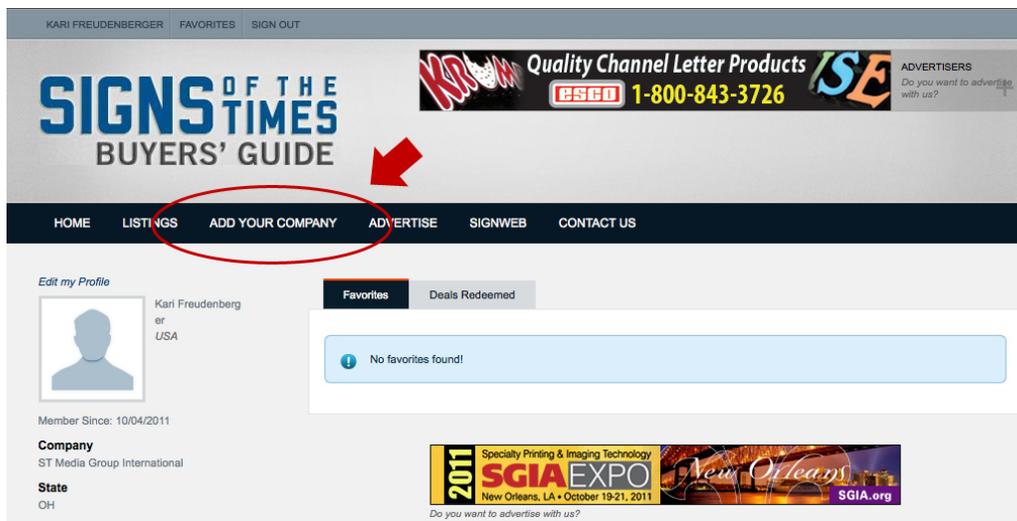


## Signs of the Times' Buyers' Guide Instructions to Add a Listing

1. Go to <http://buyersguide.signweb.com>. (Be sure to use this exact URL. Do not use "www.")
2. Click on the green "Create Your Profile" button. **Please note:** You must have a profile to add a listing.
3. Fill in your account and contact information.
4. If you would like your contact information visible to other users, please check the "Publish my contact information" box.
5. Click the "Submit" button at the bottom of the page.
6. You will land on a page like the one displayed below. Continue by clicking "Add Your Company" found in the navigation bar.



7. After doing this, you will see a page with all the listing options and listing level packages. To choose a listing level, click the green "Sign Up" button.
8. After you select your listing you will see a page that will ask you to confirm your chosen level. Continue by selecting which package you are choosing and select your account status.  
**If you have not created a profile** you will be asked to fill in the required information in order to proceed with creating your listing.  
**If you are logged into your profile** you will be asked to reconfirm your listing level of your choice.
9. After you have selected your package, go to the next page to fill out your listing information. **Please note:** depending on your listing level, your listing information options may vary.

10. Once you submit your listing, you will see a confirmation page and an email will be sent to you providing additional instructions. **Please Note:** All listings go into a queue for approval within 2-4 business days. You will receive another email when your listing goes live.

## **Definitions**

**Summary Description:** This 250 character description shows on the category and search results page. Upgrading to diamond gives you a full description to show up when your listing is clicked.

**Keywords:** Use these 10 keywords to increase your search visibility for terms related to your company. **Please note:** Words used in your listing are already included.