4. Fill in the requested information
  - Tip: Freelancers may enter name of service in business nickname
  - Tip: Choose multiple business categories and sub-categories. If you do not see your category, contact us a [support@thelocalbucket.com](mailto:support@thelocalbucket.com) and we will add it for you.
5. Choose a subscription tier and review our terms of use
6. Click “Agree” to continue
7. We will send an email for you to confirm and set a profile password
8. Enter a new password and click “Reset”
9. You will then be prompted to enter your login information to continue
10. You will be directed to the subscription info page. Here you will enter the debit or credit card information needed to process your subscription in order to continue into the site.
  - Tip: Customers will send payment to the same card or account on file. Please contact us at [support@thelocalbucket.com](mailto:support@thelocalbucket.com) if you want to use a different account.
11. Confirm to complete. You will receive an email notification if successful
12. Once complete, navigate to the top menu. Go to Account > My Company Profile. Enter a detailed description of your service, add your logo, and upload any required documents for your service (e.g. Insurance information, Terms or service, etc...). Once complete you will be registered as a provider.