

# THE BUSINESS ONBOARDING PROCESS

A step by step guide

## STEP 1: GET FAMILIAR WITH THE CARD

We have produced a document to assist your business understand the card and what it means to accept it.

Guide to implementing The Hāpai Access Card in your business.



## STEP 2: RESPOND TO THE BARRIERS.



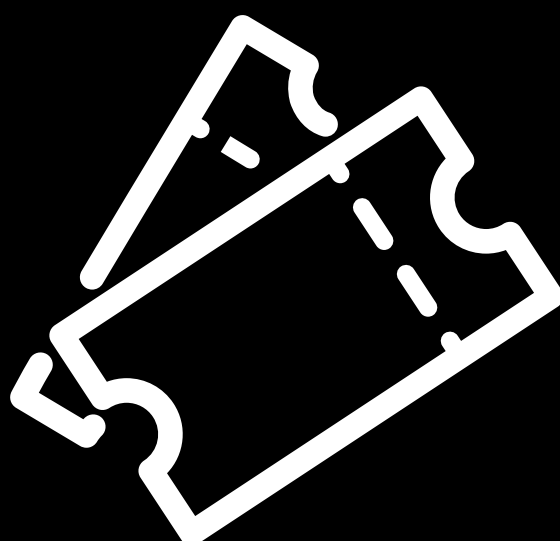
With an understanding about the card the next step is to look at each of the nine barriers and see how the business can reduce or eliminate them

To facilitate this we have created a spreadsheet which will guide your discussions and record the decisions.

## STEP 3: DISCOUNT & CONCESSIONS

It is not a requirement for a business to give a discount, however, it could help attract business, plus assist those whose disability means they have extra living expenses.

But if you charge for entry or a fare for a ride then we require that a "+1" goes for free.



## STEP 4: REVIEW WITH FACILITATOR

A facilitator is available at any stage to assist you in the implementation process. In this step the facilitator will review the output of steps 2 & 3 and communicate to you any recommended changes.



## STEP 5: THE OUTPUTS

Based on steps 1 to 4 your facilitator will:

- Create your business webpage which will be posted on our site.
- Produce a one page guide for your staff on how your business responds to each barrier for your staff to use.
- Email you a logo for your website and mail you stickers for display within your business.
- Promote your business through our channels.

