Submit a Business Referral

How do I submit a referral in Biznomos?

To submit a referral in Biznomos, follow these steps:

1. Go to the Submit a Referral tab at the top.

2. Fill in all necessary fields–different referral types will require different required fields. For example, a Direct referral type requires a Contact Name but a Mutual referral type does not.

a. Send to either an Individual Member or All Members

b. Member Name

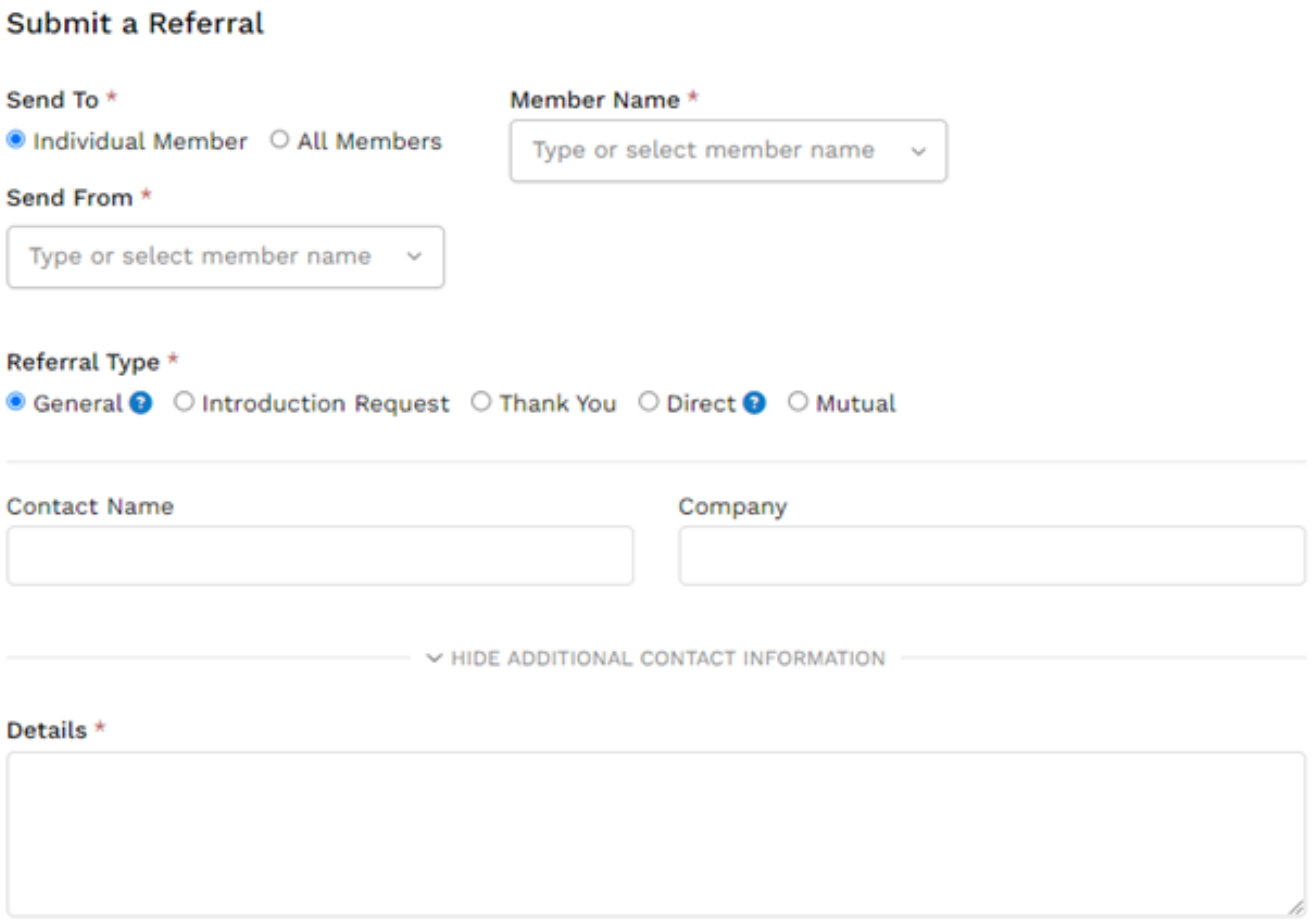
c. Send From–only available to Admin members

d. Referral Type

e. Contact Name

f. Company

g. Details



3. Expand the Additional Contact Information drop-down menu to add more contact information, including:

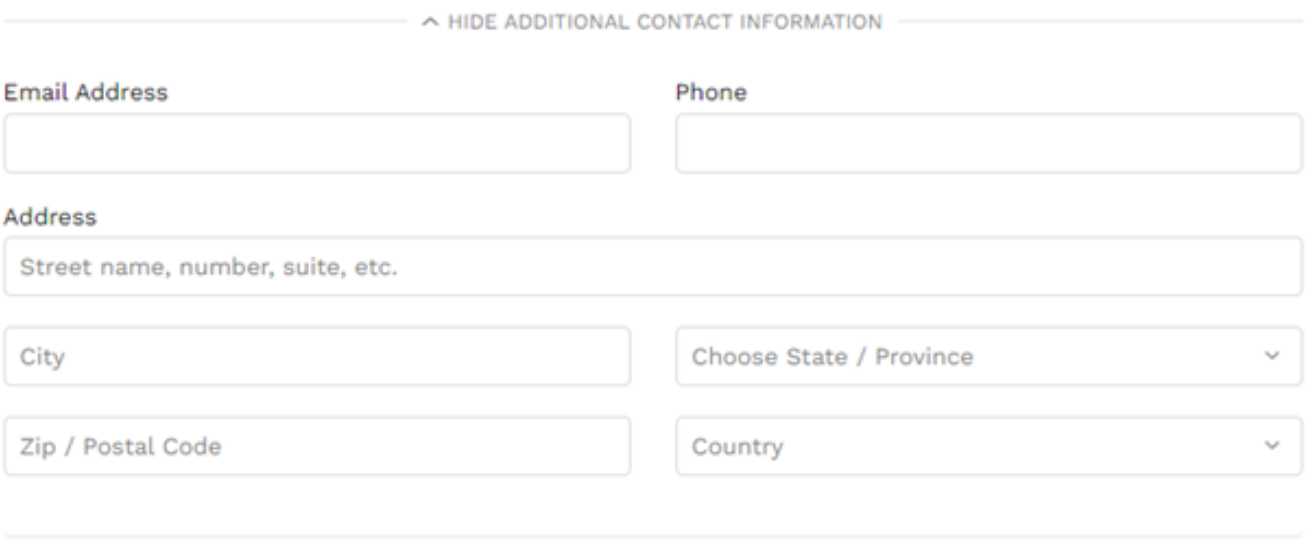
a. Email Address

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URL: https://help.biznomos.com/content/7/3/en/how-do-i-submit-a-referral-in-biznomos.html

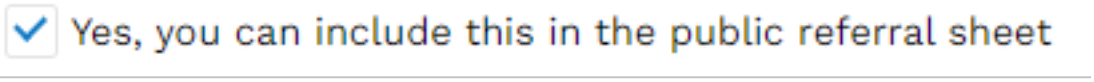
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b. Phone

c. Address



4. Choose to include this referral in the public referral sheet with the checkbox at the bottom.



5. Click on Submit Referral.



Didn't find what you're looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

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URL: https://help.biznomos.com/content/7/3/en/how-do-i-submit-a-referral-in-biznomos.html