

## CDA Practice for Sale Steps:

For any issues with Practice for Sale, please refer to the following steps with screenshots:

1. When logged into your account, press Post A Job:



2. Once you get to the posting screen, choose a posting product:

Type of Job Posting	Duration	Cost
<input checked="" type="radio"/> (Members) 30 Day Job Posting Posted for 30 Days. <i>CDA members save on postings! To become a CDA member <a href="#">click here</a></i>	30 days	\$49.00
<input type="radio"/> (Non-Members) 30 Day Job Posting Posted for 30 Days. <i>CDA members save on postings! To become a CDA member <a href="#">click here</a></i>	30 days	\$349.00
<input type="radio"/> (Members) 60 Day Job Posting 60 day posting	60 days	\$98.00
<input type="radio"/> (Non-Members) 60 Day Job Posting 60 day posting	60 days	\$459.00
<input type="radio"/> (Members) Job Flash™ Package <ul style="list-style-type: none"><li>• Job Emailed to 22,535 Dental Professionals in California</li><li>• Posted for 30 Days</li></ul> <i>CDA members save on postings! To become a CDA member <a href="#">click here</a></i>	30 days	\$199.00
<input type="radio"/> (Non-Members) Job Flash™ Package <ul style="list-style-type: none"><li>• Job Emailed to 22,535 Dental Professionals in California</li></ul>	30 days	\$499.00

3. Add name to the Job Name section (Note: This is where you can add Practice For Sale):

Job Name: \*

Enter the name of the job you are posting. It is not displayed to users, but is how you will reference your job posting in your account under the My Jobs tab.

- Save as Template
- Anonymous Posting
- Include Company Profile

4. Fill in Company name and Position title for your practice for sale.

**Job Basics**

General information about your job opportunity.

Company Name: \*

Edits to this field apply to this job, the profile visible on all jobs, and on the company directory.

Use a different company name only for this job? [?](#)

Company Logo: Include your company logo with job posting  Yes  No

[Choose File](#) No file chosen

Stand out to job seekers by enhancing your profile with a logo:

- .jpg, .png, or .gif file formats only
- 300 x 300 pixels (recommended)
- <5MB file size

Edits to Company Logo apply to the profile visible on all jobs for this company and on the Company Directory.

Position Title: \*

Enter the name of the position you are posting for users to see.

5. For Job Function, add the function that corresponds to the practice for sale.

Company Logo:

Position Title: \*

Job Function: \*

Select the job function for this position.

- Select one
- Associate Professor
- Dental Assistant
- Registered Dental Assistant
- Faculty
- Registered Dental Hygienist
- Front Office/Reception
- Financial Coordinator
- Dental Referral Coordinator
- Patient Coordinator
- Lab
- General Dentist
- Pedodontist or Pediatric Dentist
- Orthodontist
- Periodontist
- Endodontist
- Oral Surgeon
- Prosthodontist
- Dental Office Manager**

6. Under Job Type, choose Dental Offices for Sale/Lease.

Job Type: \*

Select what type of position this is.

7. Under Practice for Sale Opportunity, choose from one of the three options.

Practice for Sale Opportunity:

Practice Specialty: \*

- Select one
- Practice for Sale**
- Partner Opportunity
- Associate to Owner Opportunity

8. Under Practice Specialty, add your preference.

Practice Specialty: \*

Job Description: \*

To prevent SPAM, please do not include your contact information in your job description. To receive applications by email, please use the Contact Information section below.

Paragraph

- Select one
- Biomedical Sciences
- Endodontic
- General
- Group
- Pediatric
- Periodontal
- Prosthodontic
- Oral Surgery
- Orthodontic

9. Fill out the Description section to add information about your practice.

**Job Description: \***

To prevent SPAM, please do not include your contact information in your job description. To receive applications by email, please use the Contact Information section below.

Paragraph 12pt **B** *I* U ☰ ☷ ⋮

Enter in a description for the position you are hiring for. You may type directly into this field or copy and paste text from an external document.

10. Salary is a required field for all postings – put in a range for potential practice earnings. (Note: This can be anything from \$1+)

Select the minimum amount of experience required for this position.

Salary: \*  to

Select one ▼

Enter the salary range for this position. Please enter only numbers.

11. Continue to review and complete your posting.

For any questions, please contact Kyle Smith at (860) 579-1139 or [Kyle.Smith@momentivesoftware.com](mailto:Kyle.Smith@momentivesoftware.com).