[YOUR DIRECTORY NAME]

**How to manage or update your listing on our directory website**

As a business listing owner, you have the option to manage and edit your listing on the site. This puts you in complete control and allows you to update your information anytime you like. If you have an account with us, and would like to manage your listing, here’s how...

**Step 1 - Visit our website**

Go to [YOUR DIRECTORY URL] from your internet browser.

**Step 2 - Click “Login” on the top right of the screen**

On the top right of our website you will see a link to “Login”. Click on it.

**Step 3 - Enter your Email & Password**

You will be prompted to enter the email address and password associated with your account.

\*If you forgot your password, you can click on the “Forgot your password?” link.

**Step 4 - Manage your listing**

Once logged in, you will see the options to edit your listing. Depending on the plan you are on will determine what features you have access to in your account.

**Questions? Need help?**

If you have any questions or need help managing your listing, please contact us: [YOUR EMAIL ADDRESS]