



# REGISTERING AS A MYSTERY SHOPPER

## in the iSecretShop app

### 01 Download the iSecretShop App

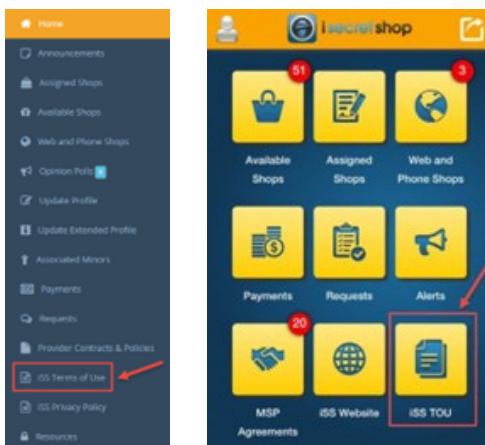
By downloading the app in the iOS App Store or Google Play Store, you can complete your shops while on site and avoid doing the data entry at a later time. You will also be able to navigate available opportunities when you are on the road!

### 02 Fill Out Shopper Information

Complete required shopper information fields. Note that the PayPal e-mail address is required in order for you to get paid for your completed shops. If you do not yet have a PayPal account set-up, we recommend that you use the same e-mail address as your shopper registration and create your PayPal account afterwards.

### 03 Agree to iSecretShop Terms of Use

On the website this is located on the left-hand toolbar **ISS Terms of Use**.  
On the mobile app this is displayed as an icon **ISS TOU**.



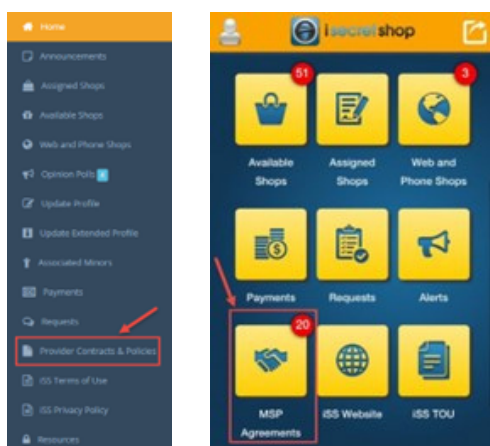


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### 04 Agree to BARE International Terms of Use

On the website this is located on the left-hand toolbar **Provider Contracts & Policies**.  
On the mobile app this is displayed as an icon **MSP Agreements**.



After finding BARE International in the list of providers, click on the View/Accept Contract button. After reading the agreement details, you must type your name in the field and click on the blue Agree button.

**View/Accept  
Contract !**



Shopper Agreement

I agree to the above agreement.  
Signed:

**Agree**

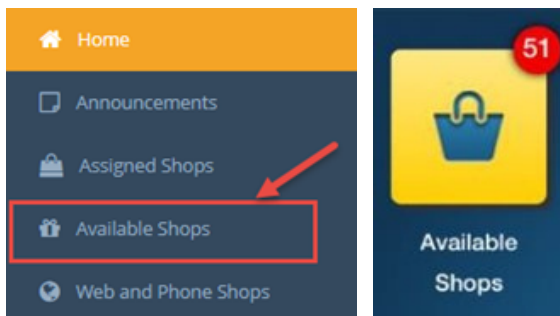


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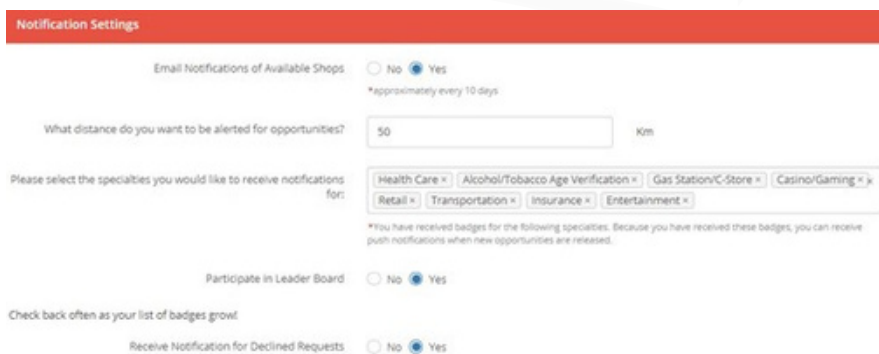
### 05 Start Shopping: Available Shops

Log in to your account regularly in order to check the available shops:  
On the website this is located on the left-hand toolbar **Available Shops**.  
On the app this is displayed as an icon **Available Shops**.



### 06 Update Notification Settings

In your profile under **Notification Settings** you can set yourself to receive notifications of available shops (based on a set radius from your home or shop specialty). We recommend that you toggle all these fields to **yes**.





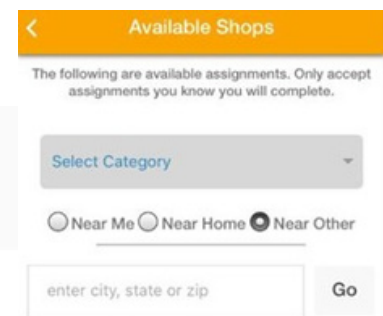
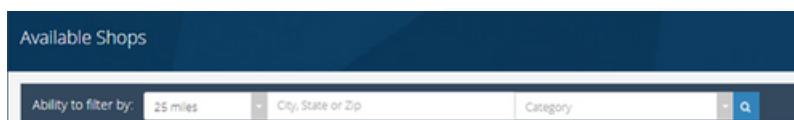
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### Helpful Tips for Assigning Shops

When in the available shops window, you can also type in the name of the city, state or zip if ever you anticipate travelling and wish to complete shops outside of your usual radius.



Available shops always display the location to be evaluated, the allowed date range to complete the shop, the compensation and reimbursement amount (if applicable). An overview of the shop is provided in order for you to know the scope of work before assigning the shop.

In order to assign yourself a shop, you must enter the date that you plan on completing the shop. In certain cases, the shop will automatically be placed into your account and a confirmation e-mail will be sent to you. However, some shops are set-up to be assigned by request. You must once again enter the date that you would complete the shop and your request will be submitted. Once your request is approved, you will receive a confirmation e-mail.

Once the shop has been assigned to you, you will have access to full guidelines and questionnaire. You are required to read these documents prior to conducting your shop in order to make sure that you do not miss any key elements to performing the shop. The contact information of the dedicated scheduler is listed on each shop if ever you have questions or require assistance.