CREATE A NEW BUSINESS BUILDER ACCOUNT VIA 21ONLINE.COM

Business Builder's integration with 21Online.com makes it easier than ever to activate and access your Business Builder account. If you don’t have a 21Online login ID and password to get started, please speak with your Broker or office administrator to make sure that your information has been entered into the CREST EDG system. Once this is completed, you can then follow the simple instructions below:

1. Go to [www.21Online.com](http://www.21Online.com)
2. Enter in your Company Number, Office Number, and Name (as it appears in CREST EDG) to look up your office association
3. Proceed with any next steps as prompted by 21Online

If you have any questions regarding creating a new 21Online account, please talk with your broker or manager.

TO ACTIVATE BUSINESS BUILDER

- Click the ‘Get Started Today’ button in the Business Builder module on the 21Online homepage
- Follow the steps in the activation process
  - Review contact information
    **NOTE:** This information is populated with CREST EDG data; if any data needs to be updated, please do so in the CREST EDG system. You can still update information after the activation process, so if you see any incorrect data, please move forward with your Business Builder activation. Updates to CREST EDG data will be reflected in your Business Builder account after setup is complete. Please allow 24 hours for your CREST EDG updates to reflect in Business Builder.
  - Add your electronic signature
  - Click Continue
  - Next, select your Business Builder email prefix: ____@C21-Email.com (this email address is what agents will use to communicate with their contacts within the Business Builder system and is separate from your @century21.com vanity email account)
  - Click ‘Finish Setup’
  - Once you receive the ‘Congratulations’ page, your activation is complete

You can now log into your new Business Builder account by clicking the ‘Go To My Account’ button.
**NOTE:** Your Business Builder will now be accessible through the Business Builder module on your 21Online homepage. Just click on the image links that replaced the ‘Get Started Today’ button.