



Helpful Hints and Step by Step Guide:



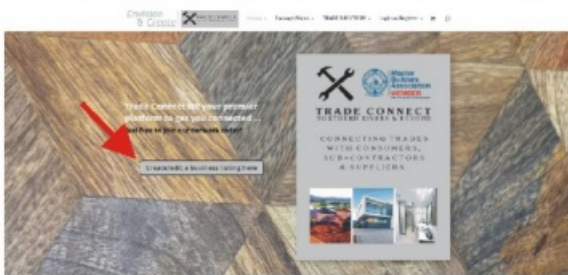
Before you access the website;

1. Have your business logo (under 1MB) and your 6 profile photos (under 1 MB per photo) ready in a folder on your iphone or tablet.
2. Have your Social Media urls for Facebook, Instagram, LinkedIn, Youtube and your Business Description (max 250 words) ready before you purchase your package.
3. View the 3 preferred package levels from our 'Package Prices' page.

Add Listing Quick Steps: Full Guide is at <https://envisionandcreate.com.au/home/helpful-hints/>

1. Register - 2. Verify - 3. Login - 4. Add Listing - 5. Pay - 6. Manage - 7. Promote.

Step 1. Access Login/Register to register your account.



Login if you are an existing client or register if you do not have an account.

Login

Username or Email Address *

Password *

Remember Me

Lost your password?

Register

Username *

E-mail Address *

Password *

Confirm Password *

Step 2. Verify your account

An email will be sent to your registered email to verify the account. Check your spam folder if you can't see it in your inbox and unspam the email.

[Envision And Create] Verify your account

From: Envision And Create Date: Today 15:09

Hi! It's here to help.

Please click the following link to verify your account:

<https://envisiandcreate.com.au/verify-account/?email=13100138e-c6d57b-1166e-613e-1775e-ec7110215e75437630>

If this was a mistake, just ignore this email and nothing will happen.

Envision And Create

info@envisiandcreate.com.au

Step 3. Login using your Username and Password to the Dashboard.

Login

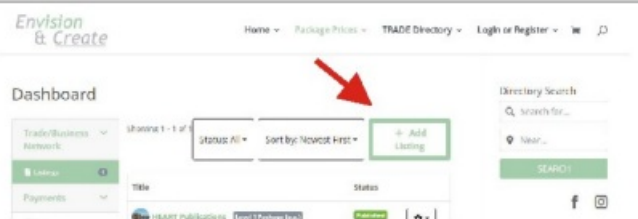
Username or E-mail address *

Register

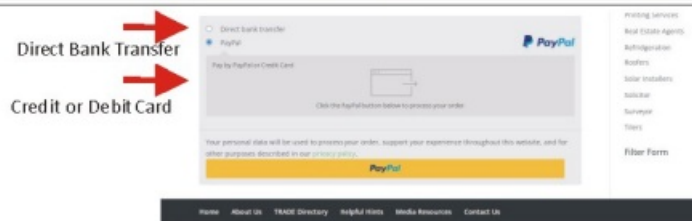
Username *

Step 4. Click on 'Add Listing' button top right in the Dashboard. This link will take you to the 'Package Prices' page where you will be able to Choose a Plan Level 1 to 3.

Fill out form - Add Contact Details, Social Media URLs, Business Description, Add photos from your folder and video url from YouTube.



Step 5. Click 'Add to Cart' button at the bottom to process payment via Direct Deposit or PayPal. All receipts are sent to your nominated email account.



Step 6. You can update your business listing at any time by accessing Login/Register page which allows you to access your Dashboard.



Step 7. Promote your business listing and join our co-operative market campaign.