



# QUICK GUIDE PROFILE COMPLETION



Please use this as a general guide for completing your profile on Export Portal.

Completing your profile on Export Portal is significant if you want to gain full access to our international B2B trade platform. In this guide, we will show you the profile completion steps.

Once you have logged in, go to your name in the upper right corner and click on it. You will see that your profile completion at the moment is only 20%. There are just a few remaining steps to complete your profile:

- Pass the verification process
- Add company information as well as personal info
- Add items if you are a seller or manufacturer

## STEP 1

### Account Verification

This step is essential in ensuring a secure place for all our customers to trade online. At Export Portal, we are hyper-focused on creating the most secure environment for our users, and this includes verifying our users to prevent fraud, scams, and counterfeit product. Your uploaded documents will be encrypted once they are uploaded, making them safe. Additionally, these documents will be used in each international trade transaction, so uploading these documents now saves you from re-uploading them every time you start a trade.

To get your profile verified, you will be asked to upload 1 to 4 documents, depending on your profile type.

 **Verified Seller**  
Account is not verified

What's next

**Have Questions?**  
Please let us know if you have any issues uploading your documents or want to leave our administrators a message regarding your verification documents.

Contact us

**Please upload the following documents to pass the account verification process:**

Export Portal assures that all the documents you upload to the site are used solely for verification process, and will not be used for any other purposes. If you have any questions on the upload documents process, feel free to [download "Documents upload quick guide"](#).

**Export Portal is hyper-focused on security for all of our users.**

Our verification process is one of the most important aspects of our website: it's what ensures that every member of Export Portal has a legitimate and up-to-date business. Thank you for your participation – we look forward to having you on the platform!

Document title	Verification status	
Passport or government issued ID Passport or government issued ID	Not uploaded	<span>Upload file</span> <span>Download</span>
Business license (Business Registration Certificate) Business license – a document which allows the holder the right to set up and run a particular type of business within the government's geographical jurisdiction. This type of permit proves that the company has the government's approval to conduct business.	Not uploaded	<span>Upload file</span> <span>Download</span>

**Note:** Verification process usually takes 2-3 business days.  
Once complete, you will receive an email from our verification department.



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## Documents required from Buyers:

- Passport or government-issued ID

## Documents required from Sellers:

- Passport or government-issued ID
- Business License\*
- Official Distributor Certificate (in case you are an official distributor)

## Documents required from Sellers:

- Passport or government-issued ID
- Business License\*
- Tax ID Number
- Export/Import Permit

## Documents required from Freight Forwarders:

- passport or government-issued ID
- Business License\*
- Tax ID Number
- Liability Insurance Certificate

If you have any problem while uploading the documents, you can use our "Documents upload quick guide" or reach out to our support team.

After uploading all the necessary documents, you will receive info regarding the verification timeline. Press OK and let us continue with next step.

\* Business licenses are referred to differently all over the world. The document we are requesting is a government-issued license or certificate that shows your business is registered with your government. Please contact our customer support team if you have any questions, via LiveChat on our website or email us at [support@exportportal.com](mailto:support@exportportal.com).



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STEP 2

## Company Information

In this section, you can edit the info you have added while registering. This includes:

- your company name
- the country, city, and address
- industries related to your business – please, choose also the categories from the industries you have selected before
- type of user
- your company logo - please make sure your contact info like email, phone number, or website is not indicated in this picture, as this will go against our terms of use

**Edit Company**

Company Name: Best company Display company Name: Best company

Logo: \* Select file...

 No image • Maximum file size 10MB.  
• Min width: 280px, Min height: 280px  
• Allowed file formats (jpg,jpeg,png,gif,bmp).

Type \* Seller

Industries/categories \* Selected 0 categories from 1 industry  
Please only choose categories that reflect the industries your products fall into. Note that you may change these categories to reflect your current product listings as needed.

Country \* Germany Region \* Berlin

City \* Berlin Postal code \* 10711

Address \* Kurfürstendamm 134

Besides these, here you have the chance to add other company info like:

- the phone number and email
- your annual revenue in USD
- company description - important for attracting new B2B partners
- fax number
- how many employees you have
- video link

After adding all the information, make sure you click on the Save button.

The Company Information section is now completed. Account Verification will be completed in up to 5 business days.



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STEP 3

## Personal Information

Moving to the Personal Info section, first, check all your personal info to make sure it is still accurate. Then, continue with adding a description of yourself. This part is as essential as the company description since it will portray you, the person who will do business on behalf of your whole company. The more detailed you describe yourself, the more likely other trade partners will trust you and be open to cooperating.

When you finish adding the description of yourself, press Save.

It is essential to fully complete your profile, as you will not be able to gain full access to our platform until it is done. We want to make sure you have every opportunity to grow and expand on Export Portal, and it starts with completing your profile.

### Personal info

ⓘ Please make sure this section is fully filled out. This information is required for future usage on the platform.

First Name \*

Lucky

Last Name \*

Jhonson

My First and Last name are different on my legal documents

Country \*

Germany

State \*

Berlin

City \*

Berlin

Address \*

Kurfürstendamm 134

ZIP \*

10711

Phone \*

+49 26 635323

Fax

fax

Description

Remaining: 1000 characters

Where did you find about us? \*

Select an option

Save

## Note for Seller and Manufacturers:

If you are a seller or manufacturer, the last step in completing your profile is to start Adding Items. We encourage you to check out our Add Items Process Quick Guide and proceed to add products on your page.

## Almost there!

Now, all you need is to wait for your documents to be verified, and you are ready to start importing or exporting on Export Portal, the most secure B2B trade marketplace.