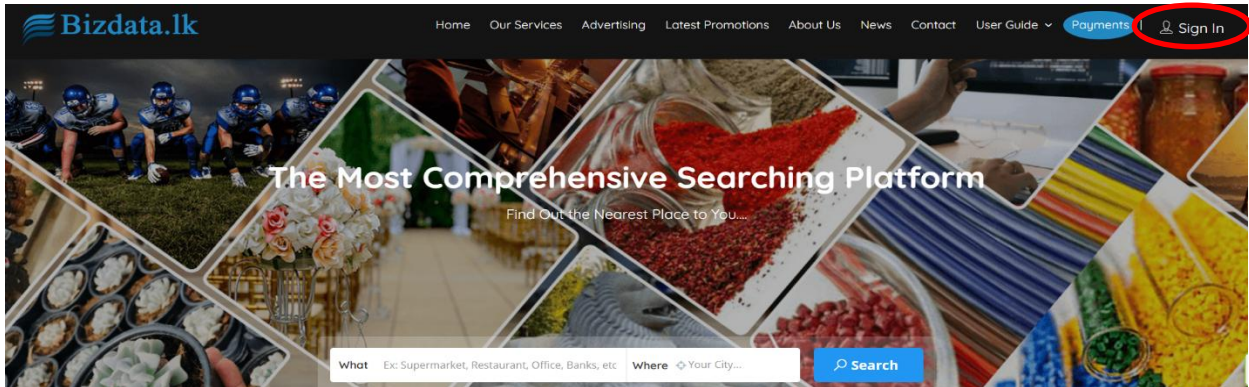


## User Guideline for Listing Your Business

This guideline is to make you aware of *Bizdata.lk* the latest Business Directory in Sri Lanka. Get registered with our site and reach to your customers easily.



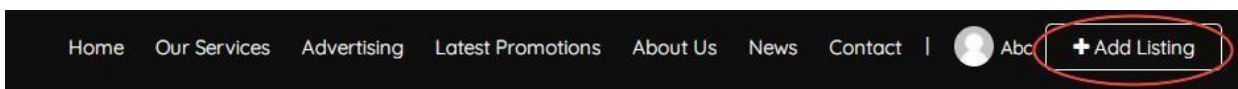
You can sign in to Bizdata.lk using the Sign in option.

### Step 01

- If you are new to the site, you can sign up and create a new account
- If you are an existing customer enter your Username or E mail Address with the password to sign in.
- If you forgot the password, Click on **Forgotten Password** and continue.

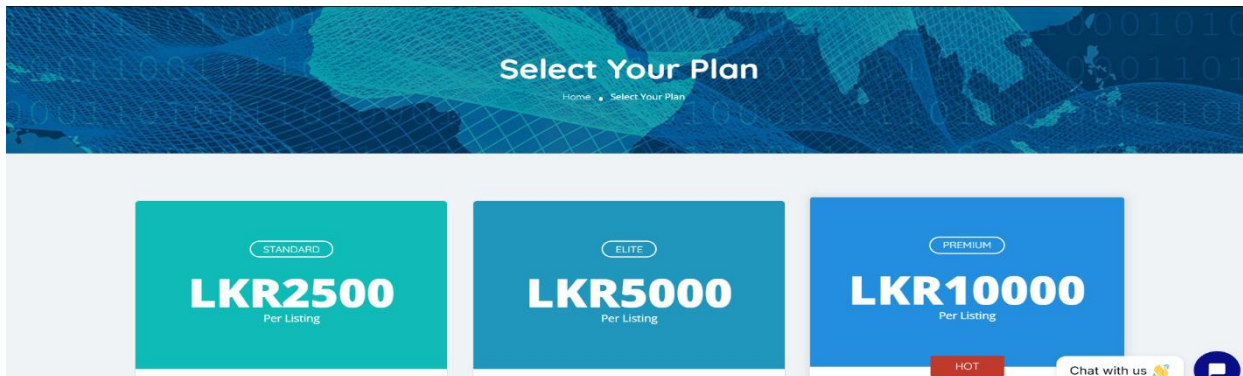
### Step 02

After you sign up with the site you will be directed to your account. Then you can click on the below option in the bar to add your listing.



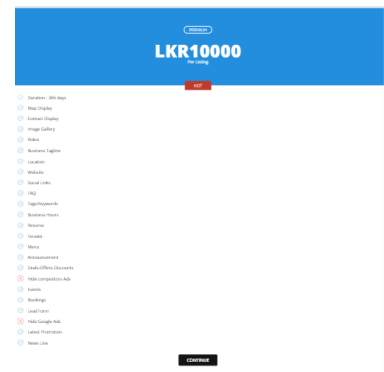
## Step 03

These tabs will appear with the listing plans that you have to choose.



## Step 04

Out of the three categories Standard, Elite and Premium select The most preferred plan and continue it.



## Step 05

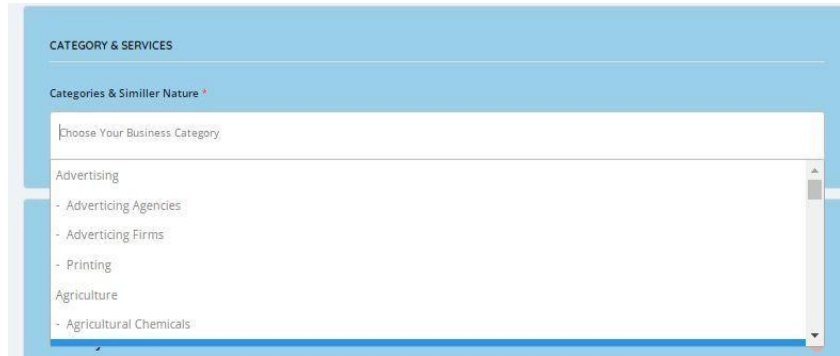
When you continue it, you will get a tab to fill the primary details of the business such as Name, Address, City, Phone, WhatsApp & Website to be appeared in your account.

When entering the address there are three options to be chosen.

The screenshot shows the 'PRIMARY LISTING DETAILS' form. It has several input fields: 'Company Name / Listing Title' (with a red arrow pointing to it), 'Full Address (Geolocation)' (with a red circle around 'Search By Google', 'Manual Coordinates', and 'Drop Pin' options), 'City / Town', 'Phone', 'Whatsapp', and 'Website'. The form is light blue and has a 'confirm' button at the bottom right.

### Step 06

Choose the proper category of your business which helps users to search your business.



### Step 07

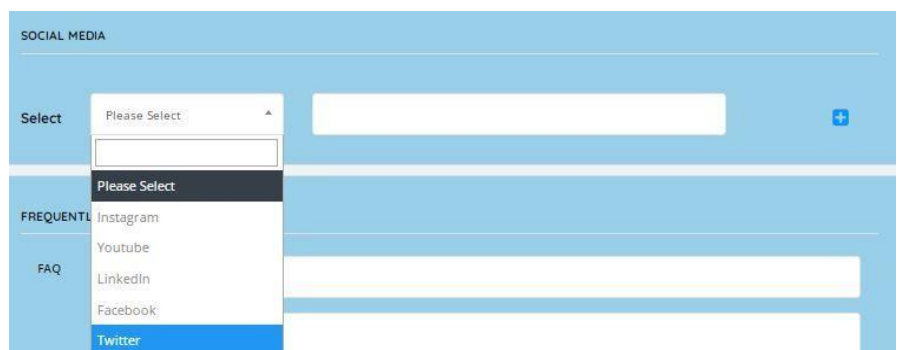
Select the Business hours customers can reach.



| Day       | Business Hours    |
|-----------|-------------------|
| Monday    | 07:00am ~ 10:00pm |
| Tuesday   | 07:00am ~ 10:00pm |
| Wednesday | 07:00am ~ 10:00pm |
| Thursday  | 07:00am ~ 10:00pm |
| Friday    | 07:00am ~ 10:00pm |
| Saturday  | 07:00am ~ 10:00pm |
| Sunday    | 07:00am ~ 10:00pm |

### Step 08

You can select the social media platforms your business linked in. This will give a link to your social media accounts.



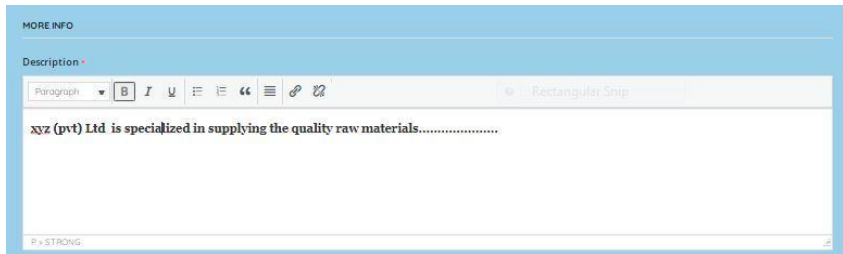
### Step 09

FAQs are important to other parties in order to sort out the doubts arise about your business.



### Step 10

Describe about the products or services supplied by your business.



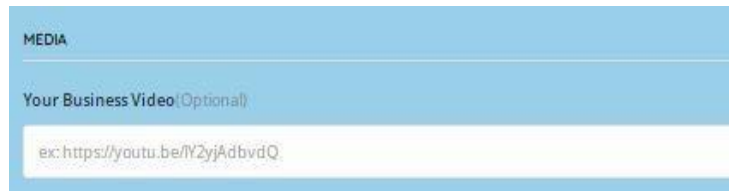
### Step 11

Add tags or keywords relevant to your business as it makes easier to search your business in the directory.



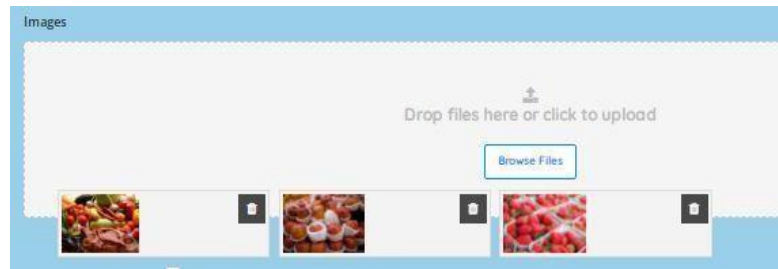
### Step 12

Under media add your business videos.



## Step 13

You can add up to 3 images to display in the gallery of your listing.



## Step 14

For the featured image you can add only one image of the size 740\*800. Featured image always appears as the front image of your profile.



## Step 15

Once you are finished with entering the data and images click on **Save & Preview**. In a while you'll be directed to the draft mode of your listing.



## Step 16

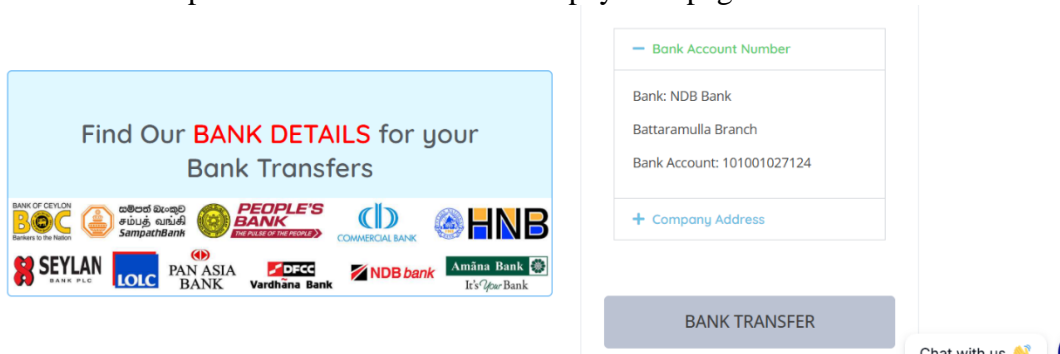
After creating your listing, click the “Pay & Publish” button at the bottom of the page to complete your payment.

## Step 17

Select your payment method and complete the payment. When making an online payment, please ensure it is for the listing package.



Bank transfer details are provided at the bottom of the payment page.



## Step 18

For the remaining process, please contact us.

If you need further assistance, please contact us

**Contact Number – 077 27 61 968/ 077 35 69 654/ 011 77 32 998**

**E-mail- [customercare@bizdata.lk](mailto:customercare@bizdata.lk)**

