

Kijiji My Business Manager

Part 1: Getting started

Kijiji My Business: [Real Estate \(2020\)](#)

Welcome to the Kijiji My Business Manager tutorial

Grow your
leads with
Kijiji

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.

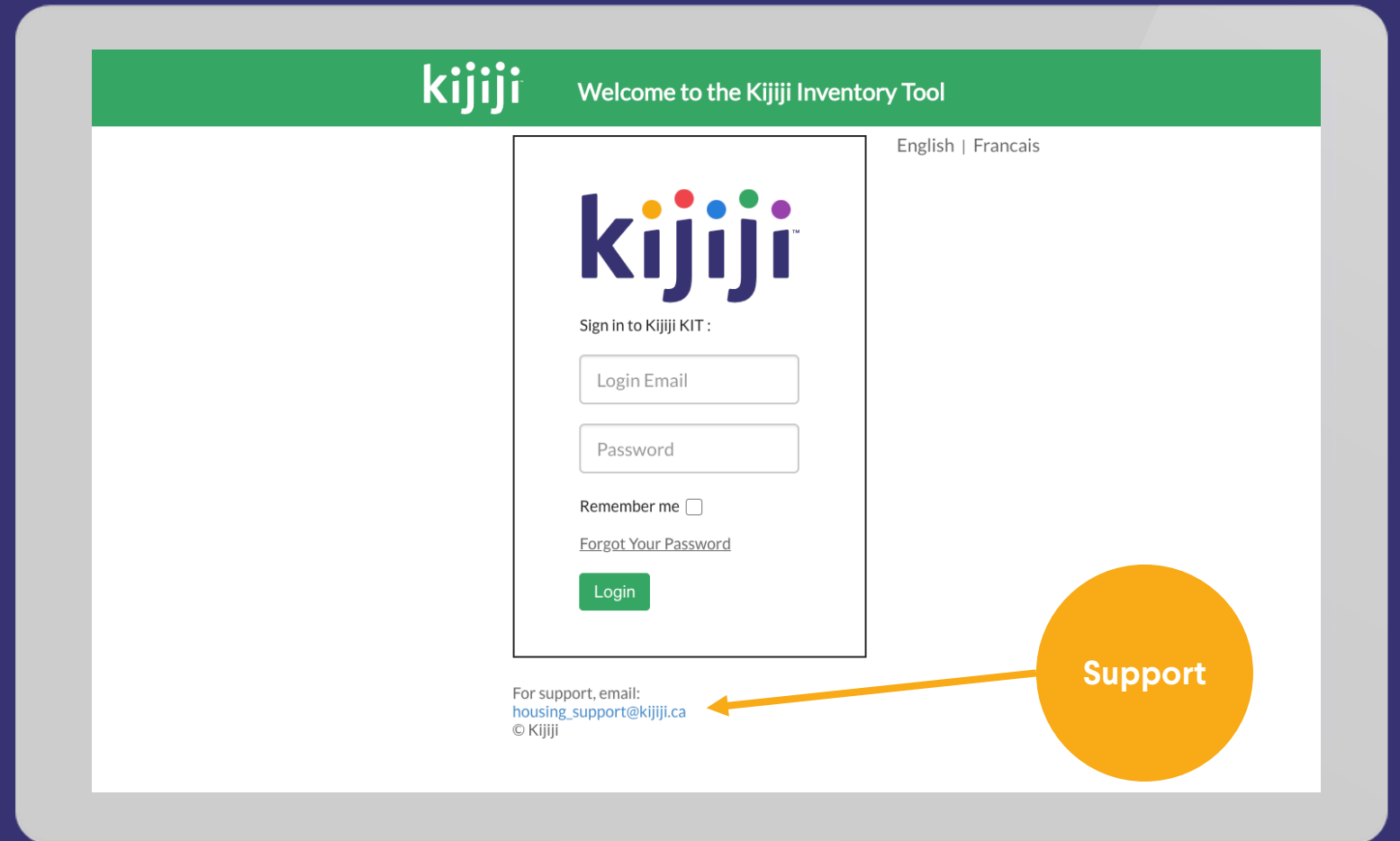


Logging in

<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-KIJJI-6



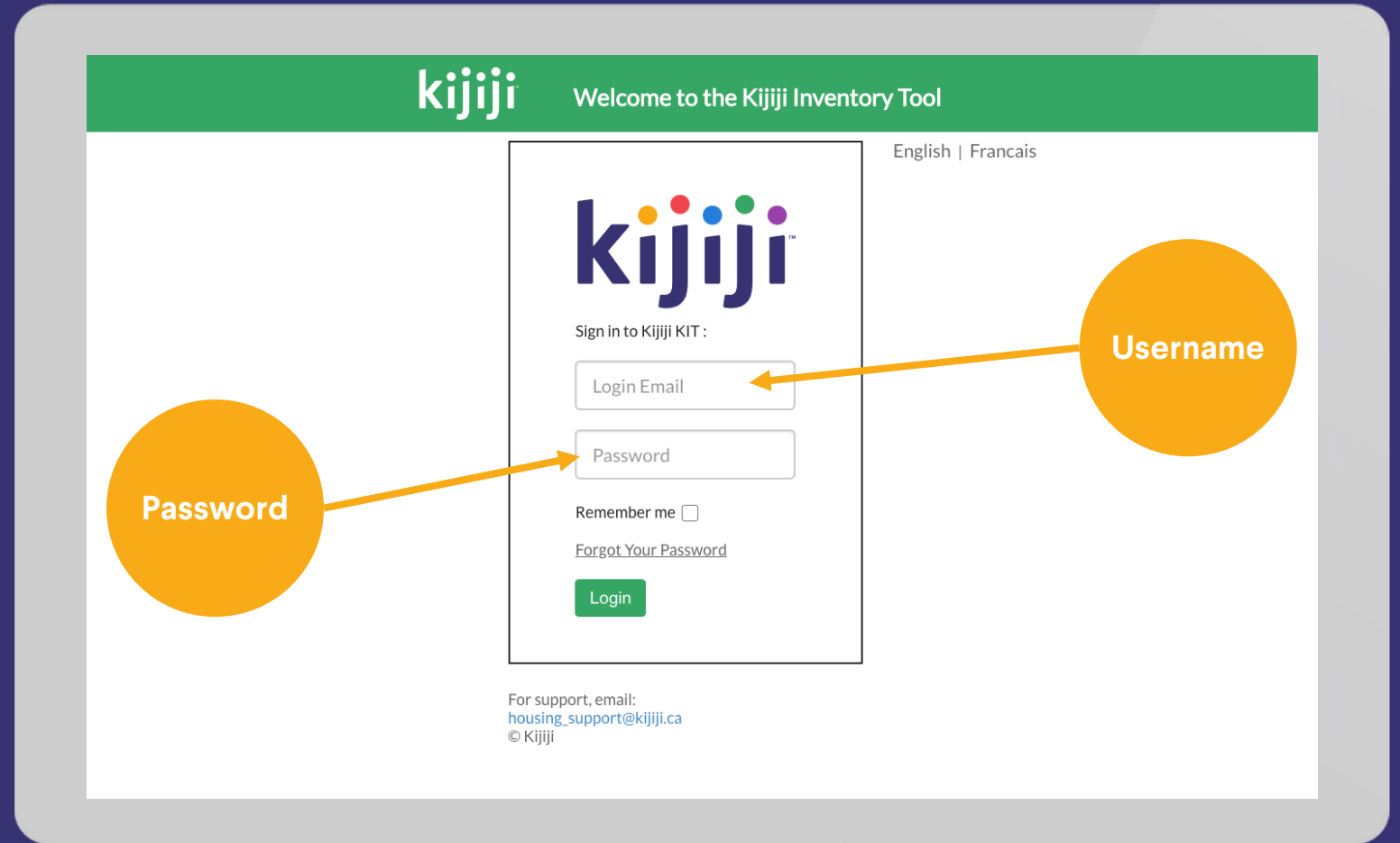
Logging in

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.



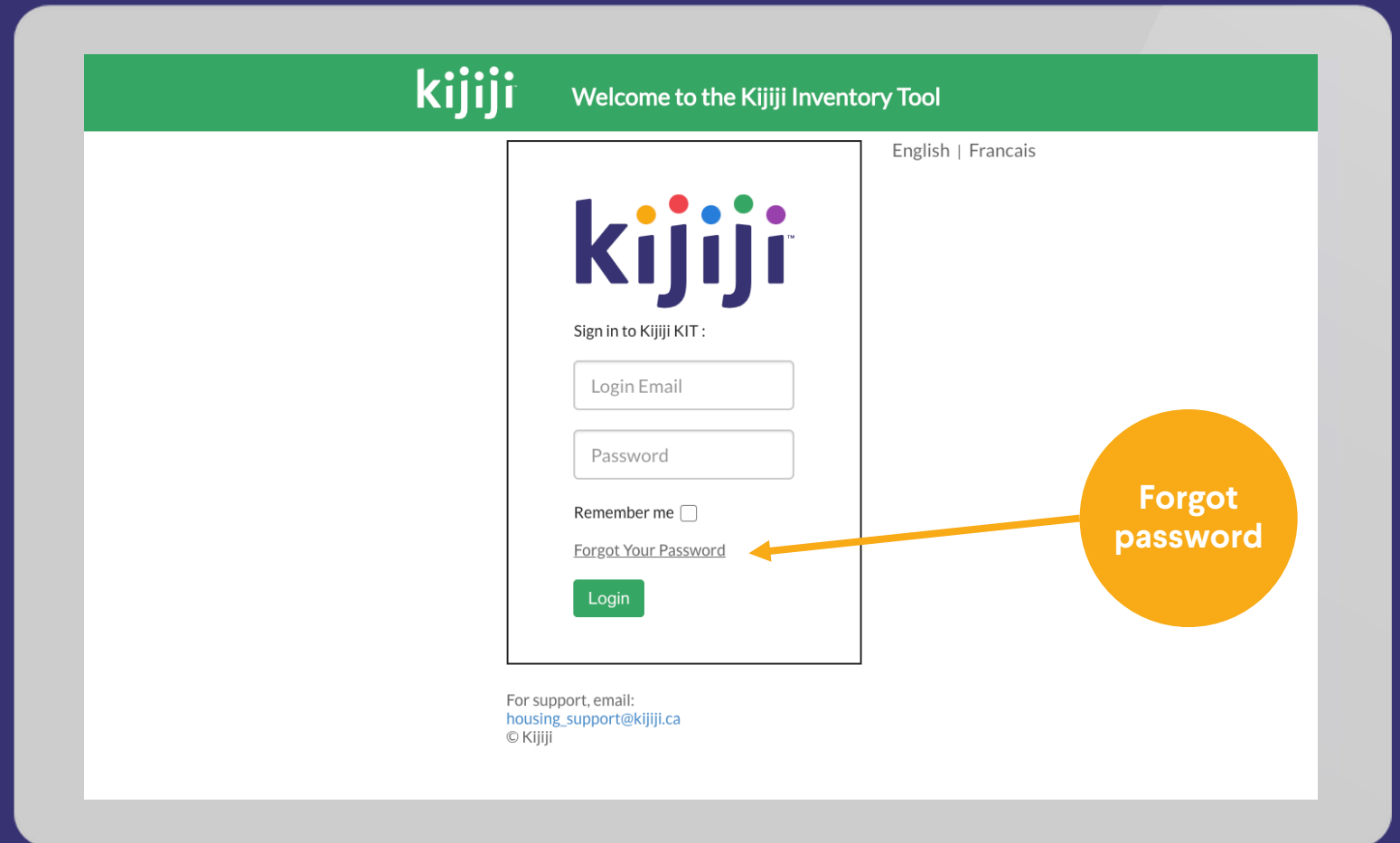
Password queries

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.

The screenshot shows the Kijiji My Business Home Dashboard. The navigation menu at the top includes Home, Locations, Reports, Tools, and Help. Two orange circles highlight the 'Home' and 'Locations' menu items, with arrows pointing to their respective icons in the navigation bar. The dashboard content includes account unit summaries, package features remaining, publishing options, and a table of active listings.

ID	Client ID	Location	Property Type	Beds	Baths	Price	DOK	Current Page	Bump Up	Active Features
1341050354	0	123 Jefferson Street	Condo	1	1	\$1900	N/A	N/A	Dec 08 6:34AM ET	N/A
134113	1498449208	123 Jefferson Street	With Laundry	3	4	\$3200	N/A	N/A	-	N/A
134115	1498449210	123 Jefferson Street	Iqaluit Downtown Gem, must see!	0	1	\$5500	N/A	N/A	-	N/A
134116	1498449209	123 Jefferson Street	Iqaluit Access to Gym and Pool	0	1	Please Contact	N/A	N/A	-	N/A
134117	1498449211	123 Jefferson Street	Iqaluit Right on Subway Line, Close to...	0	1	\$3700	N/A	N/A	-	N/A
134119	1498449214	123 Jefferson Street	Iqaluit 2 Bedroom, 2 Bath, Nice Deck	0	1	Please Contact	N/A	N/A	-	N/A
134120	1498449213	123 Jefferson Street	Iqaluit Great views for this luxury Pe...	0	1	\$2450	N/A	N/A	-	N/A
134121	1498449212	123 Jefferson Street	Iqaluit 1 Month Free Rent			Please Contact	N/A	N/A	-	N/A
723559	1498450623	123 Kijiji Street	Toronto A Place to Call Home	4	2.5	Please Contact	N/A	N/A	Jan 24 9:34AM ET	N/A

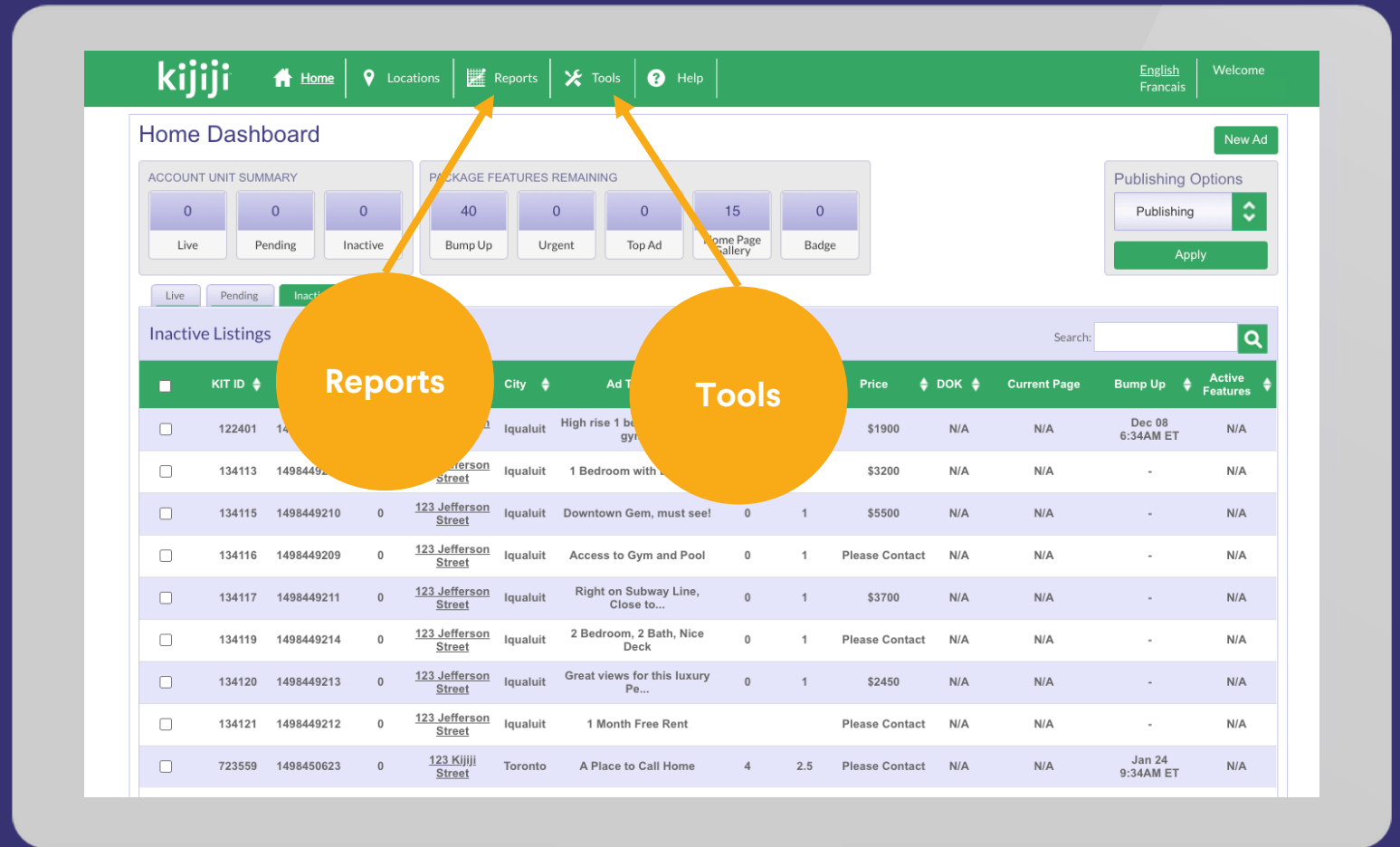
Navigation Menu

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.



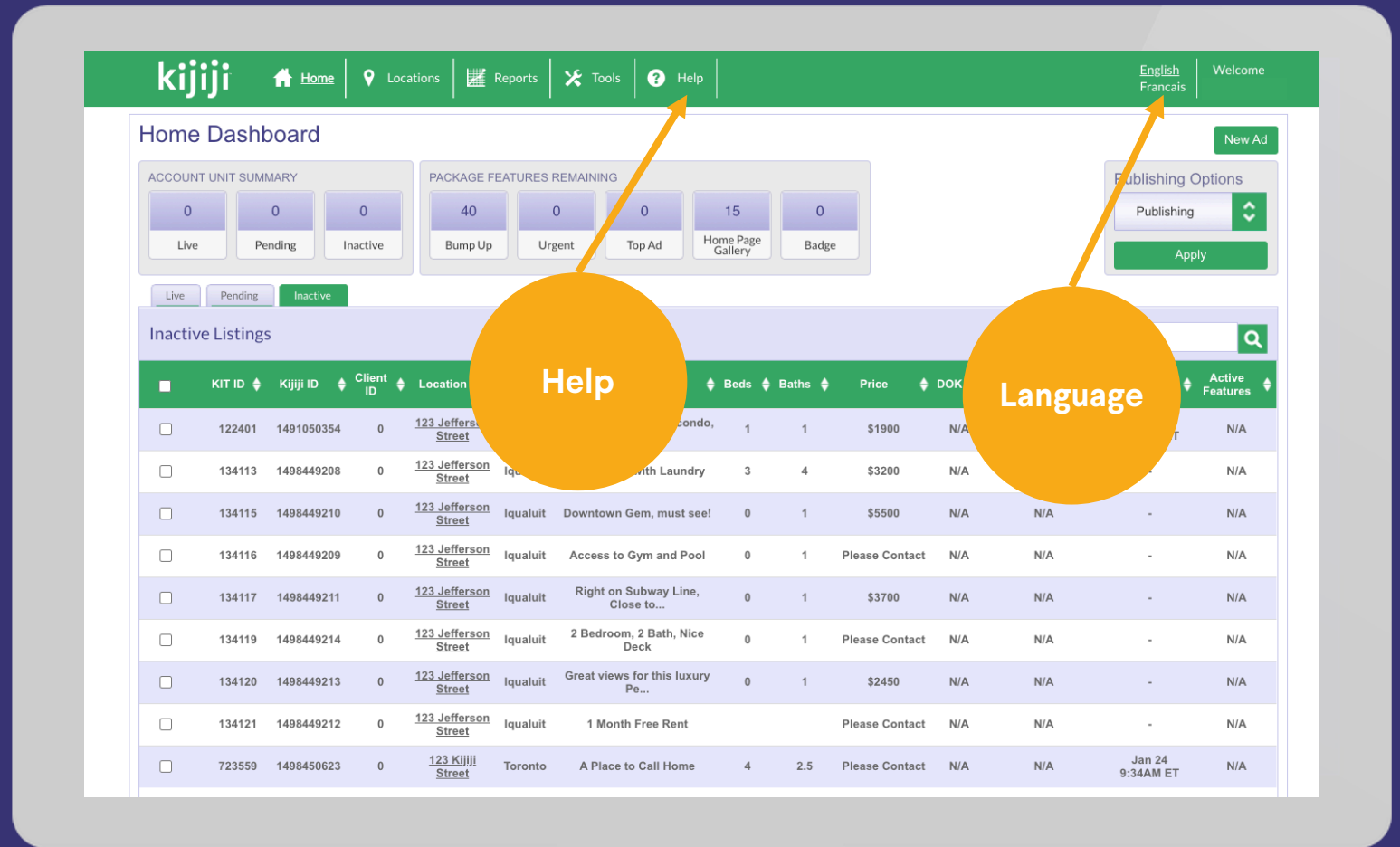
Navigation Menu

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

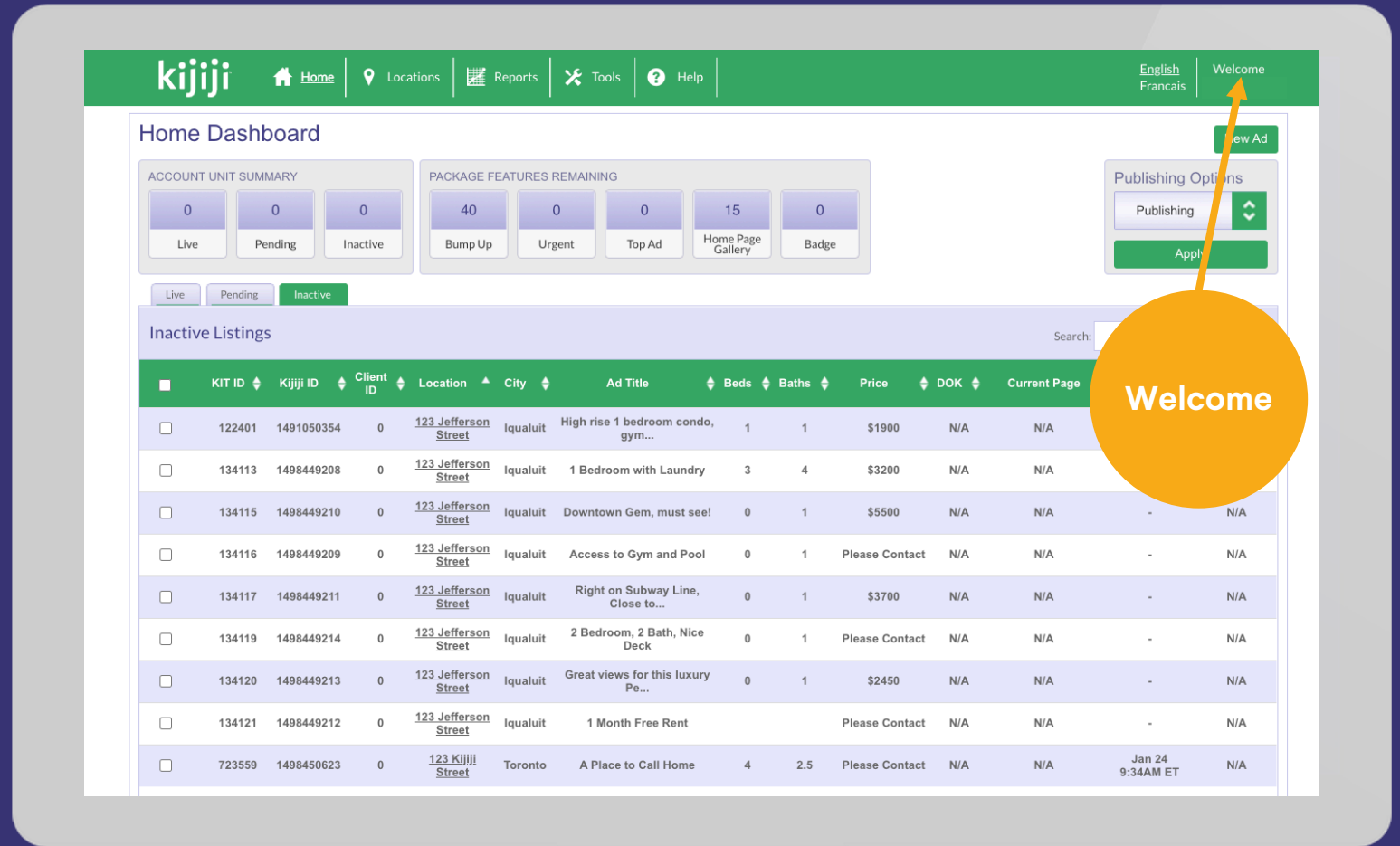
The language setting lets you select the language you prefer to use.



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.



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

