

START HERE · 5 STEPS

Create your Conversaa account

Register, confirm your email and set up your business before connecting a channel.

You do not need a blue badge to register. Meta documents are handled separately in Meta's own verification flow.

Have these ready

- An email inbox you can open
- Your business name, website, hours and contact details
- An owner or manager who can approve channel access

1 Register

Open the registration page. Enter your email, create and confirm your password, then continue. Add your business name, category and your own name. Complete the billing details if you choose business billing.

[Create an account ↗](#)

2 Verify your email

Open the verification email and follow its link. Check spam if it is missing. Use the resend option on the verification screen. Channel connection requires a verified email.

[Email verification ↗](#)

3 Follow guided setup

Confirm the business type, choose a channel, add answers and choose your voice. If you skip a step, return to it from Settings or Answers. Healthcare businesses should provide an emergency contact.

[Open guided setup ↗](#)

4 Check business facts

Save your address, hours, prices, policies, currency and timezone. For an India-based business, use Asia/Kolkata. Correct time settings matter for bookings, events and reminders.

[Business settings ↗](#)

5 Invite your team

Invite colleagues using their own email addresses and the appropriate roles. Keep an owner responsible for billing and account access. Do not share your password.

[Manage your team ↗](#)

You are ready when...

Your email is verified, your business details are correct and the right people have access.

Keep in mind. Dashboard links require sign-in. If a link opens the login page, sign in and open the link again. Some screens depend on your role or plan.