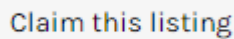


## Support Local – How to claim a business listing.

Support Local includes listings for some businesses which are believed to be operating during these times. Should you find that a listing already exists for your business, you will be able to claim the listing and then make any changes, such as adding photos or additional information for your customers which should help promote existing and new services.

Visit your business listing on the Support Local website, and in the top right-hand corner click Claim this Listing:

A rectangular button with a light grey background and rounded corners. The text "Claim this listing" is centered in a dark grey font.

On the Claim Listing screen, please enter your contact email address in order to create an account on the website and claim the listing. Then click Register Account.

On the next page there is a section for you to provide additional information which will be sent to the website administrators to assist in verifying your listing claim. Then click Submit Claim. This will remain pending for a short time, whilst it is approved on the Support Local website.

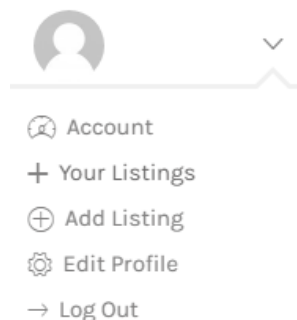
You will receive two emails, one which confirms that you have submitted a Business Listing claim which is now pending approval. The other email is for you to complete your account on the Support Local website by setting a password. Please follow the link in the email in order to set your password and login to the website.

You will then receive a confirmation email of your claim once it has been approved.

Now you can log into the Support Local website and make changes to your listing. Click login from the top right-hand corner of the website and enter your account details.

A horizontal navigation menu with four items: "Explore", "How Support Local Works", "+ Add Your Listing", and "Log In". Each item is in a dark grey font and separated by a small gap.

Log in should now change to your account name, please select Your Listings from the drop-down menu that appears.



You can Edit your listing from the Dashboard page:

A row of four action buttons: "Edit" (with a pencil icon), "Duplicate" (with a plus icon), "Delete" (with a red X icon), and "View stats" (with a bar chart icon).