

Kijiji My Business Manager

# Part 1: Getting started

Kijiji My Business: Real Estate (2020)

kijiji

# Welcome to the Kijiji My Business Manager tutorial

This tutorial will teach you the basics of setting up an account in the Kijiji My Business Manager:

- Log in and access your Kijiji My Business account
- Understand the basic layout of the Kijiji My Business Manager
- Use basic features

The Kijiji My Business Manager is a central place for your team to login and manage your Kijiji advertising, including posting and editing ads, increasing visibility of listings with features, tracking engagement and managing your locations.



# Logging in

https://re.kit.kijiji.ca/en/login

To get started, follow the link above and input the login information you were provided.

If you haven't received your login details, contact your Kijiji advertising consultant or contact Kijiji support at 1-866-KIJIJI-6



# Logging in

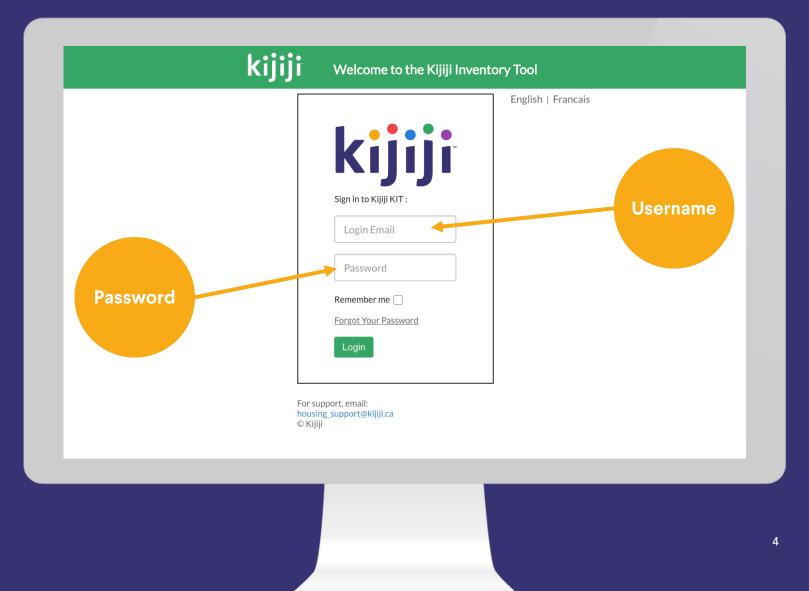
#### Username

Your username is your email address.

#### Password

You'll find your password inside your login credential email. Remember, your username and password are case sensitive.

# kijiji My Business



### **Password queries**

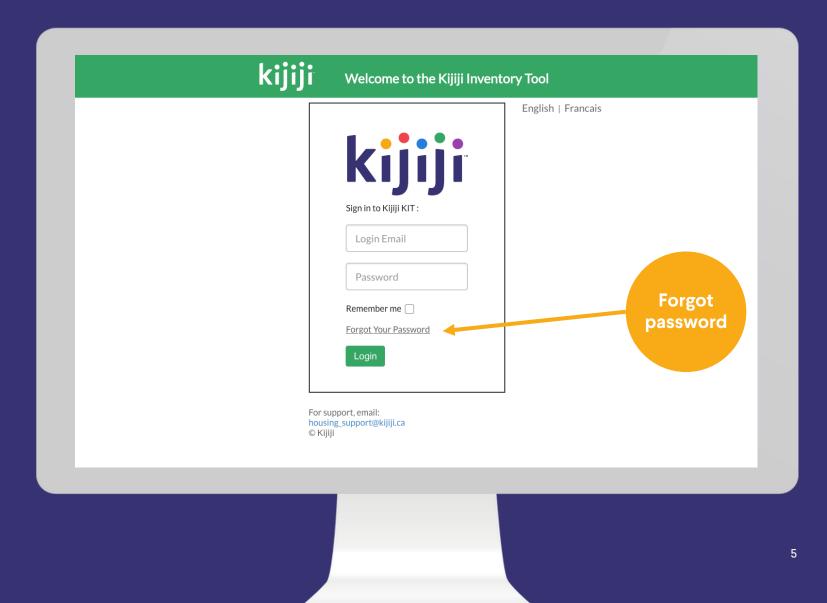
### Forgot password

If you forget your password, simply click the "Forgot Your Password" link above the Login button.

### Resetting your password

If you click 'Forgot Password' you'll be taken to a new page. Just enter your email and click the reset password button. You'll receive an email with instructions to reset your password.





### **Navigation Menu**

#### Home

When you sign into your Kijiji My Business account, you'll land on the 'home dashboard'. Clicking Home on the navigation menu, will always bring you back to this page.

#### Locations

Select 'locations' on the navigation menu, to view all your locations together. See Guide 3 – Posting Ad for more information on locations.

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### **Navigation Menu**

#### Reports

Choose reports to see activity metrics for your listings and historical feature purchases.

### Tools

The tools tab can only be accessed if you have client level permissions set up on your account. Here, you can create other user accounts to allow sub users access to select features.

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	134117	1498449211	0	<u>123 Jefferson</u> <u>Street</u>	Iqualuit	Right on Subway Line, Close to	0	1	\$3700	N/A	N/A		N/A
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	134120	1498449213	0	123 Jefferson Street	Iqualuit	Great views for this luxury Pe	0	1	\$2450	N/A	N/A		N/A
	134121	1498449212	0	<u>123 Jefferson</u> Street	lqualuit	1 Month Free Rent			Please Contact	N/A	N/A		N/A
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### **Navigation Menu**

### Help

The Help link takes you to a page of FAQs for your Kijiji My Business solution. You'll find answers to queries about using the Kijiji My Business Manager, the visibility of your ads on Kijiji and how to optimise them to reach your audience.

### Language

The language setting lets you select the language you prefer to use.

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### **Navigation Menu**

#### Welcome

Hover over your name next to the Welcome tab to reveal a drop-down menu where you can access basic information about your account, change your password, or log out of your current session.

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	134113	1498449208	0	<u>123 Jefferson</u> <u>Street</u>	Iqualuit	1 Bedroom with Laundry	3	4	\$3200	N/A	N/A		
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	134117	1498449211	0	<u>123 Jefferson</u> <u>Street</u>	Iqualuit	Right on Subway Line, Close to	0	1	\$3700	N/A	N/A	-	N/A
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# **Questions?**

### We're happy to help!

Contact our local support team by phone at 1-866-Kijiji-6 (866-545-4546) or email us at housing\_support@kijiji.ca

