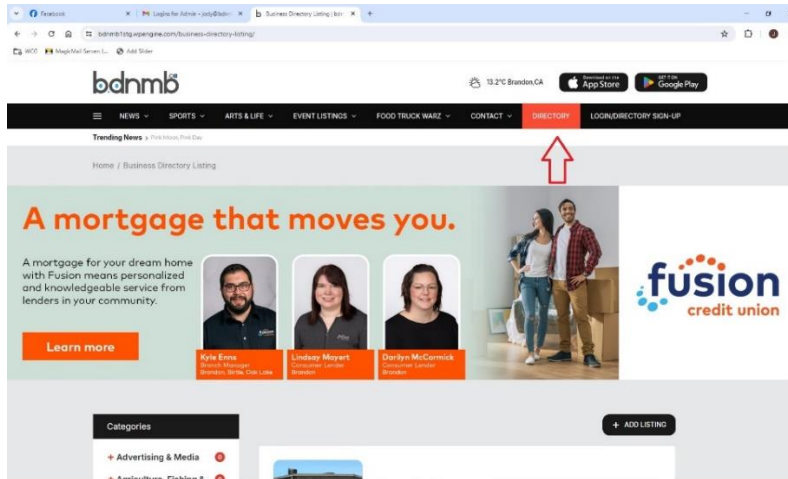
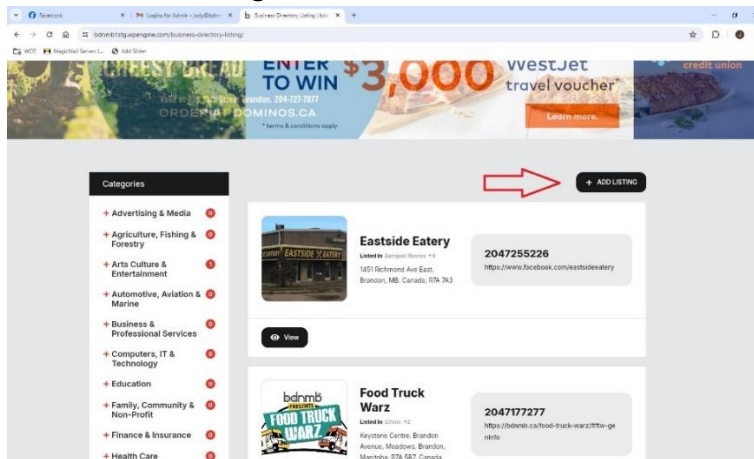


## Steps to input a business listing.

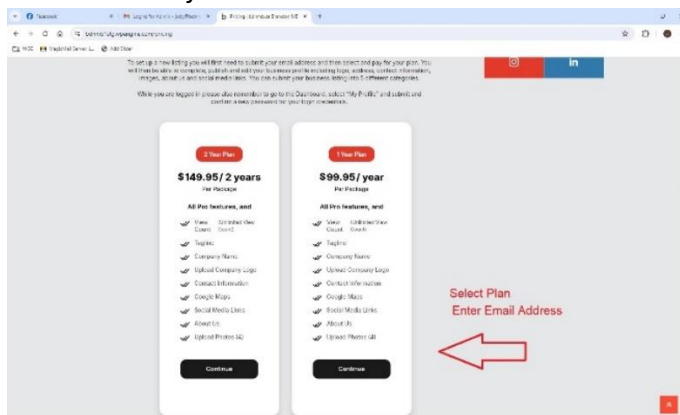
1. Click on the “Directory” tab on the top menu bar.



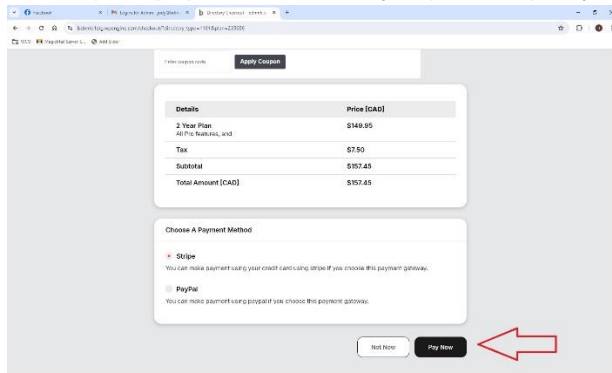
2. Click on “Add Listing”.



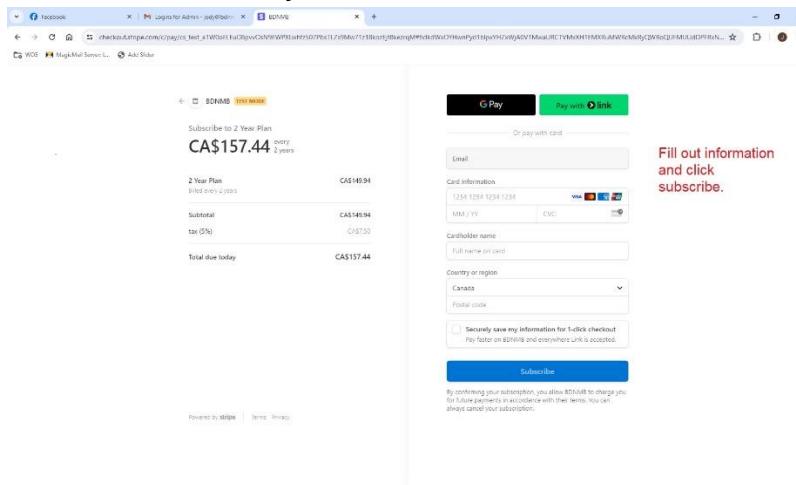
3. Select your plan, enter email address, and select continue. A password for your account will be emailed to you.



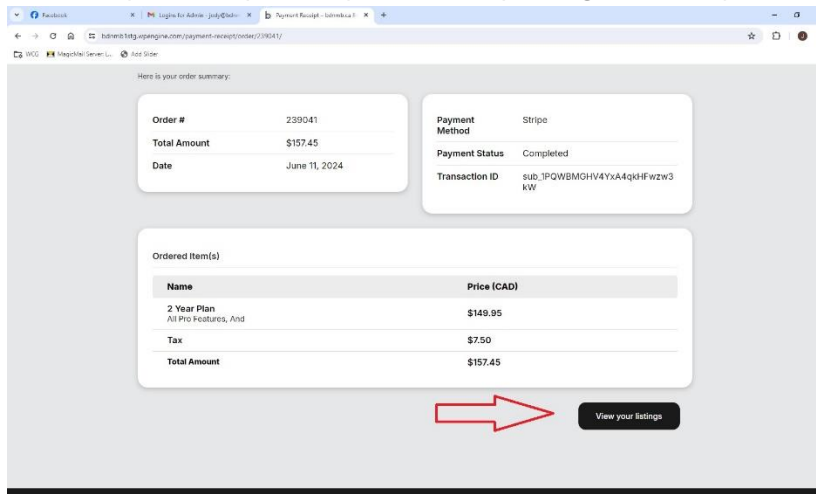
4. Select your payment method (Stripe or PayPal) and hit “pay now”.



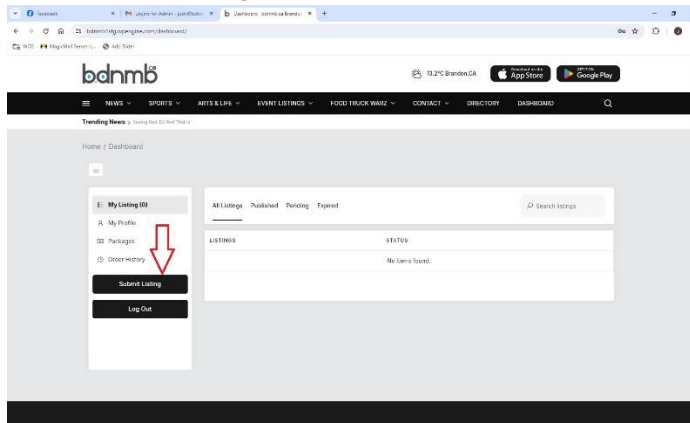
5. Enter credit card or PayPal information and hit “subscribe”.



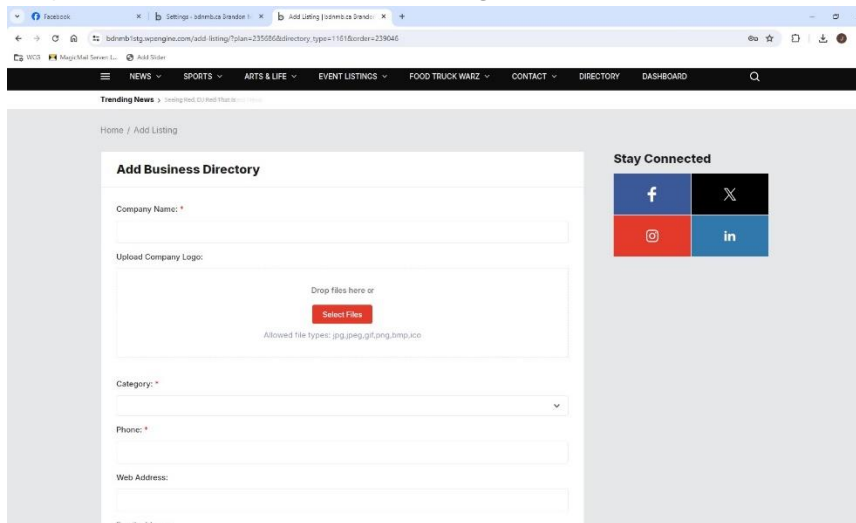
6. Now that you have paid for your subscription, go to “view your listings”.



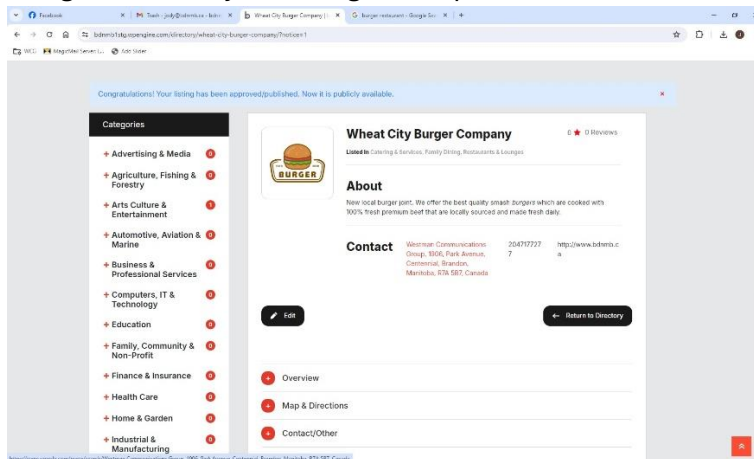
7. Go to submit listings and fill in all the fields.



8. Fill out all the information to complete your business directory listing. Please note, you can list your business into 5 different categories. Hit “Save & Preview” at the bottom of the form.



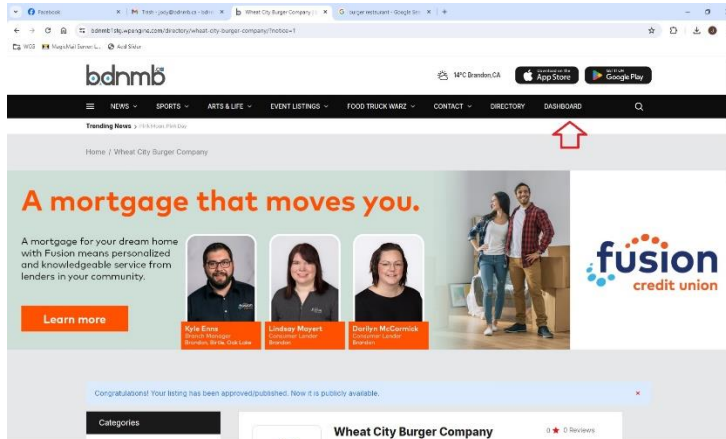
9. Congratulations, your listing is now published in our directory.



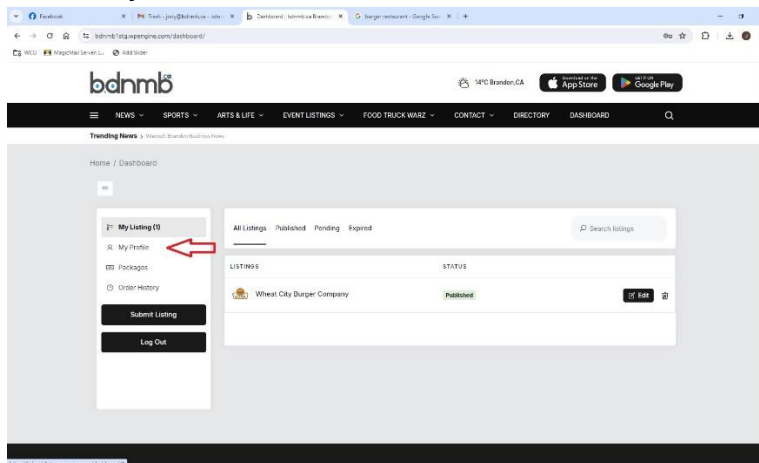
## Prior to logging out.

At the time of signup (entering your email address) you would have been emailed a password. Often this password ends up in a “spam” or “Trash Folder”. To avoid this, you can setup your own password using the steps below.

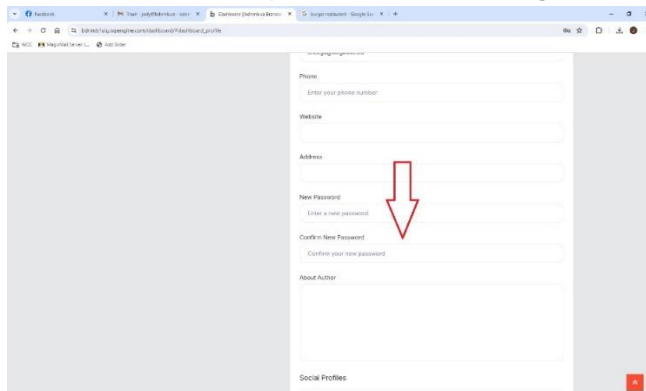
### 1. Return to the dashboard.



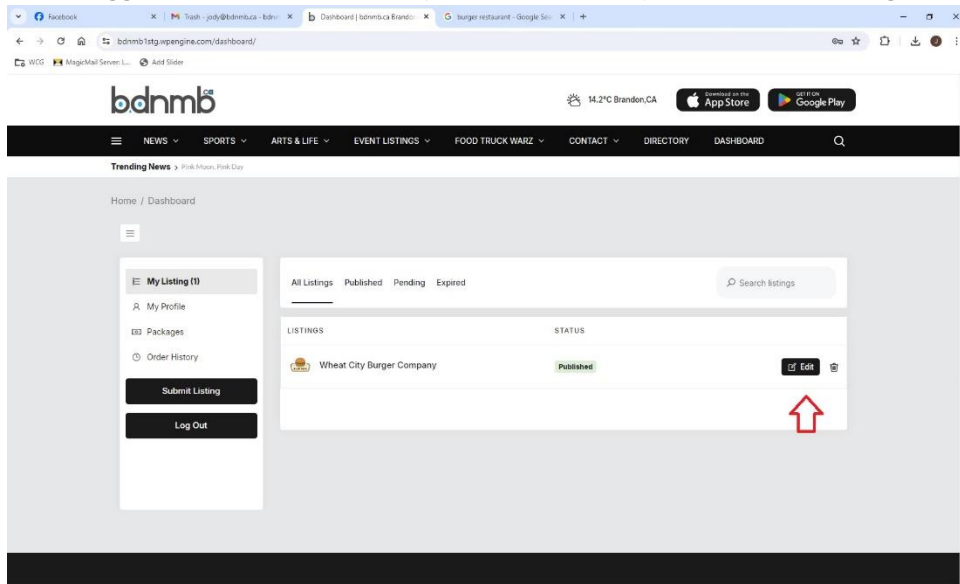
### 2. Select “My Profile”



### 3. Enter & confirm new password. Save changes.



4. Once logged into the dashboard, you can also edit your business listing.



If you log out of the directory, you will need to login (Email address & Password) using the “Login/Directory Sign-Up” tab on the main menu bar.

If you are having an issue setting your password, then please email [jody@bdnmb.ca](mailto:jody@bdnmb.ca) and we will assign and email you a new password.