

# How to Register and Edit Your Business on the Hudson City Business Directory

## REGISTER YOUR BUSINESS

Go to <http://www.mygovhelp.info/hudsonoh/>

### Select *Register my Business*

Even if your business already appears in the City Business Directory, you must complete this step to access the editing features.

**PLEASE NOTE:** Once you submit your registration, it will take up to 48 hours to receive approval from the City. At that time, you can begin to edit your listing.



### Complete the registration form, and *Submit*

You can copy and paste into City Business Directory fields if you wish

The screenshot shows the 'Shop Local Businesses' registration form. The form has a green header with the text 'Shop Local Businesses'. Below the header, there is a 'Service Request Type' dropdown menu set to 'Register My Business'. The 'Description' field contains the text 'Please list my business on ShopsQA'. The 'Contact E-Mail' field contains 'SampleHudsonBusiness@gmail.com'. The 'Name of Business' field contains 'Sample Hudson Business'. The 'Business Address' field contains '100 Sample Drive'. The 'Business City' field contains 'Hudson'. The 'Business Phone' field contains '330-000-0000'. The 'Business State' field contains 'Ohio'. The 'Business Zip' field contains '44236'. At the bottom, there are 'Submit' and 'Cancel' buttons.

### Complete the contact and password form, and *Submit*

Be sure to jot down your password and keep it somewhere secure

The screenshot shows the 'Shop Local Businesses' contact and password form. The form has a green header with the text 'Shop Local Businesses'. Below the header, there is an 'Email Address' field containing 'SampleHudsonBusiness@gmail.com'. The 'Password' field contains '\*\*\*\*\*'. The 'Confirm Password' field contains '\*\*\*\*\*'. The 'First Name' field contains 'Jane'. The 'Last Name' field contains 'Sample'. At the bottom, there are 'Submit' and 'Cancel' buttons.

### A confirmation message will appear

Print and retain this for your records

The screenshot shows the 'Shop Local Businesses' confirmation message. The message has a green header with the text 'Shop Local Businesses'. Below the header, there is a 'Reference No.' field containing 'W000305-110711'. The 'Contact E-Mail' field contains 'SampleHudsonBusiness@gmail.com'. Below the fields, there is a message: 'Thank you. Your contact information has been sent for approval and you will received a confirmation message shortly.'

**You will also receive a confirmation email from "Hudson Business Directory"**

From: **Hudson Business Directory** <[HUDSONOH@MYCUSTHELP.COM](mailto:HUDSONOH@MYCUSTHELP.COM)>  
Date: Mon, Nov 7, 2011 at 12:27 PM  
Subject: Welcome to the Hudson Business Directory  
To: [SampleHudsonBusiness@gmail.com](mailto:SampleHudsonBusiness@gmail.com)

Dear Jane Sample,

Thank you for registering. Once approved you will receive an email confirmation. You will then have the ability to update your business information.

Please allow 24-48 hours for turnaround time.

Email Address: [SampleHudsonBusiness@gmail.com](mailto:SampleHudsonBusiness@gmail.com)  
Password: *(your password will appear here)*

**Once you are approved by the City of Hudson, you will receive another email.** This can take up to two business days.

From: **Hudson Business Directory** <[HUDSONOH@MYCUSTHELP.COM](mailto:HUDSONOH@MYCUSTHELP.COM)>  
Date: Mon, Nov 7, 2011 at 3:58 PM  
Subject: [BUSINESS\_NAME] has been approved!  
To: [SampleHudsonBusiness@gmail.com](mailto:SampleHudsonBusiness@gmail.com)

Hello Jane Sample,

You have been approved to update your business on the Hudson [website!](#)

To view instruction on how to Edit your Business please click [here](#)

Thank you,

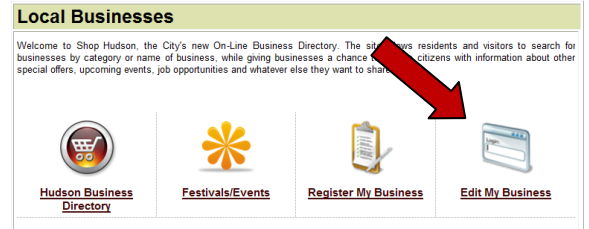
The City of Hudson

**Your registration is now complete, and you may edit your listing.**

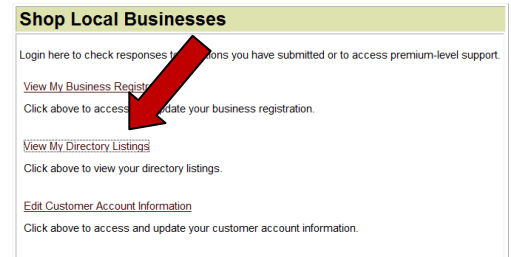
## EDIT YOUR DIRECTORY LISTING

Go to <http://www.mygovhelp.info/hudsonoh/>

Select *Edit my Business*

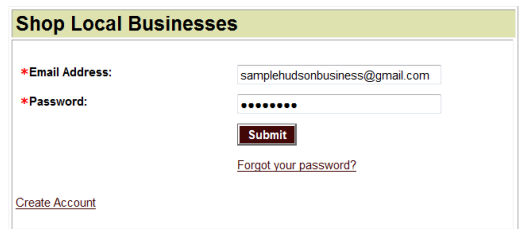


Select *View My Directory Listing*

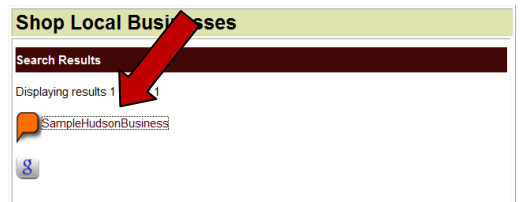


Log in

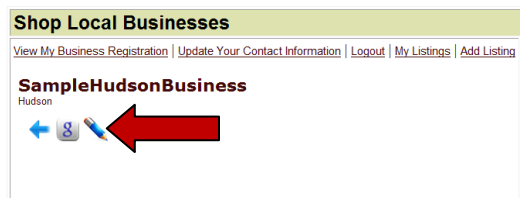
Use the email and password you established during the registration process



Click on the name of your business

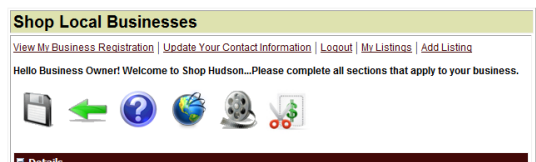


Click the pencil icon

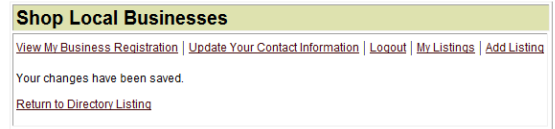


At the top of the editing screen, there are 6 unlabeled icons. From left to right, they are:

- ◆ *Save*
- ◆ *Go back*
- ◆ *Help*
- ◆ *Webinar schedule*
- ◆ *Add a video*
- ◆ *Add a coupon*



**You will want to save your work frequently.** When you do so it takes you out to the screen shown here. **Click on the back arrow on your Internet browser** to return to the editing screen - - NOT *Return to Directory Listing*, which takes you instead to the main search page.



**Complete your listing.** You can copy and paste into the fields on the editing page if you wish. A few notes and tips:

- ◆ Click on the + sign next to a heading to open up the editing fields
- ◆ Fill in the *Keywords* list extensively: those words that shoppers will use to search, that can guide them to you. Be sure to use plurals and synonyms to cast a wide net for your business.
- ◆ Check to see if any of the *Special Identification* items apply to you: New Listing, Open 24 Hours, or Sale. Selecting any of these will create an associated icon on your listing.
- ◆ In *Photo or Image*, upload the logo or photo that you would like to appear in your listing. You will have the opportunity to add additional photos later on the editing page. *Please note: images not proportioned like a 3.5x5" photo will be distorted to meet that proportion in your listing.*
- ◆ **URLs:** If you have a website, Facebook or Twitter presence, photos on a site such as Snapfish or Picasa, etc., you can enter the addresses here. *TIP: Open up the site, and copy and paste in the URL from your browser in order to ensure accuracy.*

The screenshot shows the "Details" editing page for a business listing. The form includes fields for Name, Description (with a rich text editor), Keywords, Address 1, Address 2, City, State/Province, Zipcode, Phone, Cell, Fax, Email, Mailing List Email, and Special Identification. There is also a section for "Photo or Image" with a "Remove Listing (Photo or Image)" checkbox. Below the form is a statistics table:

Views Last Year:	54
Views Last Month:	54
Views Yesterday:	0
Unique Views Last Year:	52
Unique Views Last Month:	52
Unique Views Yesterday:	0

At the bottom of the page are several expandable sections: "URLs", "Categories", "Hours", "Event Details", "Frequently Asked Questions", "Specials and Coupons", "Job Opportunities", "Reviews", and "Photos".

**Save your work.**

**You can return to the editing process as often as you wish, to update hours, menus, etc.**

**Thank you for helping make the Hudson City Business Directory a useful resource for residents and visitors alike.**