

Google Local Instructions

Go to website <https://www.google.com/local/add/login>

If you do not have a Google account set up
Click Create a New Google Account and follow instructions on the form

Enter login

Email address
Password

Required Information

Enter Company Info
Company Name
Address
City
State
Zip Code

Phone Number (must be entered in this format (888) 888-8888)

Email Address

Website

Enter a short description of your business – Use phrases that describe your business or phrases that you think your customers will search to find you.

Click Next

Category

Enter a couple categories related to your business

Click Next

Hours & Payments

Enter your hours of operation (you have the option not to specify these if you wish)

Click the boxes next to the payment types you accept (not required)

Click Next

Photos

You may add a photo or video for your listing (not required)

Click Next

Custom

Here you can add any other details of your business you want customers to know about (not required)

Click Next

Validation

Choose the way you wish to be contacted

Phone-It will call you at the number specified

Post Card – Google will mail you a post card with instructions on validation

Make sure contact name is correct

Click Finish

Pick an option

Call Now

Call In 5 Minutes

The next screen will provide the pin number you need to enter when Google calls you

Yahoo Local Instructions (Please note Canadian customers will not be able to use the Yahoo locals)

Go to website:

https://login.yahoo.com/config/login_verify2?.src=lcls&.done=http%3A%2F%2Flistings.local.yahoo.com%2Fsignup%2Fcreate_1.php%3Ftype%3Dfl%26lsgn%3D1%26scrumb%3D0

If you do not have a Yahoo account set up
Click Sign Up and follow instructions on form

Enter login

Yahoo ID

Password

Enter Account Contact Information

First Name

Last Name

Email Address

Phone Number

Enter Location Information

Business Name

Phone Number

Address

City

State

Zip

Website

Toll Free Number

Fax Number

Company Email

Additional Phone Numbers

Check Box if you do not want your business address displayed

Check Box if you want reviews of your business sent to you

Hours of Operation (not required)

Enter your hours of operation

Payment Methods You Accept (not required)

Click the boxes next to the payment types you accept

Additional Information (not required)

Year Established

Languages Spoken

Brand Names Carried

Products & Services Offered

Professional Associates

Specials

Click Continue

Category Selection

Select a primary category that describes your business from the dropdown menu

Select a secondary category that describes your business from the dropdown menu (not required)

Click Continue

Preview Your Local Listing

Review the information you entered

If you've made a mistake Click Edit

If everything is correct

Click Submit

Verification of Terms & Services

Enter the code word shown

Click I Agree

Yahoo will verify via e-mail with directions to activate and confirm your local listings within 3-5 days.