

# BUSINESS SETUP CHECKLIST

Your Step-by-Step Guide to Start Strong & Build with Confidence





# Choose Your Business Name



- Brainstorm 2-3 Names
- Think about the name as in a corporation rather than a hobby.
- Think Big Box Names (Wal-mart, Tax Slayer, H&R Block)
- Stray from 1<sup>st</sup> Names. Last name can work (Harris Tax Firm)
- Check Name Availability in your state.
- Secure your domain(go daddy is a great site)



# Get Virtual Business Address

## \*Optional Step\*

- Getting your virtual business address can help with keeping your personal address private. This is optional and can be skipped if you are not yet ready to commit to paying \$10 a month for it.
- I always get mine early so that my LLC, EIN, Business accounts are in my Business Address, but this is not required...
- If you decided to get a virtual address now, feel free to use any virtual address company online. I always use IPostal. Most states are available.
- If you do not see your city near you then choose the closest city. You will not need to drive to this location. All of your mail can be forwarded to your address, but if you do have one in your city then you will have the option to pick up mail.
- Go to [Ipostal.com](https://ipostal.com) and choose a virtual address of your liking.





# Apply for an EIN (Employer Identification Number)

- Go to the IRS Website
- Click Apply for an Employer ID Number(EIN)
- Under Get An EIN, Click Apply for EIN
- Choose your Legal Structure
- Save your EIN Letter as a PDF







# Register Your LLC

- Visit your state Secretary of State website
- File your LLC (fees vary by state)
- Download Articles of Organization once approved







# Open a Business Account

- Use your LLC and EIN docs to open a bank account.
- Choose a business-friendly bank or credit union.

Example: Navy Federal, Capital One, Chase etc are all great options

*\*If you are wanting to get business funding at some point in your journey  
be sure to stay away from online only banking like Lili, Found, Novo, etc*

*These banks are great and I use them, but it will hinder you if you try to get funding sooner than later.*





# ● ● ● BUSINESS FINANCES

*Your Business will need a way to accept online payments in a professional way. You will need an effective way of tracking expenses as well.*

- Go to Square Up Website and Create a Free Account
- Square Payment Processor has so many benefits.
- Not only is it your payment processor but it can also be your booking site.
- No upfront fee to get Square, they will take a small fee per transaction.
- Setup your booking site/website for your products and services.
- (BONUS) Square also will give Business Loans based on transactions







# Tools & Resources

**Every business needs the right tools to run smoothly and look professional. These don't have to be expensive or complicated just the essentials that make your life easier and your business more credible.**

- Website

Create a simple landing page or website so people can find you. Square can be your website as well.

Options: Systeme.io (my favorite), Square(next fav) Wix, Squarespace(less fav).

- Email Marketing Platform

Collect emails from customers so you can follow up, build relationships, and send promotions.

Options: Mailchimp, Systeme.io, ConvertKit.

- Invoicing + Payment System

Send professional invoices and get paid quickly.

Option: Square (also handles card payments & online sales).

- Calendar Booking System

Make it easy for clients to book appointments with you.

Options: Calendly, Acuity, Square Appointments.



***Pro Tip: Start simple. Don't try to set everything up at once. Pick 1–2 tools that match your stage of business now, and add more as you grow.***

# Build Your Online Presence

*In today's world, if people can't find you online, they'll move on to someone else. Your online presence is your digital storefront, it builds trust and helps customers connect with you.*

- Secure Your Domain Name

Choose a domain that matches your business name.

Example: If your business is “Graceful Designs,” try GracefulDesigns.com.

Tip: Use GoDaddy, Namecheap, or Google Domains to purchase it.

- Create a Simple Website or Landing Page

You don't need a complicated website to start.

A one-page site that says who you are, what you do, and how people can work with you is enough.

Options: Systeme.io, Wix, Squarespace.

- Set Up Your Social Media Pages

Pick the platforms where your audience spends the most time.

Examples: Instagram, TikTok, Facebook, LinkedIn.

Keep your handle as close to your business name as possible (ex: @GracefulDesigns).





# •••Secure Mentorship & Training

The fastest way to grow in business isn't doing it alone — it's learning from someone who's already been where you want to go. Every successful entrepreneur has guidance.

## *A Mentor or Coach will:*

- ✓ Help you avoid costly mistakes
- ✓ Give you proven strategies instead of trial and error
- ✓ Hold you accountable to your goals
- ✓ Shorten your learning curve so you can reach success faster



### Your Next Step:

Find a trusted mentor, coach, or program that aligns with your values and vision.

✨ That's exactly why I created the Birth the Business Academy — so you don't have to figure it all out by yourself. Inside, you'll get step-by-step training, accountability, and support to launch and grow with confidence.

# We're Here to Help YOU Win

*Starting a business can feel overwhelming, but you don't have to do it alone.*

At Birth the Business Academy, we're here to walk with you step by step — from turning your idea into a business, to setting up the systems, to building the confidence you need to succeed.

- Faith-based Mentorship
- Templates, tools, and resources to save you time
- Step-by-Step Training to launch and grow your business
- A Kingdom Mindset built on Faith, Family, and Financial Freedom
- Supportive Community of Faith-Driven Entrepreneurs
- Coaching + Accountability to help you stay consistent

✦ *You don't just need information... You need guidance, encouragement, and a proven plan. That's what the Academy was created for.*

*Join the Birth the Business Academy and start building your business today.*

Contact Us: [www.BirthTheBusiness.com](http://www.BirthTheBusiness.com)  
[Hello@BirthTheBusiness.com](mailto:Hello@BirthTheBusiness.com)

