INSTRUCTIONS FOR INSTALLING THE BBB DYNAMIC SEAL ON FACEBOOK

STEP 1 – Log into your BBB account with your email and password.



BUSINESS LOGIN

Your Email:	Forgot your BBB Password? Click here. Click here to obtain a BBB Password.
Your BBB Password:	I need help with my BBB Login!
Remember my Email	
Login to my BBB Business Account	
8^+ Sign in YAHOO! f Sign in in Sign In	

STEP 2 – Locate your Accredited Business online seal generator. This is the same seal that you are able to install on your website.

STEP 3 - Choose the desired seal color, orientation, and whether or not to display your BBB rating. Be sure to go through all 4 steps. They appear one click at a time.

Highlight the HTML code and copy it. Now the code is in your clipboard and you can paste it into the Facebook application.



STEP 4 – You will need an image of the BBB Accredited Business Seal to replace the existing image of the Facebook application. Please download the jpeg image named AB_Seal.jpg on the previous screen. You will need to save this image somewhere easily accessible once logged into your Facebook.



STEP 5 – In a new window, login to your Facebook account (as your personal profile). In the "Search" box, search for and select "Static HTML: iframe tabs".



STEP 6 – Once selected, click "Add Static HTML to a Page." You will be prompted to select your Facebook page.



STEP 7 – Switch users on Facebook, so that you are using Facebook as your business. Find the recently added tab. It will be in the two spots below.



STEP 8 - Select "Manage Tabs." Then select, "Add or Remove Tabs."



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STEP 9 - Find the recently added tab. It is named, "Static HTML: iframe tabs." Then select "Edit Settings."



STEP 10 – Here, you will enter a Custom Tab Name of "BBB Business Review" or "Our BBB Rating" and click on "Save." Stay within this window to replace the Custom Tab Image.

Insights	Settings	
	Added Apps	
	Edit Static HTML: ifr	ame tabs Settings
	Profile	
	Tab:	Added (remove)
	Custom Tab Image:	Change
	Custom Tab Name:	Our BBB Rating Save Leave blank to use the default name.
		Okay

STEP 11 – To upload a Custom Tab Image, select Change. The following page will display. Select "Choose File" and search for AB_Seal.jpg. This is the image provided by BBB in STEP 5. Upload this image and click on "Okay."

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STEP 12 – When completed, return to your business profile page and see the results. Next, the HTML code for the dynamic BBB Accredited Business Seal will need to be pasted into the Static HTML: iframe application. Click on the tab name ("Our BBB Rating" shown below) and select "Edit Tab."



Edit tab →

View tab as a visitor

STEP 13 – This screen will appear. Paste the html code copied from the BBB Dynamic Seal Page and click "Preview tab" to see how the seal will display to visitors. Click "Save and Publish."

View tab in	Facebook					Done editing tab 🗙
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<mark>If you receive an error message add an "s" to http:// so it looks like https://</mark>



STEP 14 – Click on "Preview Tab." Installation is complete. It should look like this (the logo may be different):

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BBBB. as of 6/1	7/2014							

*Admin mode will only be shown to you

STEP 15 - Visitors to your Facebook page will click on "Our BBB Rating" tab to reveal the BBB Accredited Business seal. When the seal is clicked, the BBB Business Review for your business will display within your Facebook page.

