



# Procedure

## Signing Up An Advertiser

Issued: 1 October 2025

### 1. Purpose

The purpose of this Procedure is to set out the processes to follow when the Support Agent (**Agent**) is Signing Up and Advertiser on the Website, ensuring a consistent approach by all Agents.

### 2. Background

This Procedure was developed in response to the provisions set out in the Agent Agreement (**Agreement**), together with the functionality of the Website.

### 3. Applicability

This Procedure applies to all Agents engaged in activities or processes associated with providing the Services, effective from your date of registration as an Agent.

### 4. Statement

When undertaking any activity aligned with the Agreement and the Website you must undertake those processes and conduct yourself in accordance with the Agreement and these Procedures.

### 5. Guideline Requirements

As an Agent you are required to complete the Registration of an Advertiser by, in respect to the Registration on the Website:

(a) Escorts:

- complete all of the fields on the Registration page
- ensure you enter the correct Australia State as the Home State for the Escort (where the Escort resides)
- do not forget to select which type of Advertiser the applicant is; and
- Include your Agent ID

(b) Massage Centres:

- complete all of the fields on the Registration page
- ensure you enter the correct Australia State as the Home State for the Massage Centre (where the business operates from)

- do not forget to select which type of Advertiser the applicant is
- check if the Massage Centre has other Centres ; and
- Include your Agent ID
- complete the Agent Work Sheet

(c) Generally:

- complete any additional information to the Registration to assist you when completing the Advertisers Account information
- ask if the Advertiser has their Media ready for uploading

## **6. Related Documents**

These Guidelines should be read in conjunction with:

- Terms and Conditions.
- Any written Agreement you have entered into with E4U or related entity.

## **7. Contact**

For further information regarding these Guidelines, please contact the Managing Director at:

[wayne@blackboxtech.com.au](mailto:wayne@blackboxtech.com.au)