



How To Manage Your Business Listing



How To Manage Your Business Listing

What are the benefits to claiming and managing your listing?

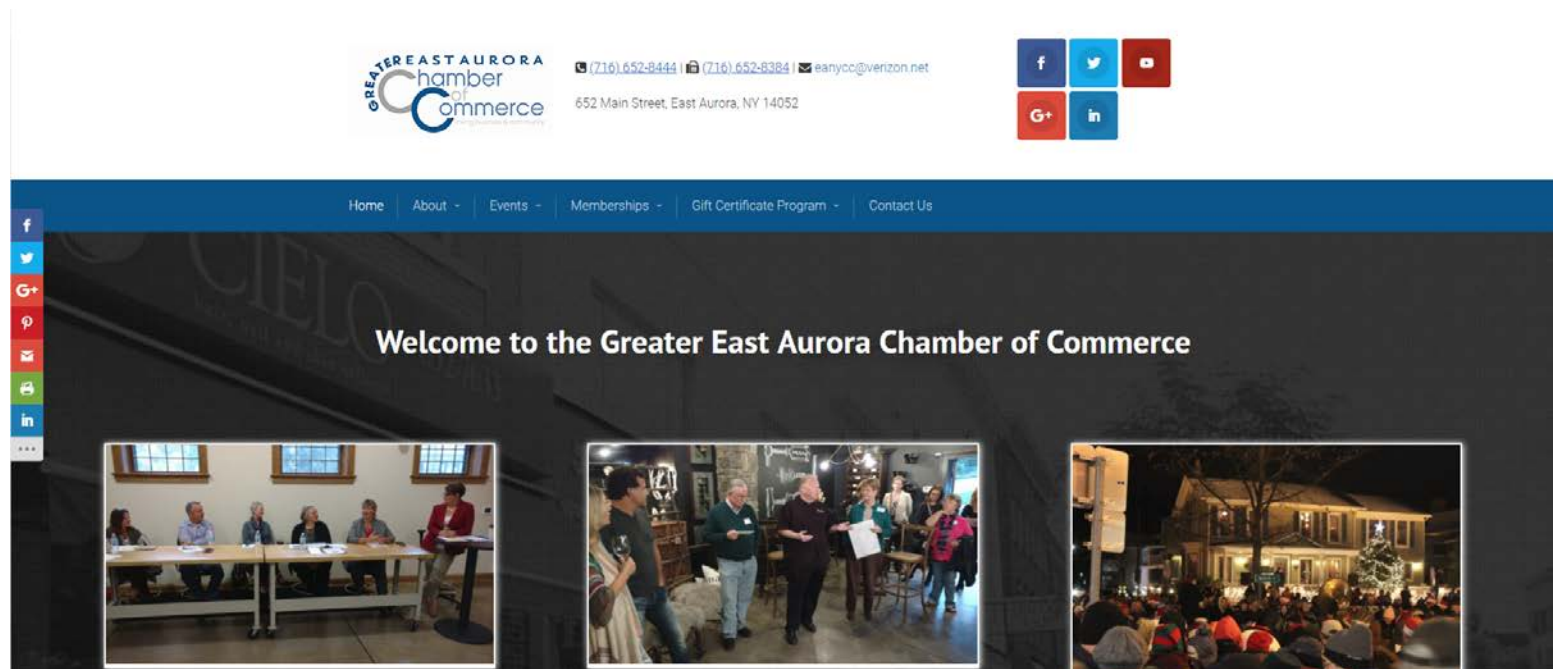
- Post accurate information about your business location, services and contact information on the Greater East Aurora Chamber of Commerce website.
- The ability to change your listing anytime to reflect service, offers, special events, etc. happening at anytime throughout the year.
- SEO benefits for your own website including
 - Quality backlink to your website
 - Accurate NAP (NAME, ADDRESS, PHONE NUMBER) directory listing.



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How do I claim my business listing?

- Visit eanycc.com





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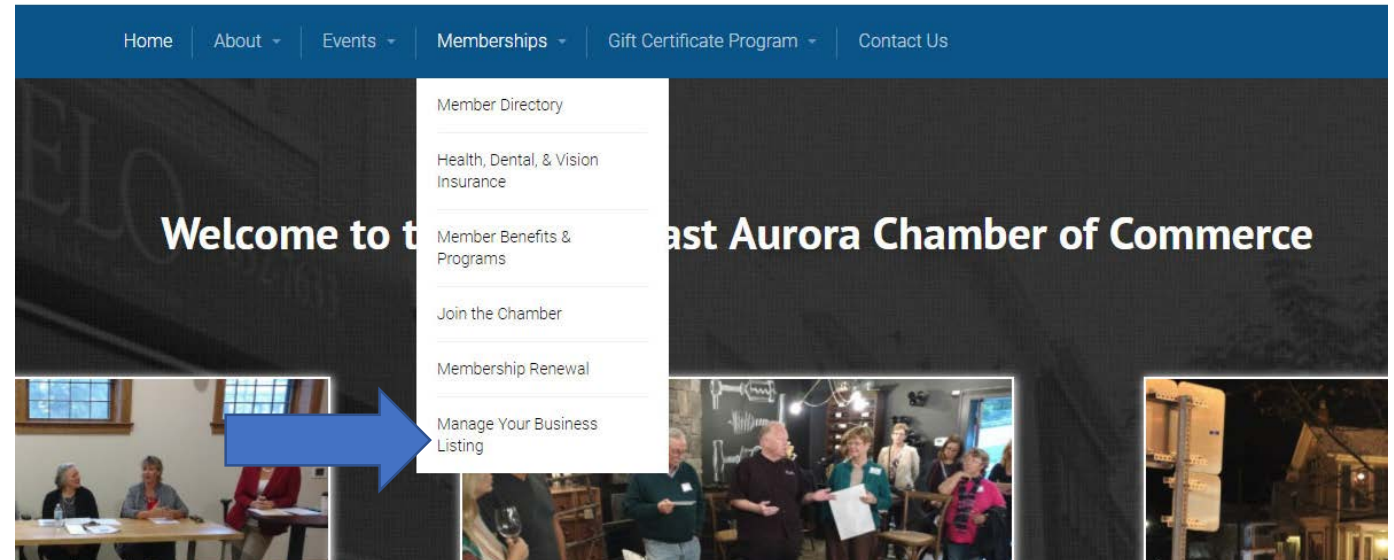
How do I claim my business listing?

- Navigate to Memberships and click on the Manage Your Business Listing drop down.



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How To Manage Your Business Listing

How do I claim my business listing?

- Click on the blue Claim Your Business Listing button.

A screenshot of the Greater East Aurora Chamber of Commerce website. The top navigation bar is dark blue with white text for "Home", "About", "Events", "Memberships", "Gift Certificate Program", and "Contact Us". Below the navigation bar is a light gray banner with the text "Manage Your Business Listing". The main content area is white and contains a paragraph of text, a list of steps, and a blue button labeled "Claim Your Business Listing". To the right of the main content area is a dark blue box with a white "Login" form, including input fields for username and password, a "Forgot your password?" link, and a "Login" button.

Home | About | Events | Memberships | Gift Certificate Program | Contact Us

Manage Your Business Listing

As a member of the Greater East Aurora Chamber of Commerce, business owners can edit their business listing at anytime. To manage your business listing, complete the following steps:

- **Claim your Business Listing** by completing the editor registration form. You will be asked to select a password. Be sure to save the password as you will need to login to manage your listing after your account has been created.
- Submit the form
- Wait for a notification from the Greater East Aurora Chamber of Commerce to let you know your account is active.
- Login to access and edit your business listing.

[Claim Your Business Listing](#)

If you have already claimed your business listing, simply login to [manage your listing now!](#)

Login

geacc

.....

[Forgot your password?](#)

Login



How To Manage Your Business Listing

How do I claim my business listing?

- Complete the Editor Registration form to create your account and associate it with your business.
- Pay attention to the instructions under the business name field. You must press TAB to engage the business name search.
- Click on Register to finish your account creation.

A screenshot of the "Editor Registration" form on a website. The form is set against a dark blue header with navigation links: Home, About, Events, Memberships, Gift Certificate Program, and Contact Us. The form title "Editor Registration" is displayed in a light grey box. Below the title, there is a legend: "* = Required". The form fields are: "First Name *" (text input), "Last Name *" (text input), "User Name *" (text input with value "jsurdej"), "Password *" (password input with value "....."), "Email *" (text input), and "Business Name *" (text input). Below the "Business Name" field, there is a red instruction: "Please enter your business name and press tab to select your business from the list. (Your business needs to be already registered with our chamber.)". At the bottom of the form is a blue "Register" button.



How To Manage Your Business Listing

How do I claim my business listing?

- After you submit the Editor Registration form you will receive a confirmation message.
- Be sure to save the password as you will need to login to manage your listing after your account has been created.
- Wait for a notification from the Greater East Aurora Chamber of Commerce to let you know your account is active. All requests must be approved in order for you to manage your listing.
- Once approved, login to access and edit your business listing.

A screenshot of the Greater East Aurora Chamber of Commerce website. The top navigation bar is dark blue with white text for "Home", "About", "Events", "Memberships", "Gift Certificate Program", and "Contact Us". Below the navigation bar is a light gray header with the text "Manage Your Business Listing". The main content area is white. On the left, there is a paragraph: "As a member of the Greater East Aurora Chamber of Commerce, business owners can edit their business listing at anytime. To manage your business listing, complete the following steps:" followed by a bulleted list of three steps. Below the list is a blue button with white text that says "Claim Your Business Listing". On the right, there is a blue box with white text that says "If you have already claimed your business listing, simply login to manage your listing now!". Below this text is a "Login" form with two input fields: one for the username "jpsurdej" and one for the password ".....". Below the password field is a link that says "Forgot your password?". At the bottom of the form is a blue button with white text that says "Login".