This document contains the steps which will help you to submit your business to listings. The listing includes both business and contact information. You can also include details, such as search keywords, social media links, payment types and your company logo.
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Locate your Advanced Tools and Applications

Once you log into your Online Presence Portal you will find your name in the upper right corner of the blue task bar. When you place your mouse on the blue down arrow, a menu will open; select the Advanced Tools to open a new window with the list of all Advanced Tools that are available with your specific plan. You can also use the Quick Access menu to find Advanced Tools.

When the new window opens, you can choose from various Apps/Tools by choosing to view ALL or a specific category. Tiles for the tools are color coded based on their category. Note that only available tools based on product plan and purchases will be shown.

Introduction

OneList allows you to create an entry for your business, which will be listed in over 40 local business directories’. The listing includes both business and contact information. You can include details, such as search keywords, social media links, payment types and your company logo.

Navigation

The main page contains links to help create and manage your listing. Easily launch OneList through the Social and Promote tab on the top bar of your Control Panel.
To begin, launch the OneList application which launches the OneList Main Menu.

Main Menu

The main menu provides two links to manage your directory entry – **Listing**, to create and manage the displayed information, and **Reporting**, to view details of any updates made to your directory entry.

<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Listing</strong></td>
<td>Create your business' listing to be in over 40 local business directories.</td>
</tr>
<tr>
<td><strong>Reporting</strong></td>
<td>Reports on all updates over time to your listing.</td>
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### Listing

Create and edit how company information is displayed by clicking the **Listing** link on the “Main Menu” tab. You can also click the “Listing” tab.

To add or update a Listing:

1. In the Contact Information section, enter the following:
   - Contact Name
   - Phone Number
   - Fax Number, if applicable,
   - Email address

   **Contact Information**
   - *Contact name (max 75 characters)*
     - Qa test!
   - *Phone number (format is xxx-xxx-xxxx)*
     - 123-123-1234
   - Fax number (format is xxx-xxx-xxxx)
     - 333-222-1111
   - *Email Address (e.g. joindoe@example.com)*
     - qaest@lest.com

2. In the Business information section enter the following required fields:
   - Business Name
   - Country
   - State or Province
   - City
   - Street Address
   - Zip or Postal code

   Brief Company Description is optional.
3. In the Business Details section, perform the following steps:
   - Select the business category from the drop-down list
     **Note**: to change the business category, click Change and select from the drop-down list.
   - Enter the website URL for the listing
   - Enter the URL for any social media Website page associated with the company (for example, Facebook, Twitter, LinkedIn®)
   - Enter any keywords that reflect the company products or services
   - Select the Payment Type accepted by the business
   - Enter the URL to add a company logo to the listing
4. Once you have entered all of the information, click **Submit**.

5. Click **OK**.

You will be directed to the Reporting page.

**Reporting**

You can view a list of recent updates to your listing, which also includes the date, time, and the type of action that occurred. To view the details of a reported item, click on the item and the Details open in a separate section.
Support

View the online help contents by clicking the **Support** link.

Feedback

Provide feedback about the OneList application that will be reviewed by our Customer Support team.

To provide feedback:

1. Click **Feedback**.
2. On the Feedback dialog, select Comment, Suggestion, or Problem from the drop-down list.
3. Select the checkbox if you want to be contacted with follow-up information regarding your feedback.
4. Add your comments and click **Submit Feedback**.

Once feedback has been submitted, the following dialog box opens.
Your feedback is important to us.

Thank you!

5. Click **Close**.