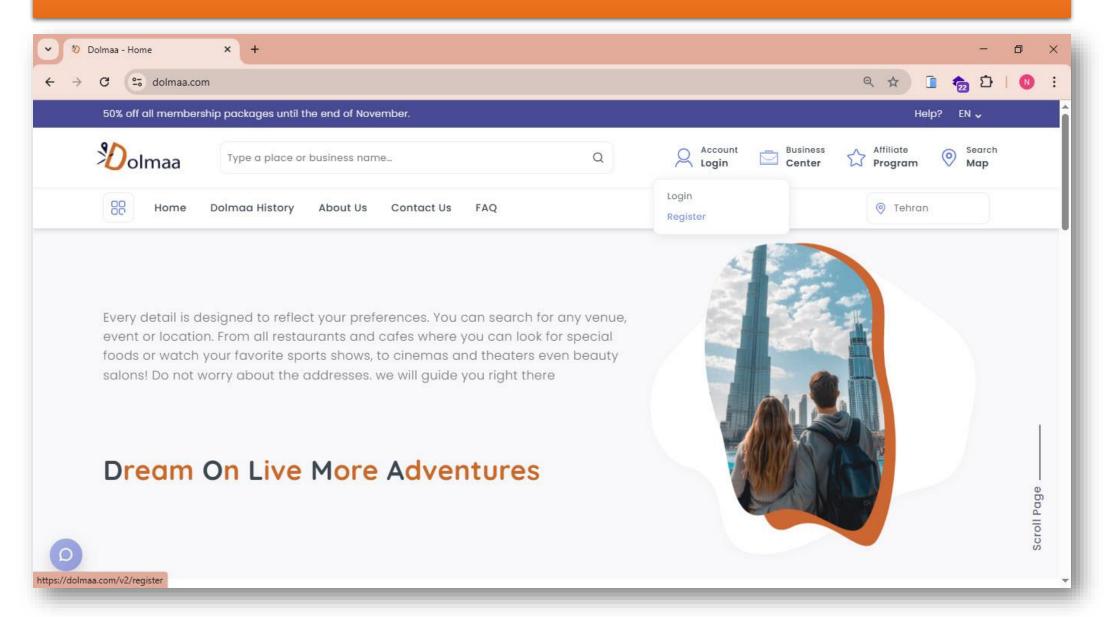
Complete Guide to Using Dolmaa as a Business User

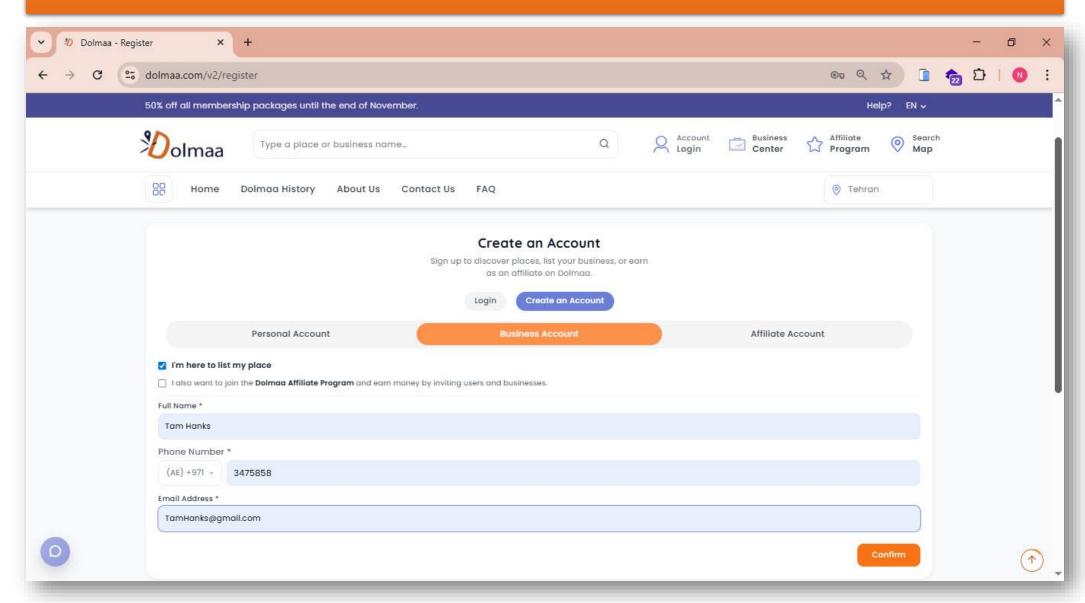


1. User Registration

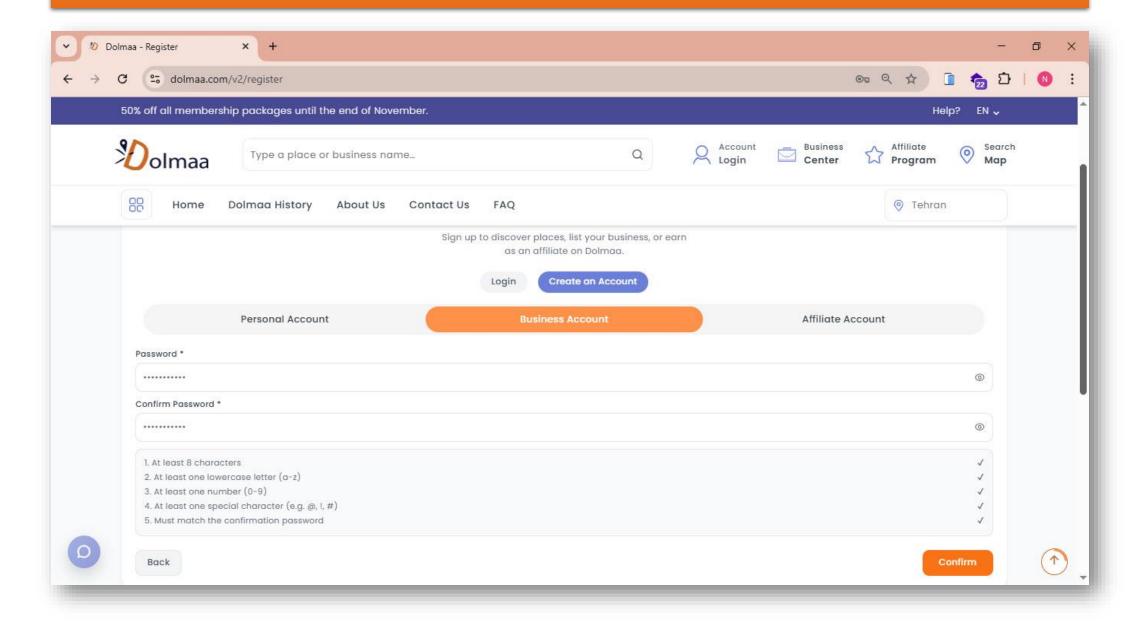
From the top navigation bar, hover over the Account menu and click "Register" to start creating your Dolmaa account.



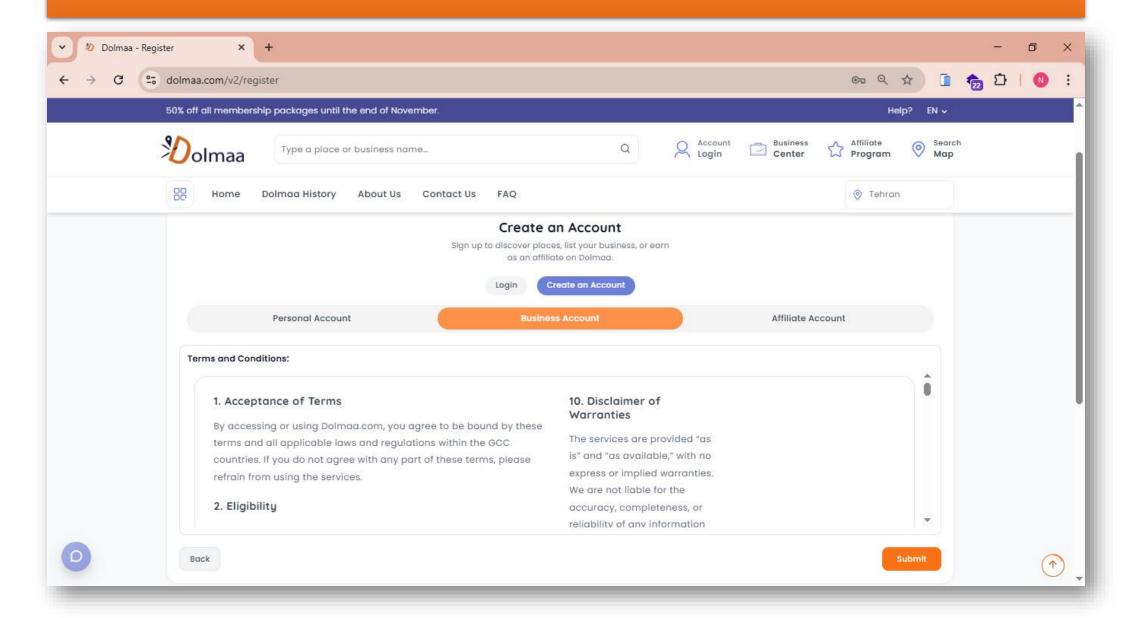
Select the **Business Account** tab, fill in your name, phone number, and email, optionally join the Dolmaa Affiliate Program, then click **Confirm** to proceed with your account setup.



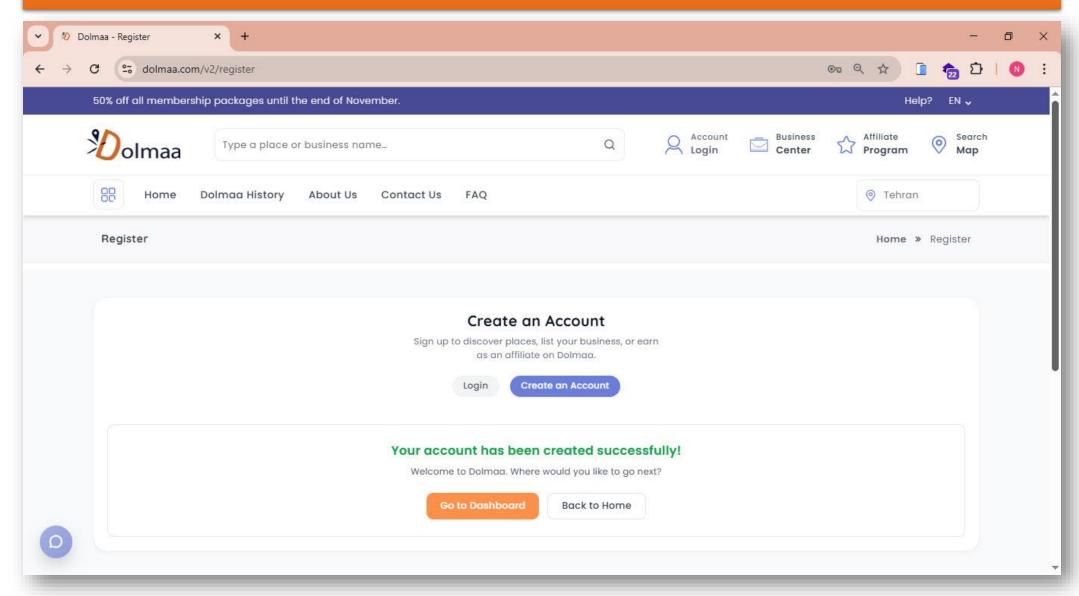
Enter a secure password and confirm it to continue creating your Dolmaa account



Review the Terms and Conditions and select **Submit** to proceed with creating your account.

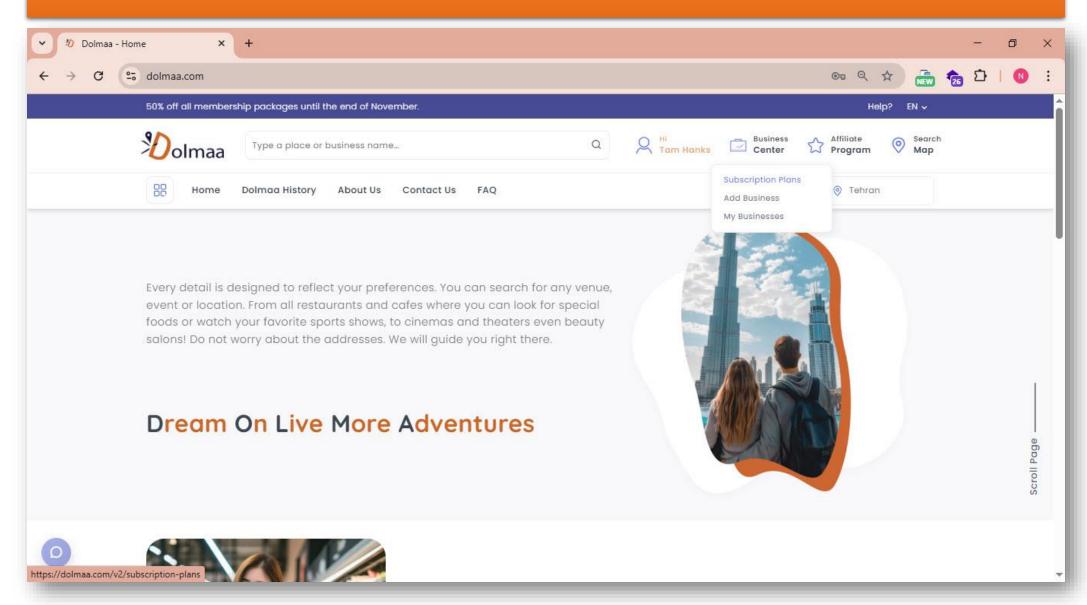


Your account has been successfully created and you can now proceed to your dashboard or return to the homepage.

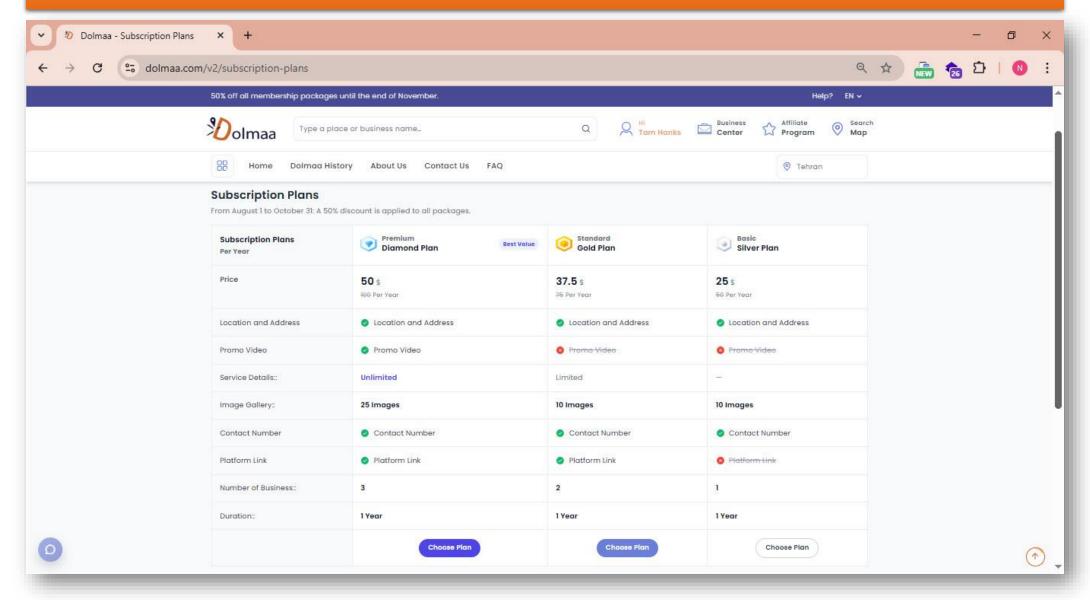


2. Subscription Plans

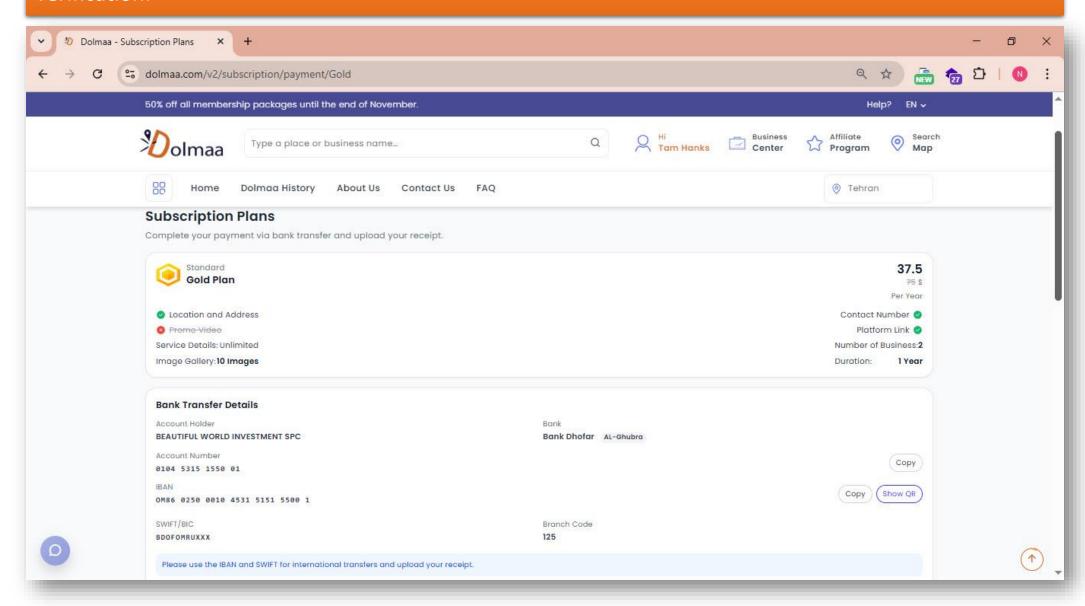
The Business Center provides access to your subscription plans, business creation, and business management tools.



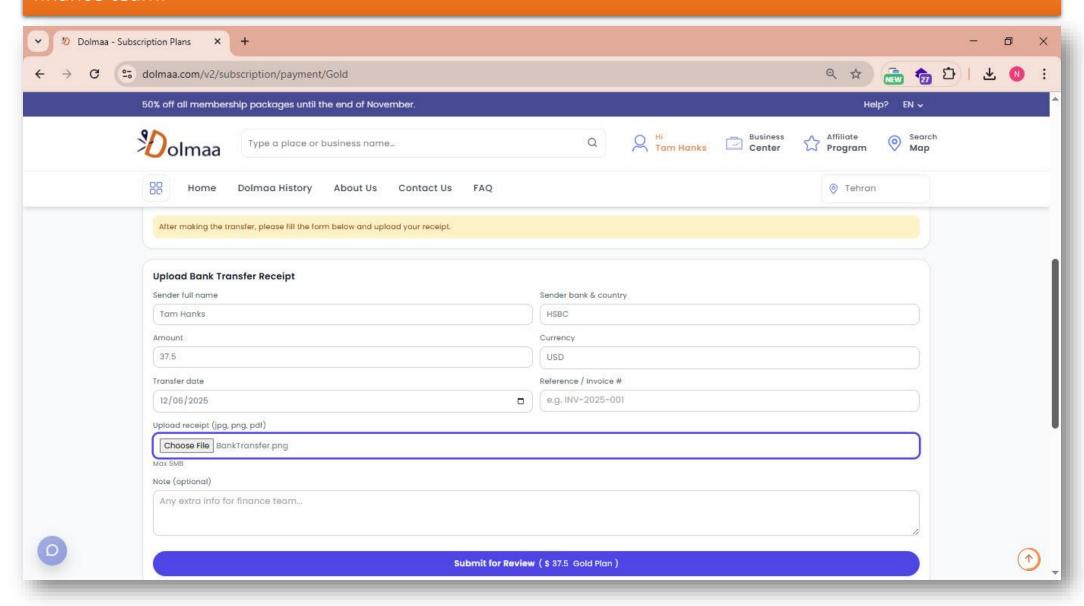
This page allows you to review and compare Dolmaa's subscription plans and select the most suitable option for your business.



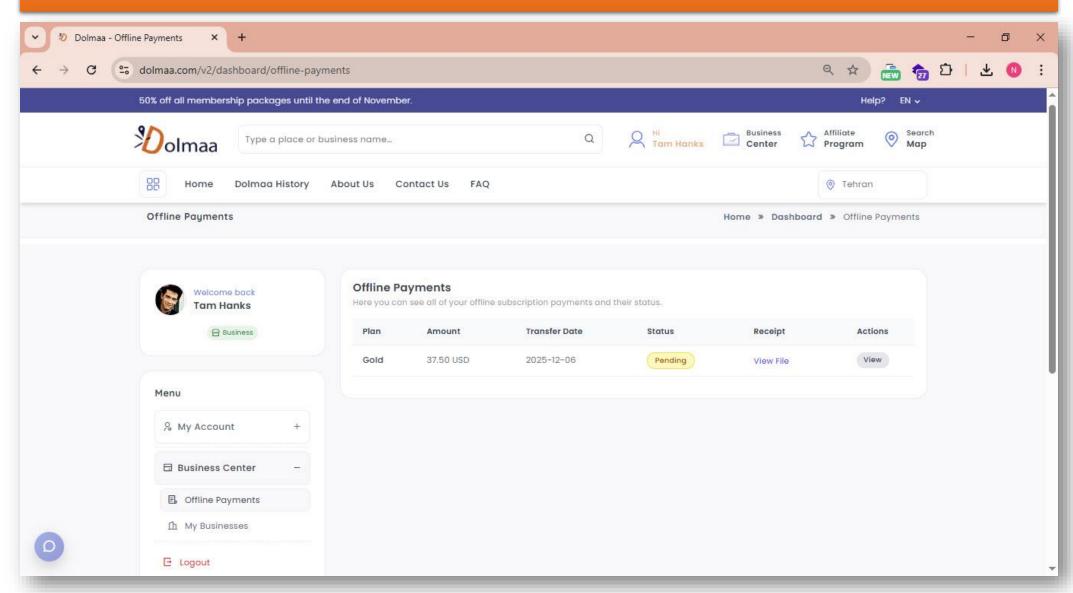
Here you can complete your subscription payment via bank transfer and upload your receipt for verification.



Enter your bank transfer information, attach the receipt file, and submit the form for verification by our finance team.

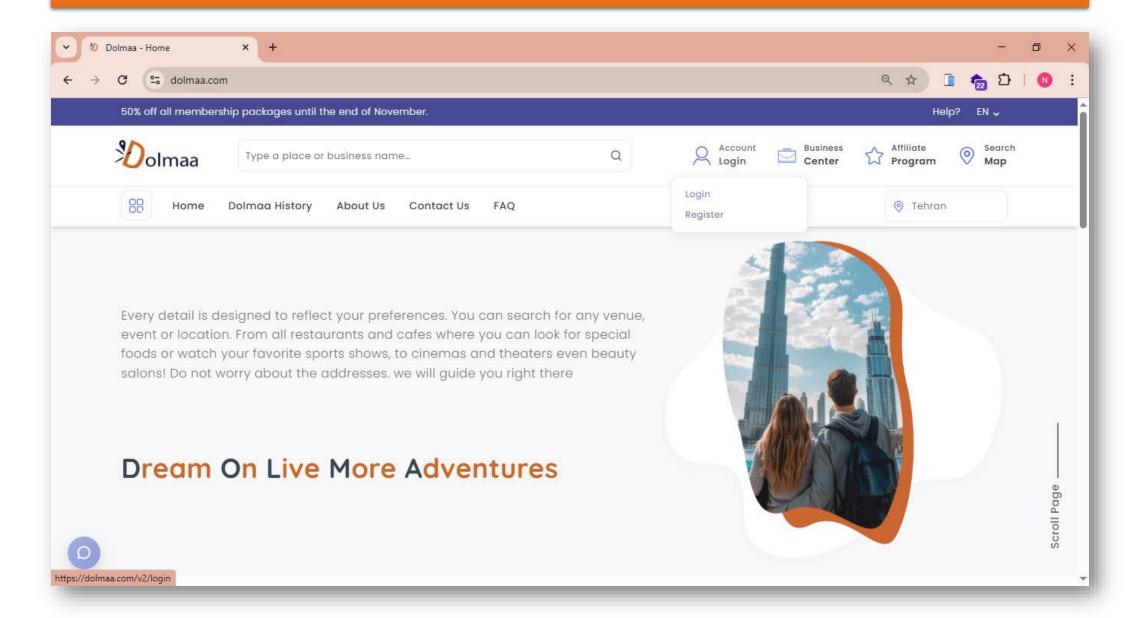


After purchasing your Business Plan, you will be redirected to the Dashboard where you can view and track all of your offline subscription payments from the Business Center menu under the Offline Method section.

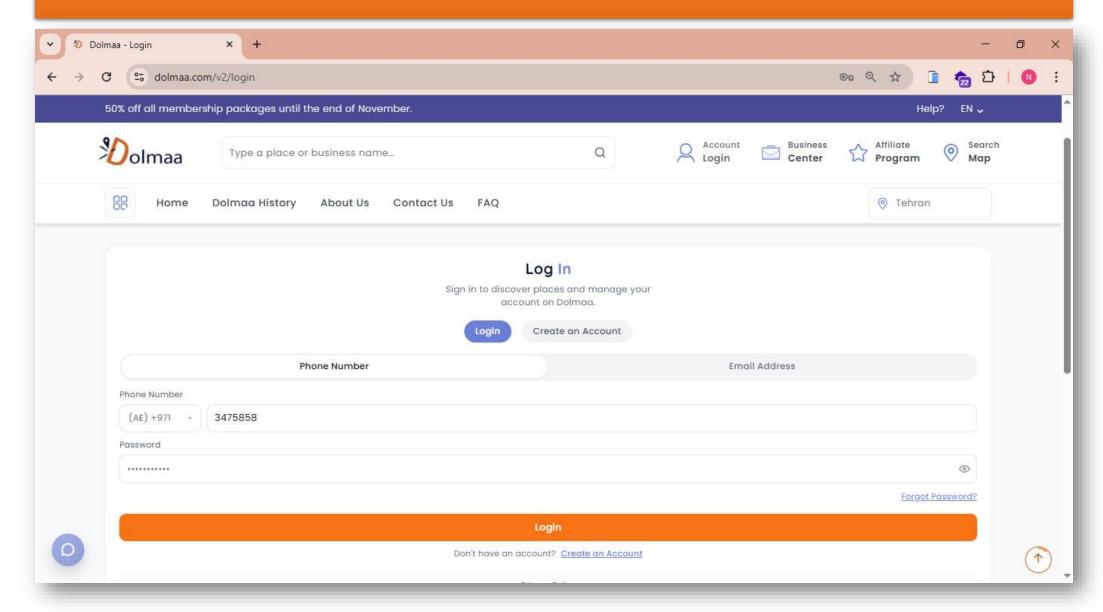


2. User Login

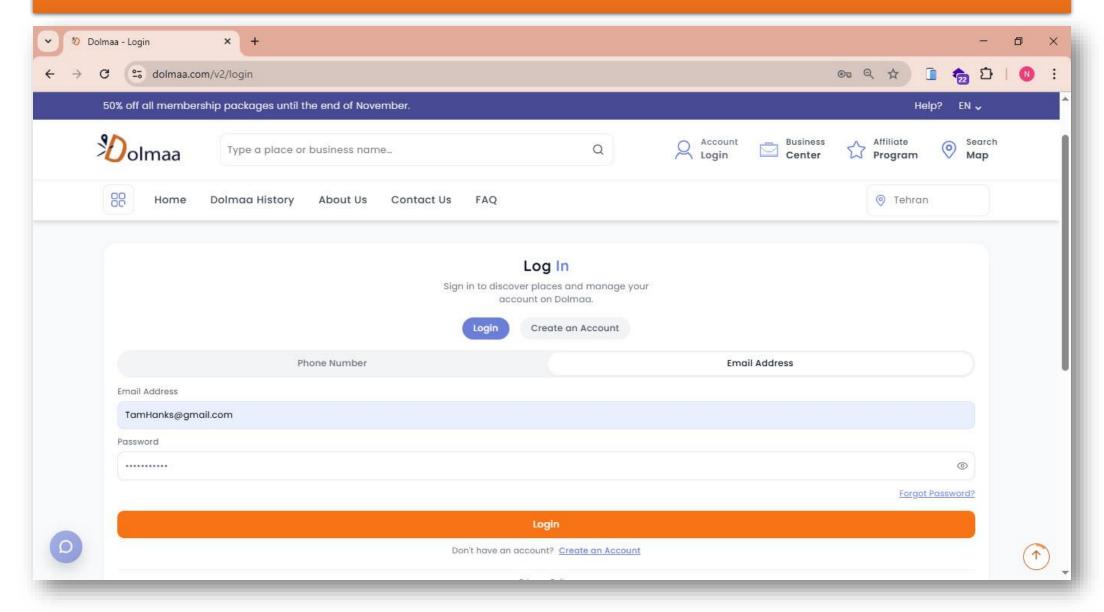
From the top navigation bar, open the Account menu and select Login to access your Dolmaa account



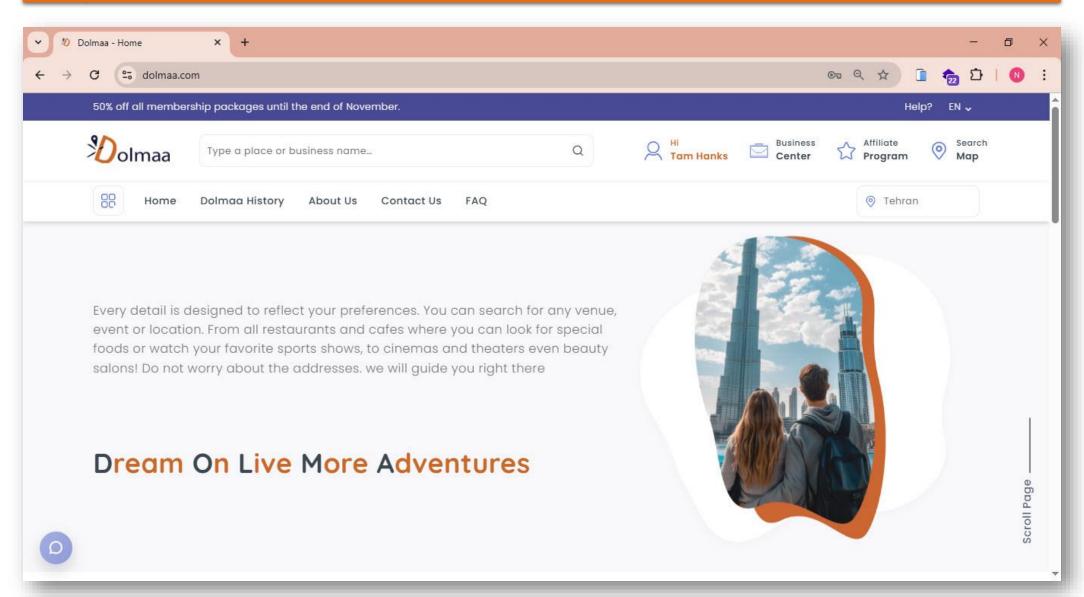
Enter your registered phone number or email address along with your password to sign in to your Dolmaa account.



You can also log in using your email address by entering your registered email and password on the login form.

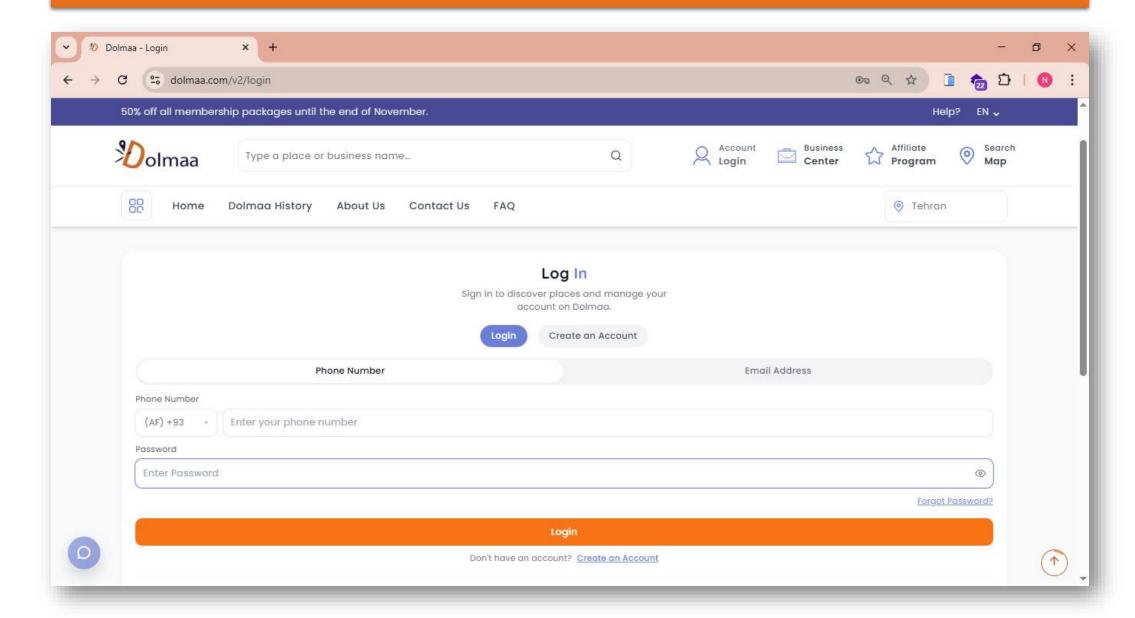


Once logged in, your name will appear in the Account section, indicating that you are successfully signed in to your Dolmaa account.

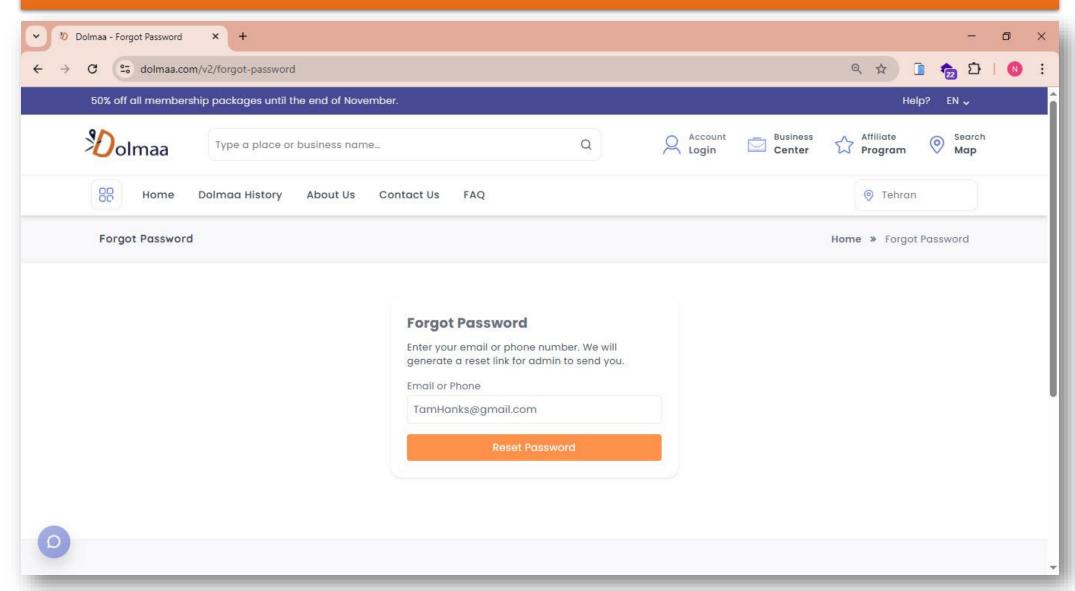


3. Reset Password

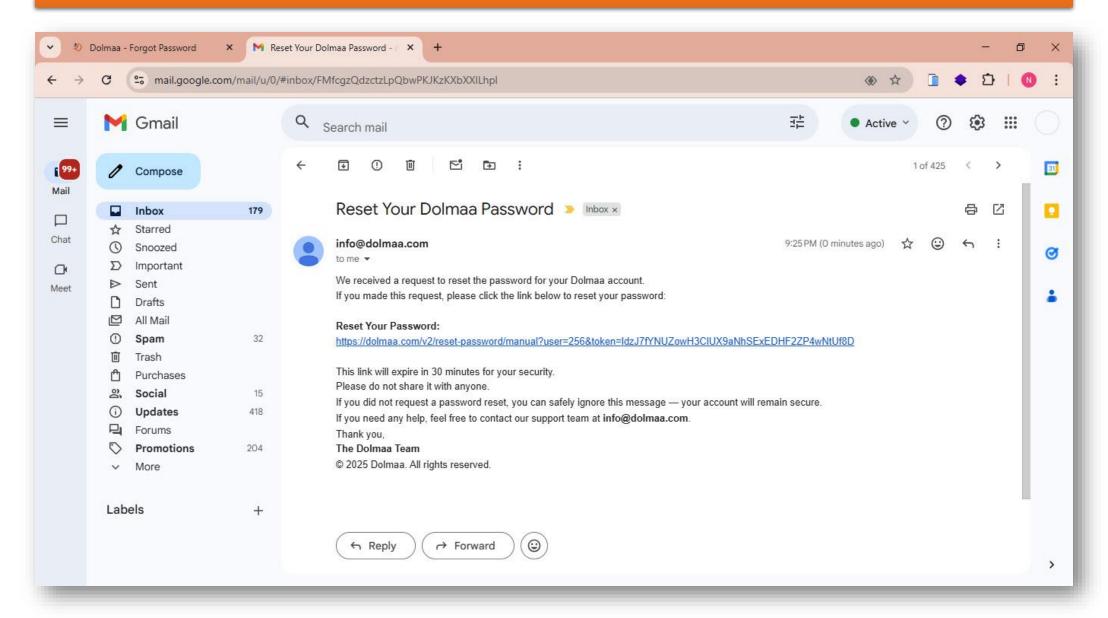
Select Forgot Password? on the login page to begin the process of recovering your account access



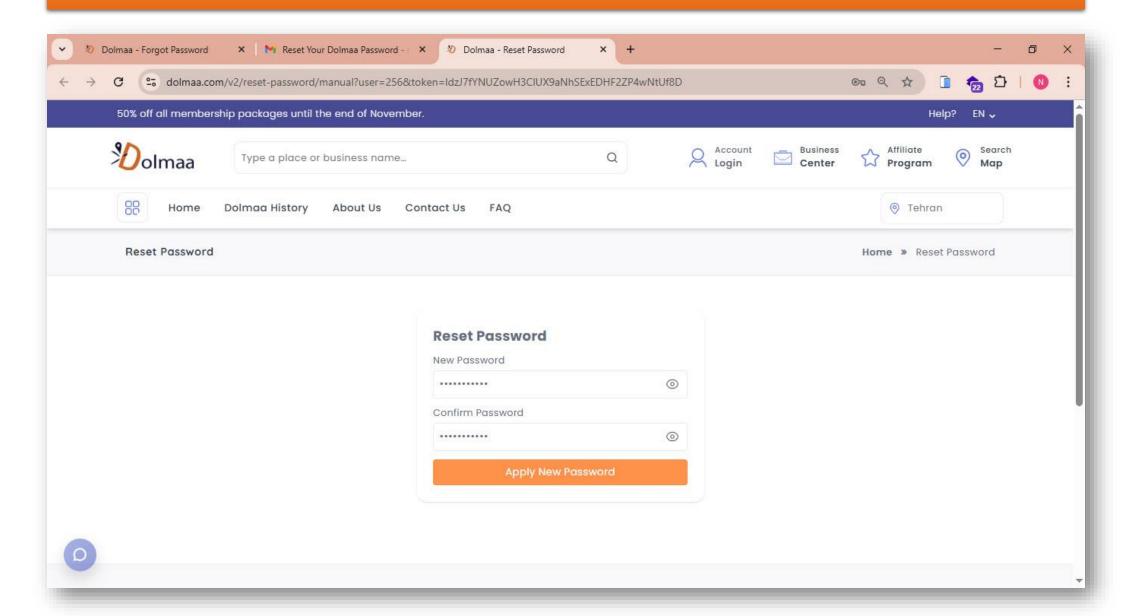
Enter your registered email or phone number to receive a password reset link and proceed with recovering your account



Open the password reset email sent to your inbox and click the provided link to continue resetting your Dolmaa account password.

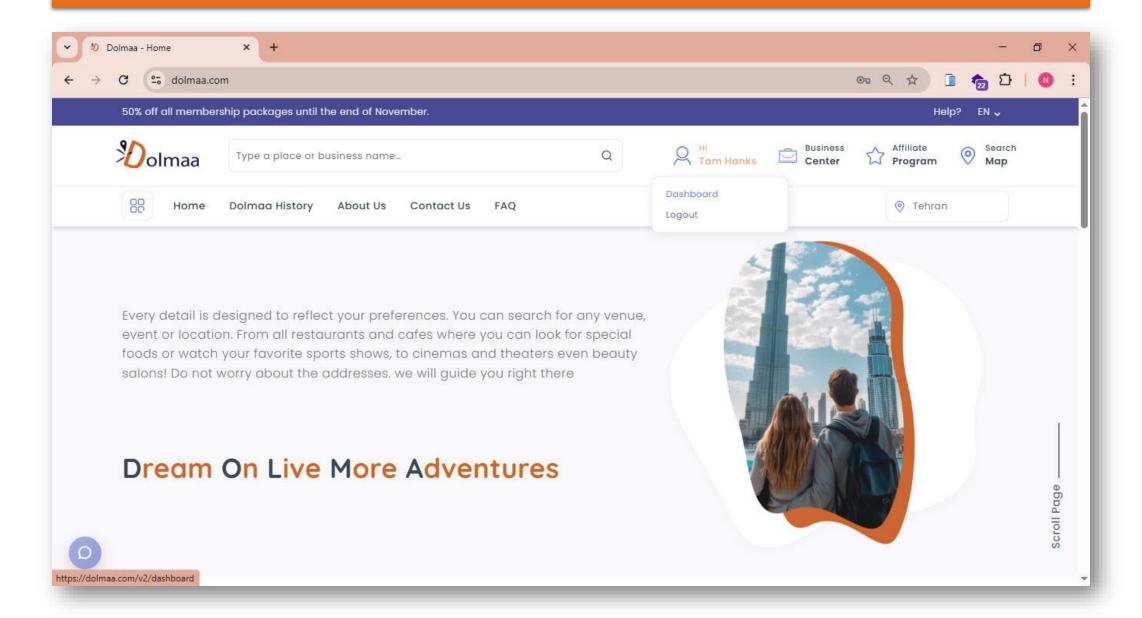


Enter your new password, confirm it, and click **Apply New Password** to complete the reset process.

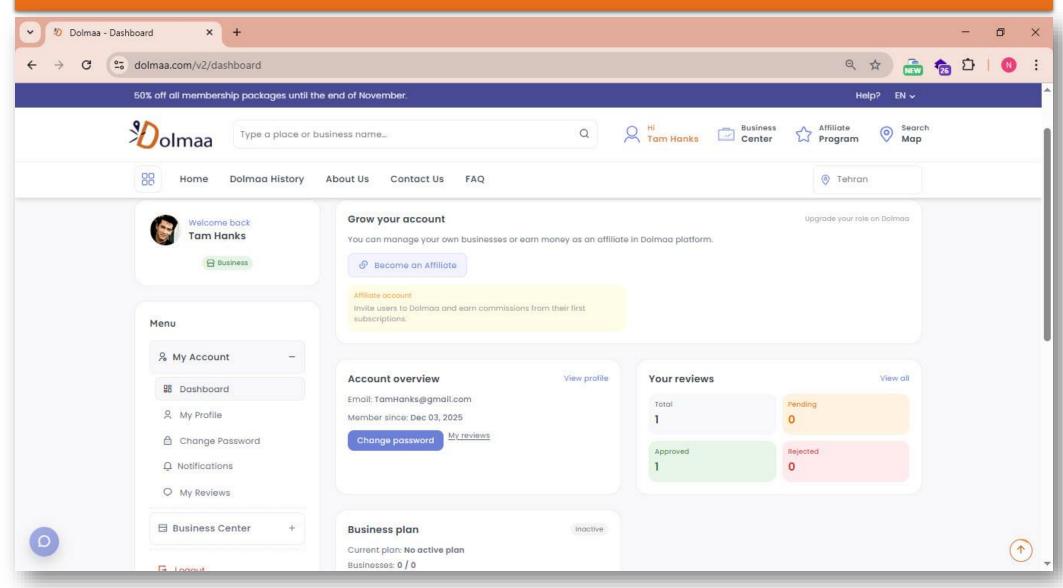


4. Dashboard

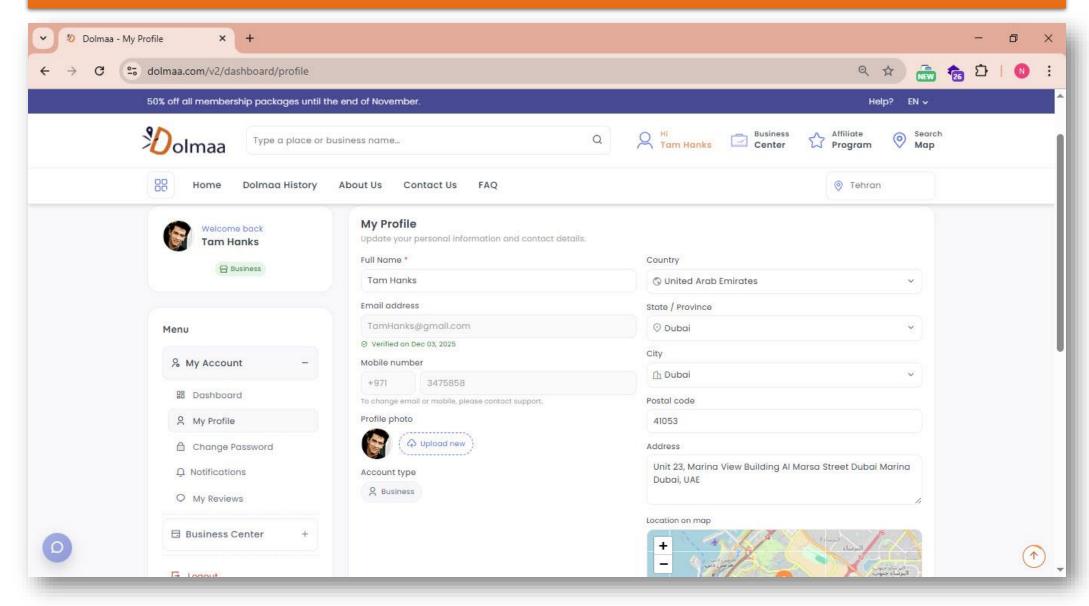
From the Account menu, select **Dashboard** to view and manage your Dolmaa account and activities



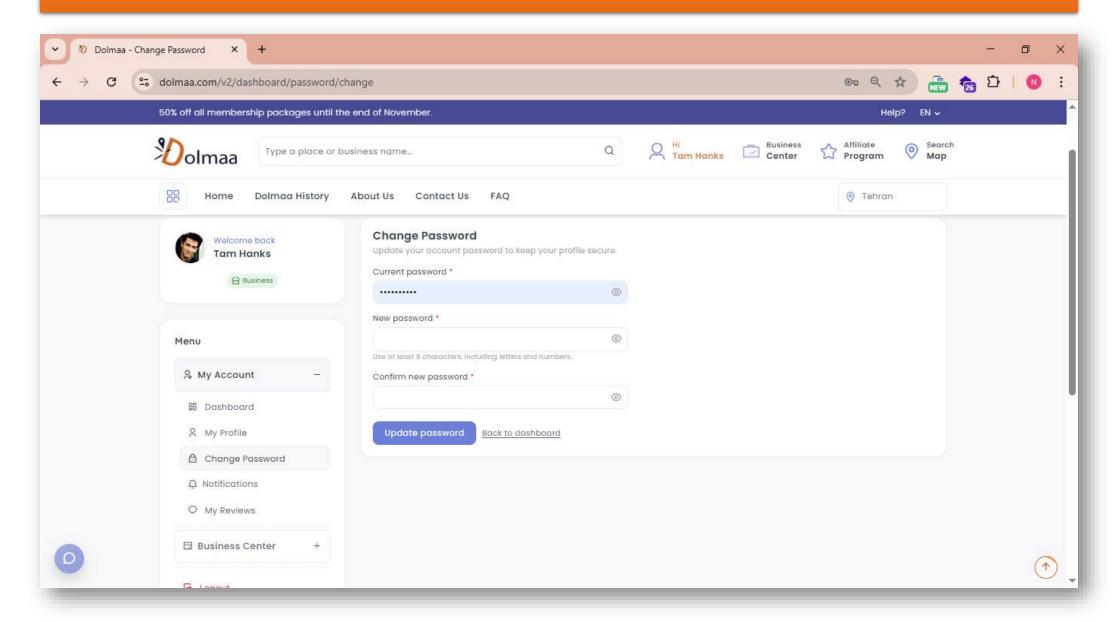
This is your Business Dashboard, where you can see your account overview, current business plan and reviews, and access tools like the Business Center or upgrade to an affiliate if you'd like to earn commissions.



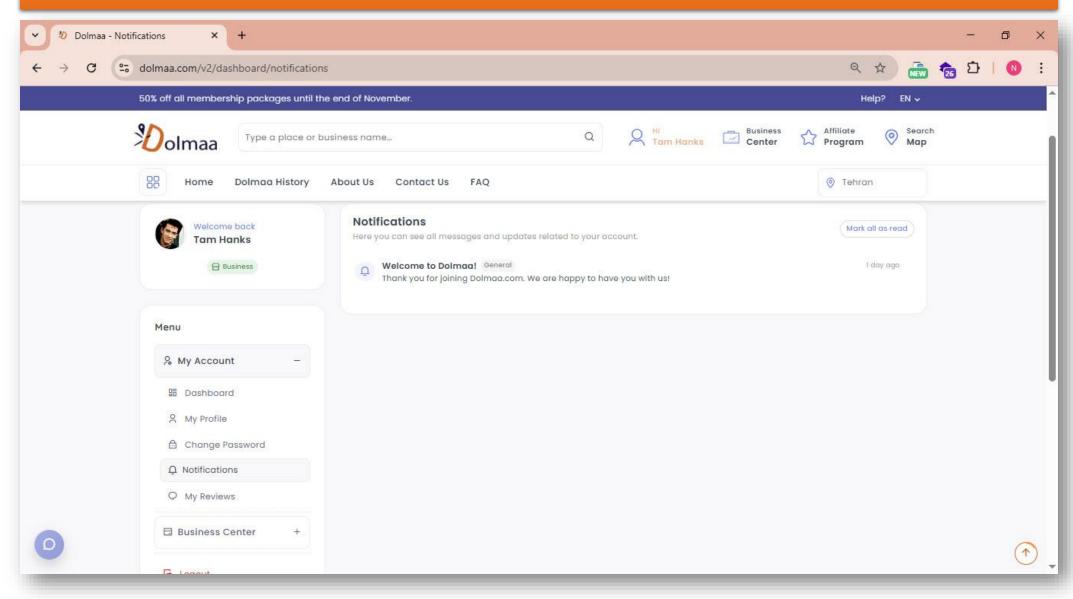
Update your personal information, contact details, and profile photo to keep your Dolmaa account accurate and up to date.



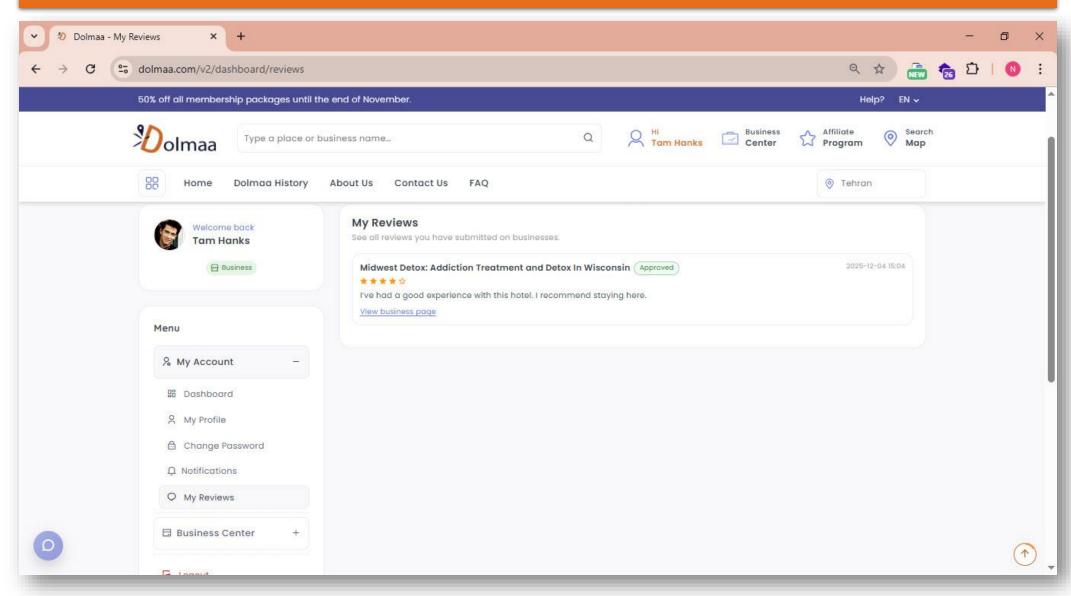
You can change your account password here by entering your current password and setting a new one.



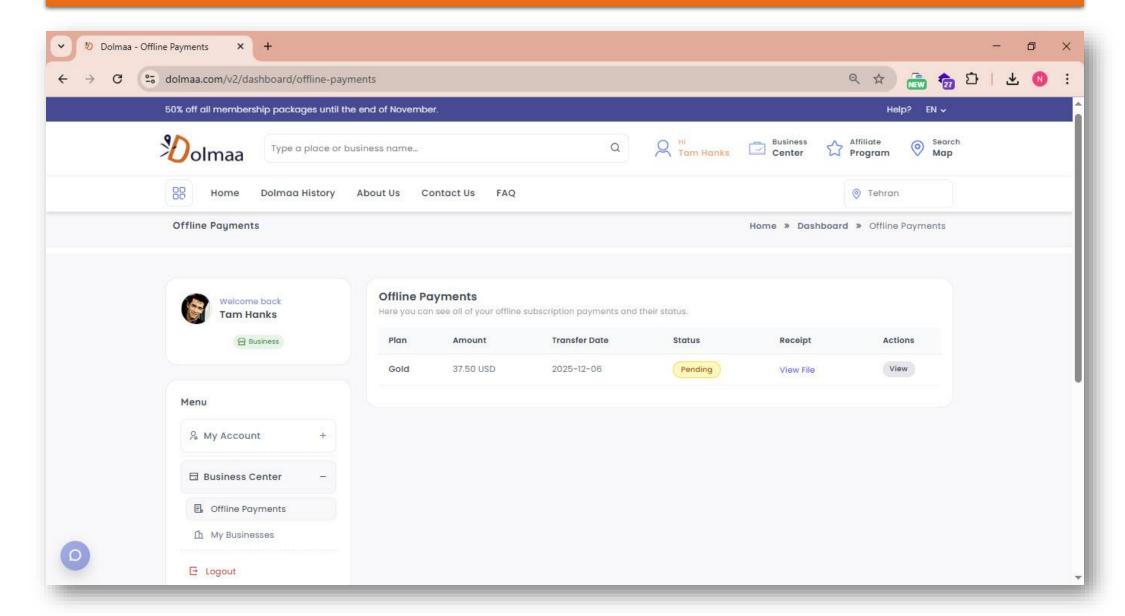
View all updates and messages related to your account. From here, you can read new notifications or mark them as read to keep your inbox organized.



View all the reviews you have submitted on businesses, including their approval status and links to the related business pages.

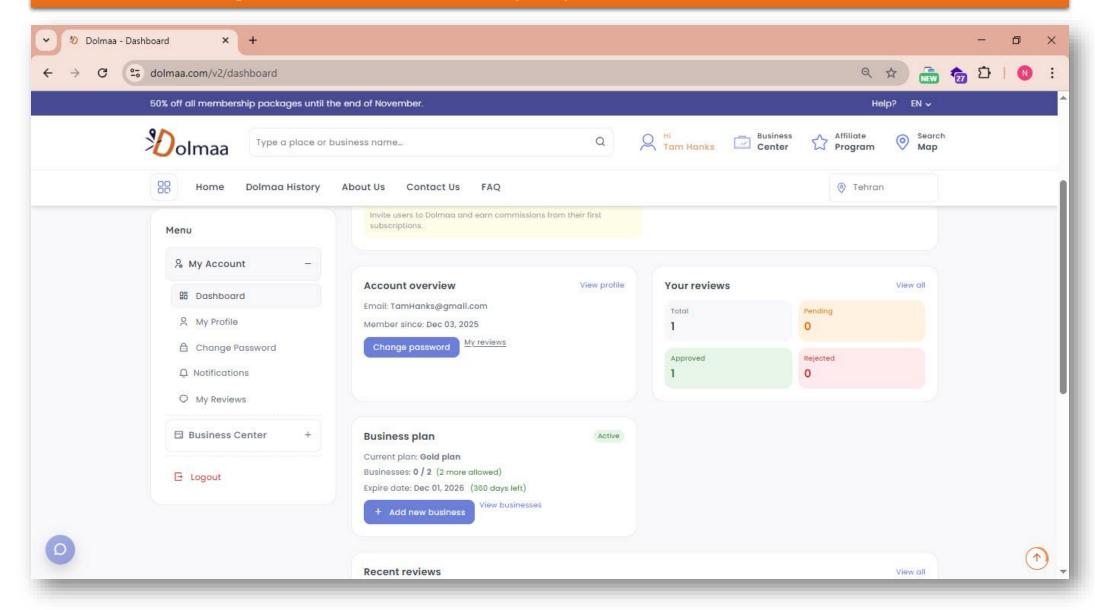


Here you can view all your offline subscription payments and track their status.

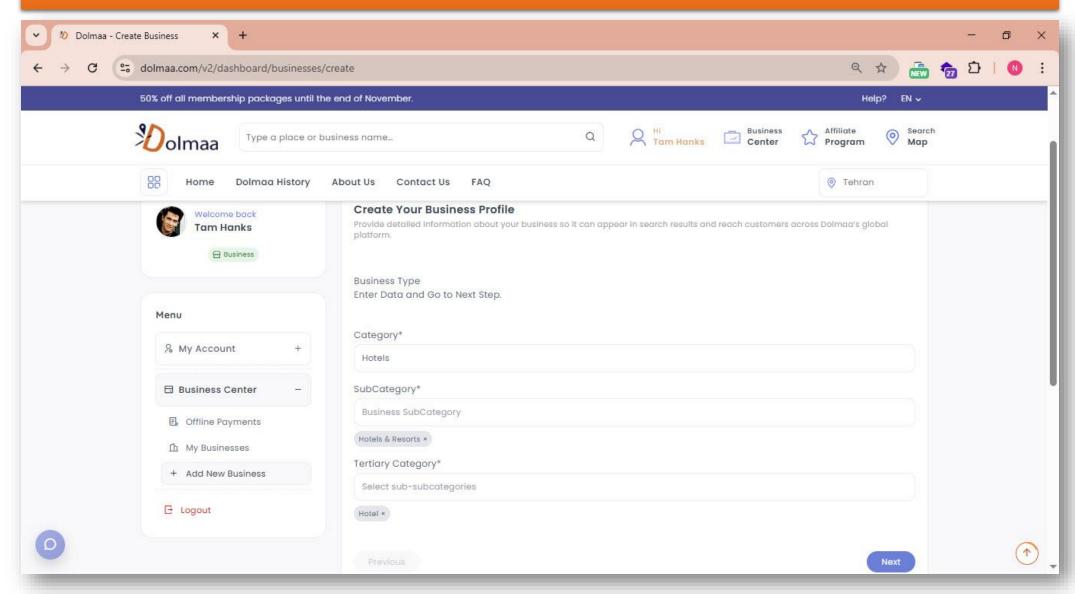


5. Add Business

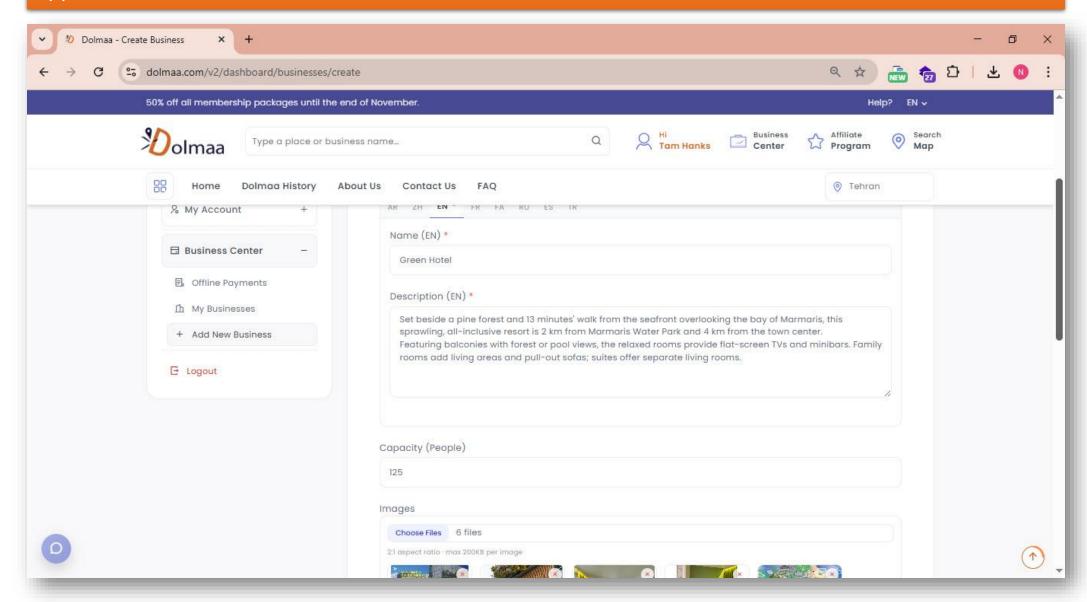
Your selected subscription plan has been successfully activated. You can now manage and add businesses according to the features included in your plan.



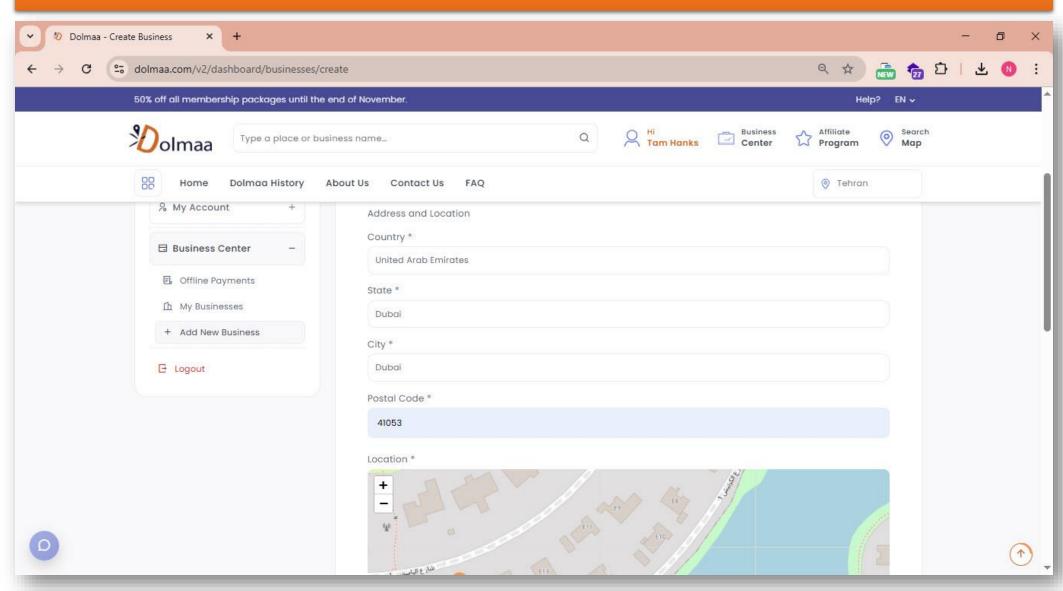
Select the business category, subcategory, and related sub-subcategories. These choices help Dolmaa classify your business correctly so customers can find you easily.



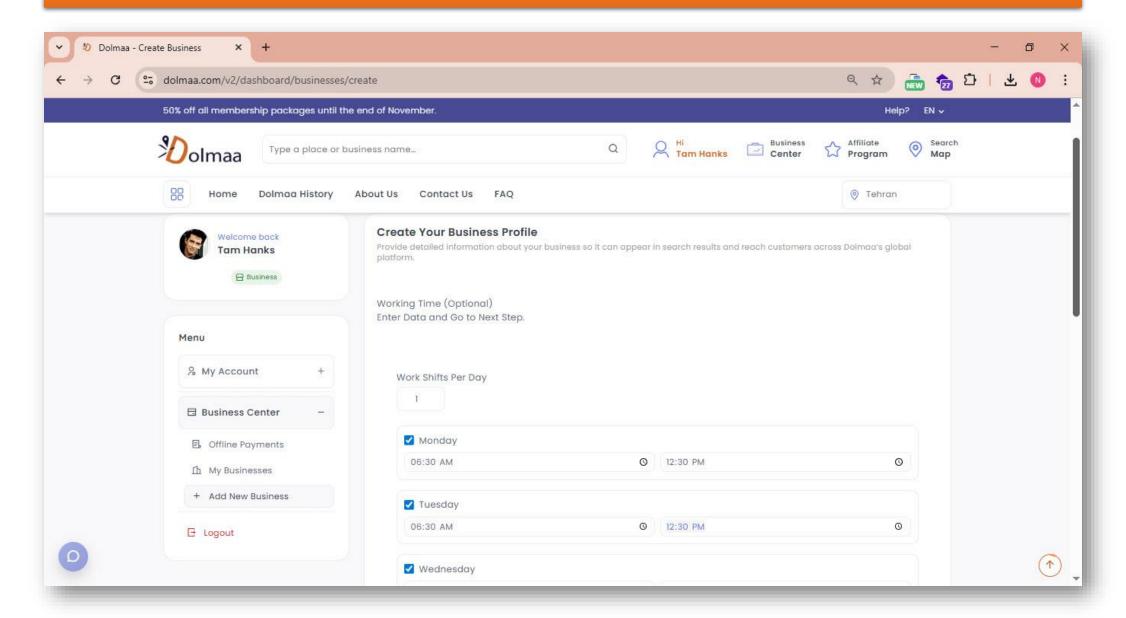
You can enter your hotel details here, upload your images, and complete your business profile so it can appear in searches on Dolmaa.



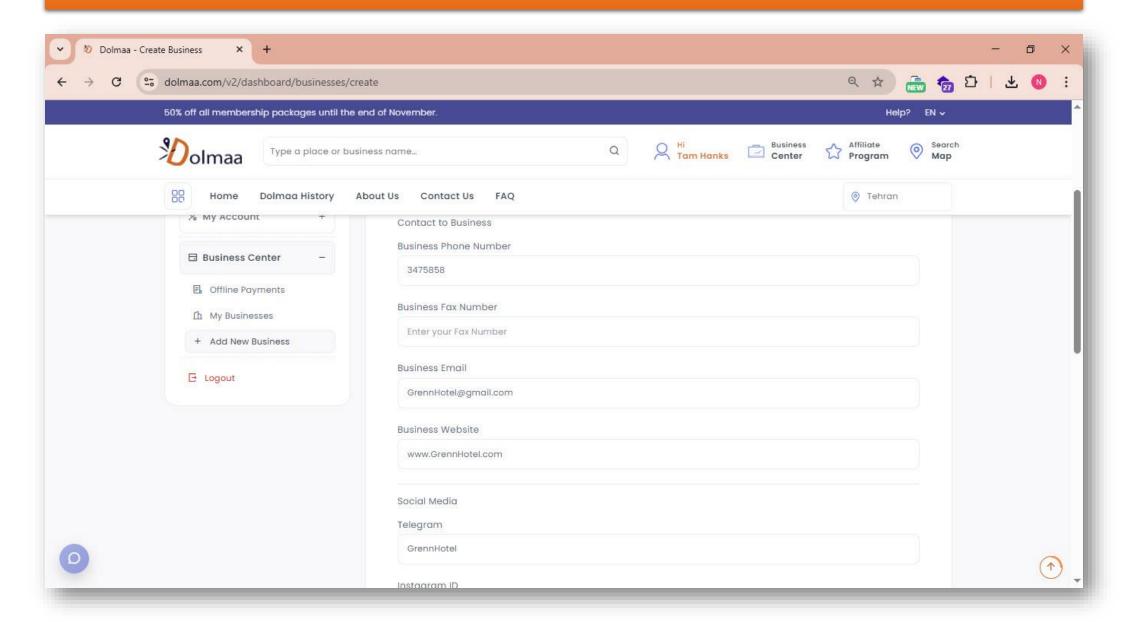
Provide your business address details and mark the correct spot and Location advantages on the map for accurate visibility.



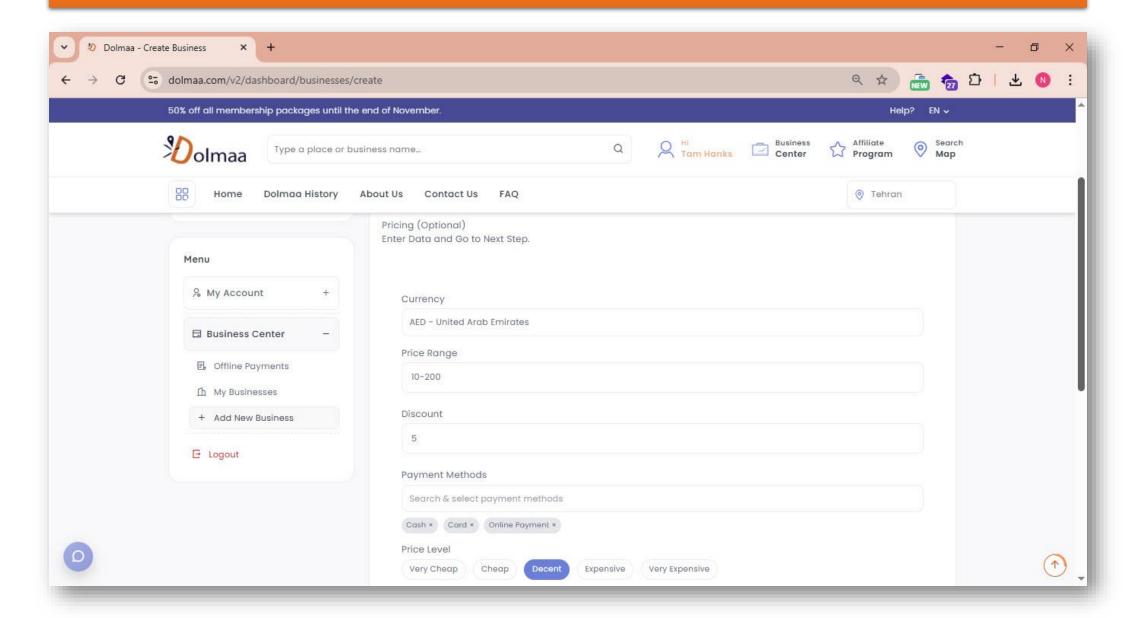
Add your daily schedule and working shifts so customers know when you're open.



Fill in your business communication channels, including phone, email, website, and social media IDs



Enter your business pricing range, available discounts, and payment methods customers can use.



Your business has been submitted and is now pending review. It will appear on Dolmaa once approved.

