

How to Work with a Broker on WoodSourceBC

What is an approved broker?

An approved broker is someone who has entered into an agreement with WoodSourceBC in order to make themselves available to members who want to buy or sell listings using a broker.

How do I tell WoodSourceBC which broker I use?

WoodSourceBC is designed to allow brokers to handle transactions for you. You may choose to use one of our approved brokers or any other broker of your choice. If you do not already have a preferred broker, you may wish to use the **Search** page on WoodSourceBC to find one. To do this:

- Log in to WoodSourceBC.
- Click **Search** in the WoodSourceBC menu.
- Click the **A Business** option next to "What are you searching for?"
- Type the word "broker" into the box next to "Enter the word or phrase you want to search for".
- Scroll to the bottom of the page and click the **Search Now** button.
- Make note of the broker's name, business name, email address and phone number.

To facilitate collaboration with your broker, enter your broker's information into your account profile. This only needs to be done once. Then your broker's information is on file for convenient use in the future. Follow these steps to enter broker information:

- Log in to WoodSourceBC.
- Click the **My Account** button at the top right corner.
- Click the **Edit my Account Profile** button.
- Scroll down to the section titled **Your Broker**.
- Fill in the fields with your broker's information. The following information is required: the broker's name, their business name, their email address and their phone number.

How do I tell WoodSourceBC that I want my broker to handle one of my listings?

If you are listing a **product** that is either for sale or wanted, you can indicate - *on a listing by listing basis* - whether you want your broker to represent you for the transaction. (At this time the system does not support associating a broker with a service, transportation or equipment listing.)

If you've entered broker information into your profile, as described in the section above, it's easy to tell WoodSourceBC when you want your broker to represent you on a product listing. While you're creating the product listing as usual, scroll down to the **About the Product** section, and tick the box labelled "I want my broker to handle this listing." That's it!

When another WoodSourceBC member sees your listing and clicks the More... link, they will see the usual options under "What do you want to do next?". If they click the **Contact the listing owner** button, a message will indicate that your broker is handling the listing for you, and your broker's contact information will be displayed instead of yours. If they choose to send an email message through WoodSourceBC, it will go to your broker. (You will also receive a copy so that you are "in the loop".)

How do I tell WoodSourceBC that I want to use my broker to contact another member about their listing?

If you have not already entered information about your preferred broker into your account profile, do this first. Instructions for this are given above on this page.

When you see a listing you are interested in, and you click the [More...](#) link, you'll see various options under "What do you want to do next?". If you have a preferred broker listed in your account profile, one of those choices will be "Contact my Own Broker". Click that button, and your broker's information will be displayed, along with a form you can use to send a message to the broker. The message will be sent to the broker's email address, along with information about the listing you are looking at.

How do I contact an approved a broker about a listing I'm interested in?

When you see a listing you are interested in, and you click the [More...](#) link, you'll see various options under "What do you want to do next?". One of those choices will be **Contact an Approved Broker**. When you click that button, a list of brokers is presented. You can select one of those brokers to view their information, and then use the form below to send them a message. The message will be sent to the broker's email address, along with information about the listing you are looking at.

I'm a broker. How do I get my business to come up in the WoodSourceBC search page?

Brokers working in the BC forest industry are welcome to create accounts on WoodSourceBC. [Follow these instructions](#) to create an account. For the "What You Do" item, choose the option "We provide services to the forestry industry." Then tick the box below labelled "I/We broker forest products." If the word "Broker" or "Brokerage" is not in your business name, make sure you include it in your business description so that members searching for brokers can find you.

How do I become an approved broker?

Use the form on our [Contact Us](#) page to email WoodSourceBC to indicate your interest in becoming an approved broker.