

How to Create a Resource Directory Profile and Listing

These instructions will guide you through the process of creating a Resource Directory listing. They are listed in the order you need to follow to create a listing. If you close the window you are working in prior to finishing your data will not be saved. Be sure to click the button at the bottom of each window to save your work.

There are three steps to creating a Resource Directory listing:

Register a profile which contains your personal information, including name, User ID and password and email address. This information is not available to anyone who views your listing and is only accessible by you and the Resource Administrator.

Add a Listing, which is where you create your business listing and add information, including your website URL and contact information that can be seen by anyone who views your Business Directory profile. Once your listing has been created the Resource Administrator receives notification that your profile has been added.

Activate your listing by selecting a payment option and completing the payment process. Once the Resources Administrator has accepted your payment, your listing is activated and can be seen by anyone who views the Business Resource Directory.

Once you have created your listing you will be able to update it and your profile information.

Manage your Listings, use this link to update and modify your listing information at any time. Click the **Log In** link to log in with your User ID and password and then modify the information on your listing.

The Resources Administrator will not modify your listing for you, it is your responsibility to ensure that the information it contains is up to date and accurate.

Thank you for using this service, it is our intention to provide you with a resource that will help you build your business and attract new customers for your services. If you have suggestions for listing categories, please email them to the Resources Administrator at resources@enlighteninglife.com.

Create a listing

Register

At the Resources page at www.enlighteninglife.com, click on the 'Register' link in the lower half of the page.

The screenshot shows a registration form with the following elements:

- Header:** "Enter your email address above." with a "Subscribe" button.
- For Providers:** A notice stating that all resources have been screened and offers services that are of benefit to the Uriel Heals community, although we do not guarantee their services. It includes links for "Terms and Conditions" and "Membership Contract".
- Business Directory_ELO:** A section with a "Not logged in" status and links for "Log In", "Register", and "Add Listing".
- Register for an Account:** A registration form with the following fields:
 - Username
 - Password
 - Re-Enter Password
 - Email Address
 A "Register" button is located below the fields.
- Footer:** A note stating that listings are activated with a paid subscription and that the listing will be activated once payment is verified. It also mentions that prices and terms are available in the "Terms and Conditions" document.

Create a User name and password. Your user name should be at least 8 characters long, can include letters and numbers, upper and lower case. You cannot include special characters, such as !, @, #, \$, %, ^, & . * (.), spaces, dashes or underscores in your user or name or password.

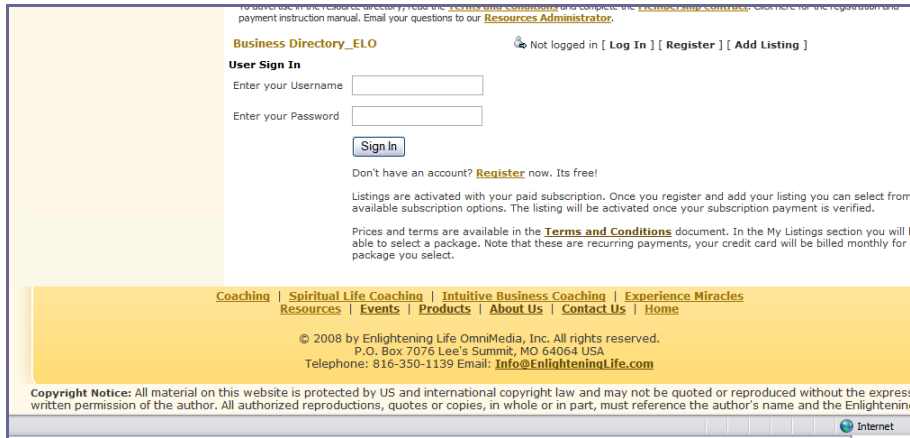
The password should be 8 to 12 alpha numeric characters and the same restrictions on the types of characters apply as with the user names.

Enter your email address, this is the address that will be used to receive email from the Resource administrator, so use an email address that you check regularly. Enter your email address a second time, this ensures accuracy.

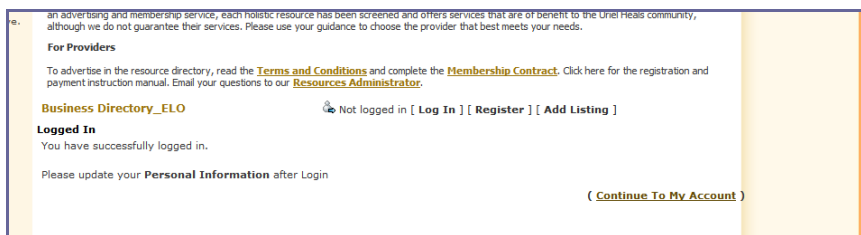
Click the **Register** button to complete your registration. Be sure to write down your User Name and Password in a safe place as you will need it to Add a Listing and in the future, to modify your Profile and Listing.

Add a Listing

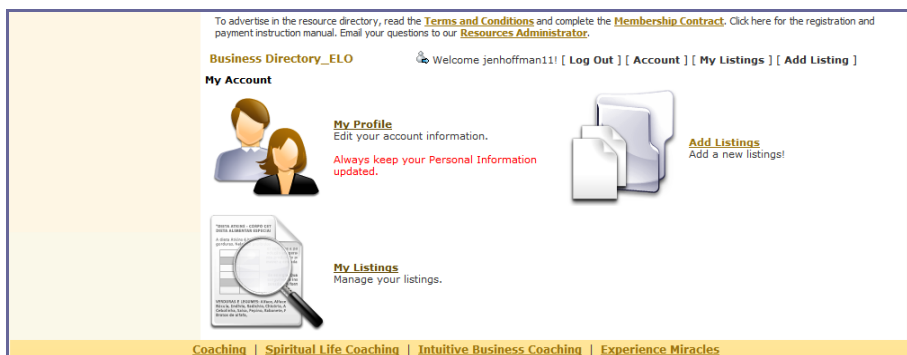
In the next step you will create your listing. Click the **Add Listing** link to the right of the User Sign In boxes and in the window that opens, enter the user name and password you just created and click the **Sign In** button:



Then click the **Continue to my Account** link on the right section of the screen:




There are three links on this page, your Profile link, where you add your profile information, the Listing link, where you add and modify your listing and the Manage my Listings link, which will display the listings that you have in the Business Directory.



If this is the first time you have used the Resource Directory you will want to create your profile so click on the **My Profile** link.

Business Directory_ELO Welcome jenhoffman11! [Log Out] [Account] [My Listings] [Add Listing]

Account Details



First Name

Last Name

Email Address

Street Address

City

State

Province

Postal Code / Zip

Country

In the Profile page, enter the information as requested. Notice that your email address is automatically populated in the Email Address box. Enter your street address, which can be a PO Box.

If you are in the United States, select your state from the drop down menu. If you are in Canada, or Australia, select a Province instead of the State. All users should select a Country from the drop down menu. All fields on this page are required.


When you have entered the required information, click the **Update Profile** button to save the data. You will not have to return to this page unless your profile information changes.

A message is displayed in red that your profile has been updated successfully.

Now you will add your listing, so click the **Add Listing** link above your profile information.

Business Directory_ELO Welcome jenhoffman11! [Log Out] [Account] [My Listings] [Add Listing]

Add Listing



LISTING DETAIL

Category

Business Name

Listing Caption (250 chars. max.)

Description

BUSINESS DETAIL

Business Website URL (*write as http://www.yourdomainname.xxx)

Contact Email Address

Contact Phone Number

Contact Fax Number

LOCATION DETAIL

The Listing page is divided into three sections, the Listing Detail where you enter information about your business type, the Business Detail where you enter business contact information and the Location detail where you enter your business location information.

Complete each section as follows:

Listing Detail

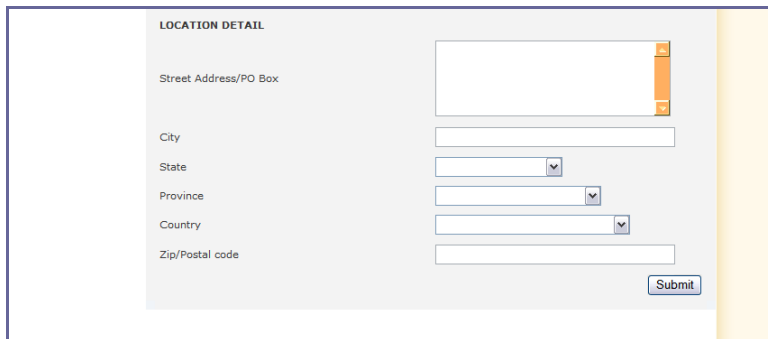
1. Select a Category from the drop down menu
2. Enter your full Business Name
3. For your Listing Caption, enter up to 250 characters, including spaces, that users will see when they look at your profile. This should be a short sentence that describes your business, i.e. energy clearing, balancing and integration. Write a sentence that users can read to understand what your business does before they read the Description.
4. In the Description box, enter up to 250 words that define your services. Make it as complete as possible, as this is what clients will read to select your business.

Business Detail

1. Enter your website address in the format <http://www.yourwebsite.xxx>, for example, <http://www.enlighteninglife.com>
2. Enter your contact email address—this is the email address your clients will use to contact you.
3. Enter your telephone number in the format area code – phone number. You can use dashes and spaces, do not use parentheses to separate your area code and phone number. This field will accept international phone numbers up to 20 numbers long.
4. Enter your fax number, if applicable, using the same format you used in the phone number field. You do not need to enter a number in this field if you do not accept faxes.

Location Detail

Note: If clients visit you at your place of business, you should use that address in this section. If not, you can use a mailing address.

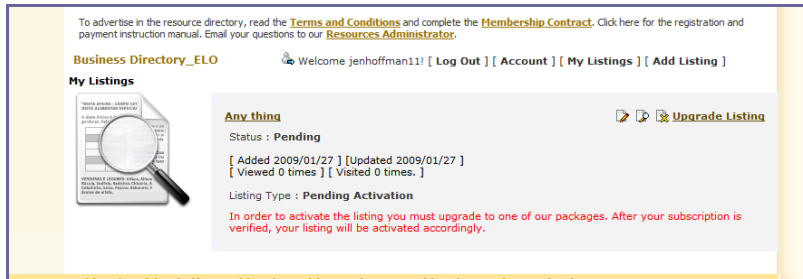


1. Enter your Street Address or Post Office Box, if your address has more than one line of text, use the Enter key after each line to move to enter another line.
2. Enter the City your business is located in
3. Select the State from the drop down menu (for US-based business)
4. Select the Province from the drop down menu (for businesses in Canada and Australia)
5. Select the Country from the Drop down menu
6. Enter your Zip or Postal Code

Click the **Submit** button when you have entered all information for your business listing.

Activation and Payment

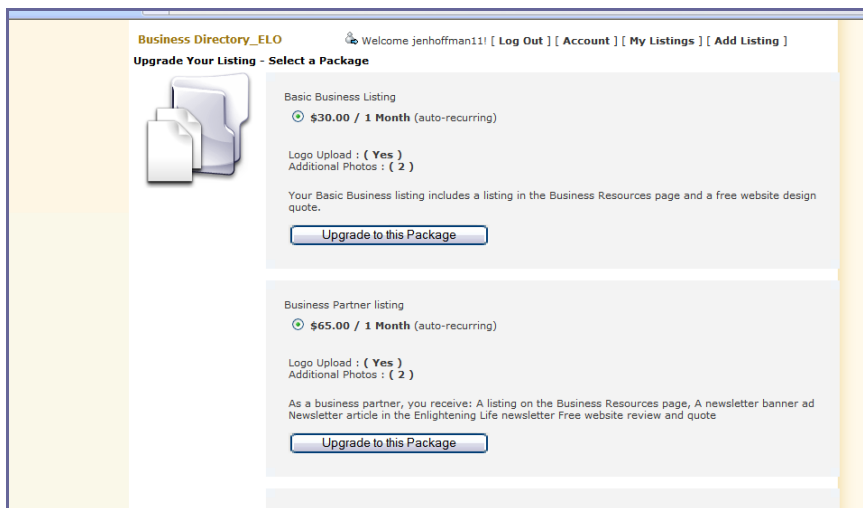
Your listing is submitted to the Resources Administrator for approval and receipt of payment for your listing. Your listing is activated once payment has been received.



To activate your listing, click the **Upgrade Listing** link on the top right corner of the gray shaded area.

Select a Package

Select a package by marking the radio button for the package selected, from the three options provided. The default value is the Basic Business Listing (the first option). By selecting an option you are agreeing to pay the monthly subscription price, which will be automatically deducted from your Paypal account. Your credit card on file will be billed for this charge, which will appear as paid to Enlightening Life OmniMedia, Inc.. The email address for this charge is sales@enlighteninglife.com. If you have questions about this charge, please email resources@enlighteninglife.com.



The packages you can select from are:

- Basic Business, which is \$20 per month
- Business Partner, which is \$30 per month
- Business Circle, which is \$50 per month

The services offered under each page are detailed in the Business Directory Terms and Conditions document, available on the Resources page at www.enlighteninglife.com.