

Existing Business Renewal Process

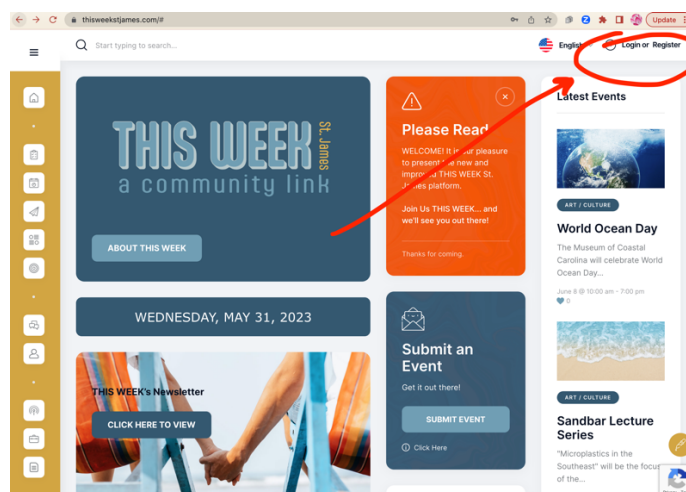
How-to: Reset Your Password, Pay, and Update Your Listing in 4 EZ Steps

A short HOW-TO VIDEO is available at: www.thisweekstjames.com/support/

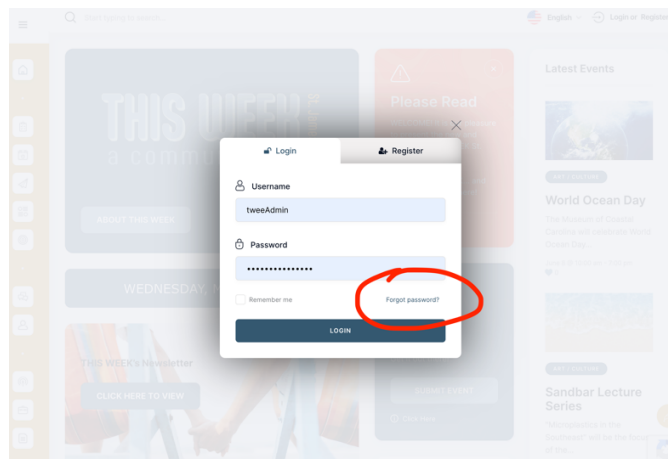
4 EZ STEPS:

1) Reset Password

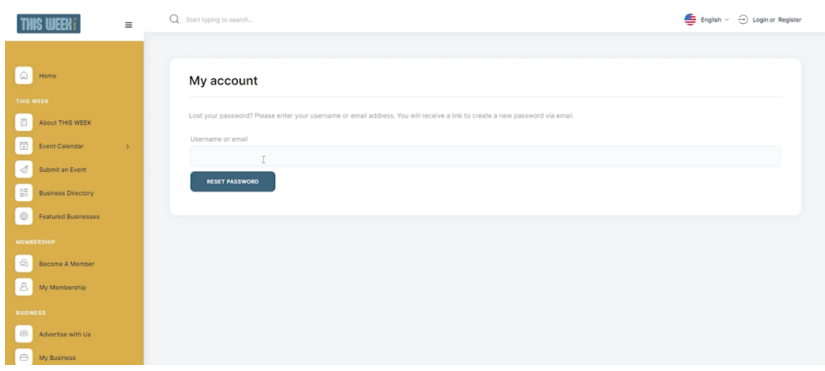
- Go to <https://www.thisweekstjames.com>
- On the top right corner, Hit **Login or Register**



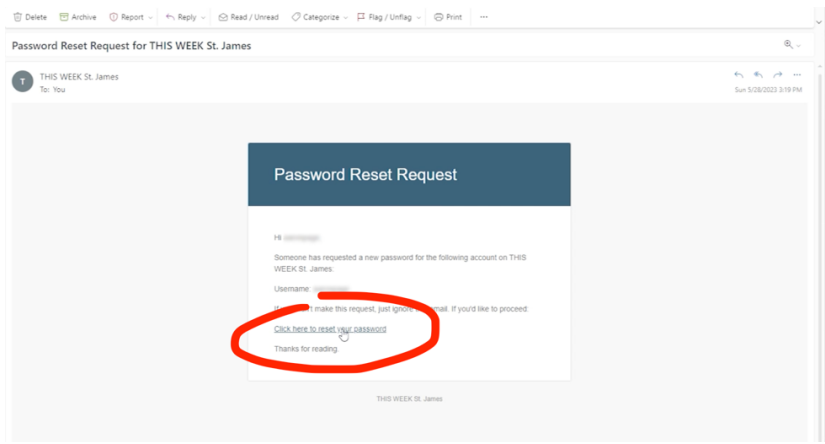
- On the pop-up, Hit **Forgot Password**



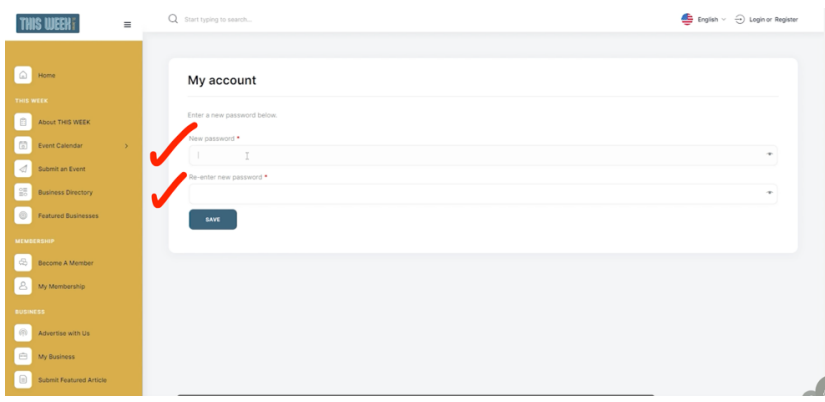
- A window will appear that is titled 'My account'. Enter your Email.
 - **Your Username is your email**
 - **Hit Reset Password button**



- **Go to your Email and Hit the reset link** provided in the body of email.

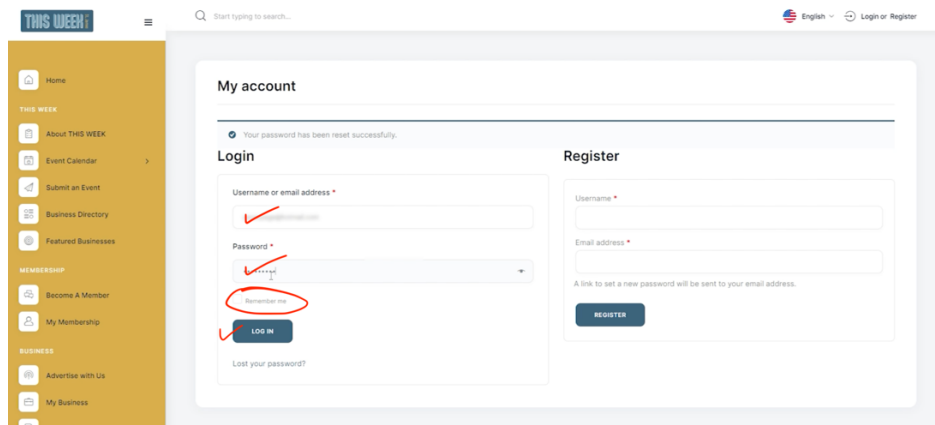


- This will take you back to the site to finish setting up new PW and allow you to renew your listing. **Type in your new PW and Hit Save.**



2) Log-in

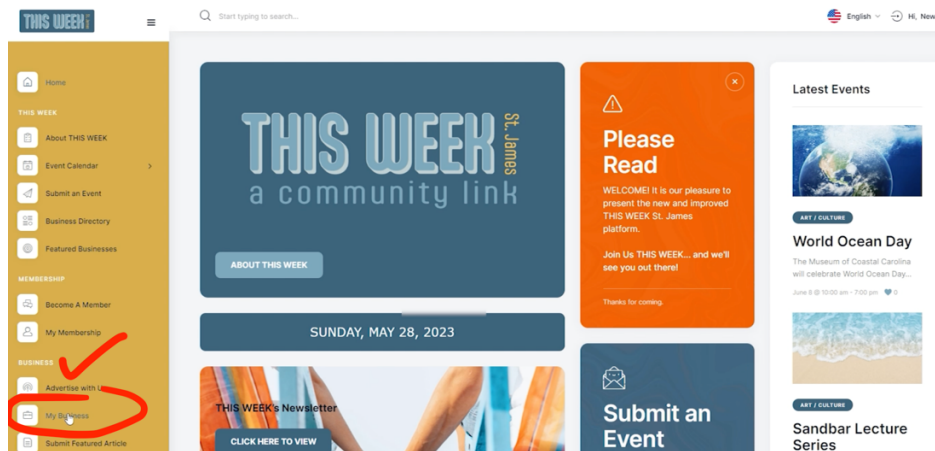
- **Now Let's Log-in**
 - Your Username is your email
 - Your PW is the one you created
 - Check the box 'Remember me'
 - Hit the blue Log In button



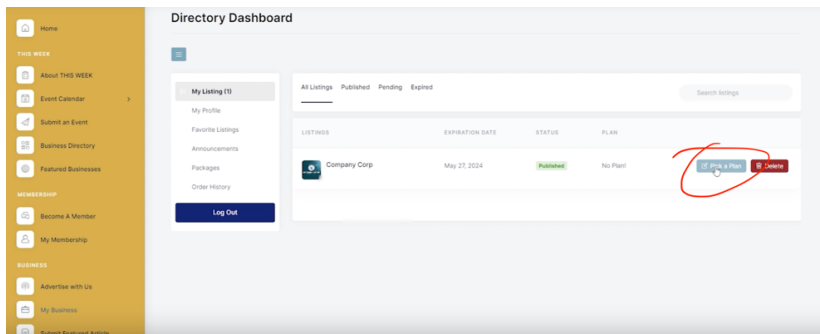
- You are now back on the Home Page of the site and logged in.

3) Pick a Plan

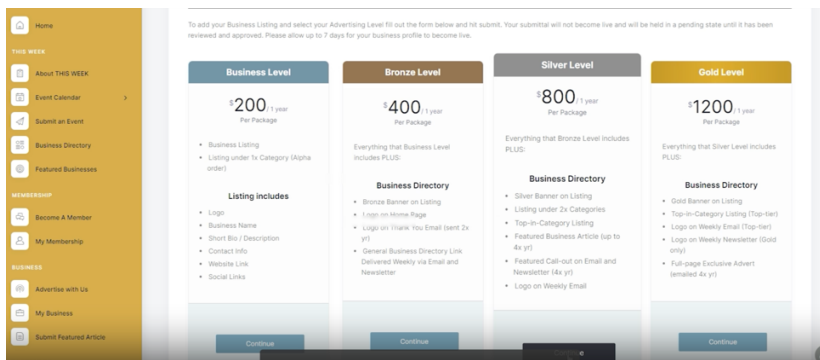
- Go to the gold navigation menu bar on the lefthand side. Scroll down under 'BUSNESSES' and **Hit 'My Business' button**



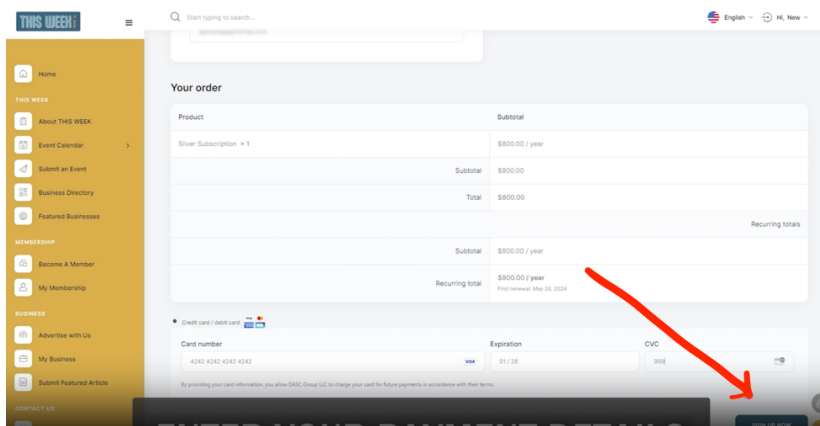
- This is your Directory Dashboard. Hit the blue 'Pick a Plan' button.



- Read over the 4 Advertising Packages available. Pick a plan that fits your needs and Hit the blue 'Continue' button that corresponds with that plan.

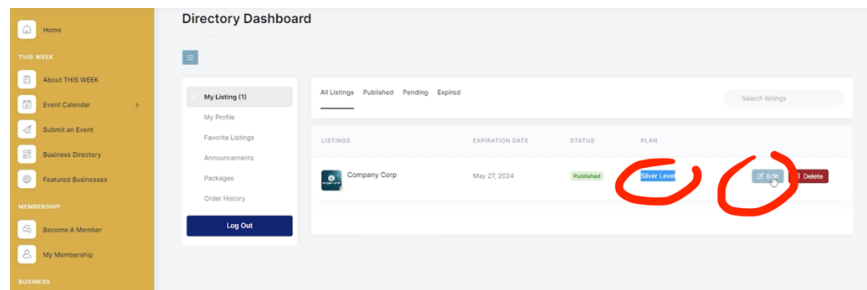


- You are now on the payment gateway page. Update and enter your payment details. When finished, Hit the blue 'Sign Up Now' button – This will take you back to your Directory Dashboard.



4) Edit and Preview Your Listing

- From your Directory Dashboard you will see your plan level and be able to edit your listing. **To edit your listing Hit the 'Edit' button.**



- **Edit Your Listing.**

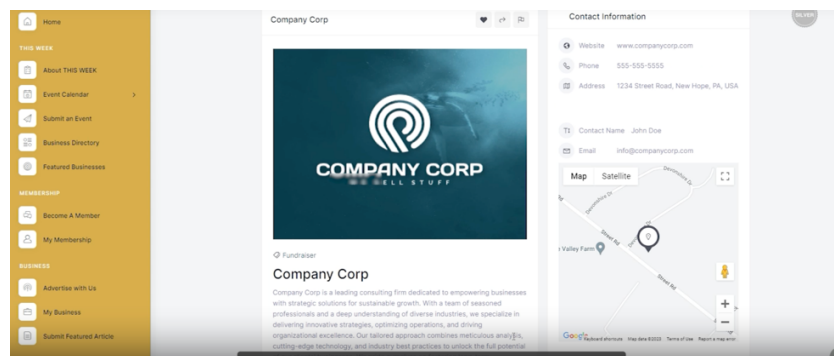
On this page you can update:

- Company Name
- Tagline
- Logo (upload)
- Description
- Phone
- Website
- Social Media Channels
- Category(s) *

*Choose 2 category listings under Gold & Silver Plans, Choose 1 category listing under Bronze & Business Plans

- Contact Info
- Phone 2
- Choose to hide Map (if NOT a brick and mortar)

- **When finished Hit the blue 'View Listing' button at the bottom of page.**



REQUEST A PERSONAL WALK-THROUGH:

- A short HOW-TO VIDEO is available at: www.thisweekstjames.com/support/
- **If you have any questions our would like a personal walk-through, please contact Dave Anderson at THIS WEEK ST JAMES.**

About THIS WEEK

Welcome

THIS WEEK St. James is a vibrant and current online gathering place that highlights community, social club, and neighborhood events, as well as connects Members to a trusted guide to local services, restaurants, and shops.

About the Publisher

Dave Anderson is a long time St. James resident. His philosophy has always been to give back. This Week St. James is a passion project, to help others learn about all the great area activities and to give the residents of St. James and surrounding areas the opportunity to communicate with each other freely, kindly, and easily.

Prior to moving to St. James, Dave worked for many years in the areas of marketing, brand advertising and communication for several major medical/pharmaceutical companies.

Publisher

A long-time resident of St. James
Your Friend and Neighbor

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