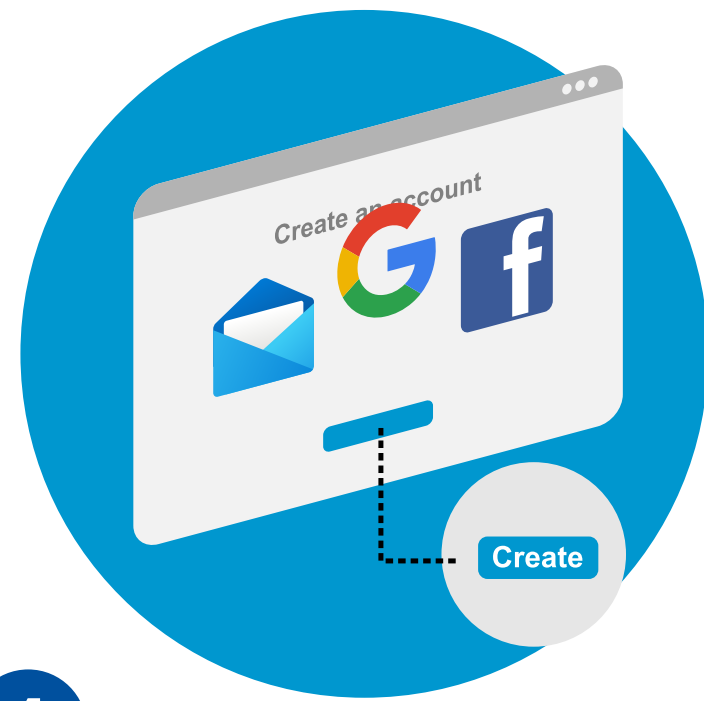


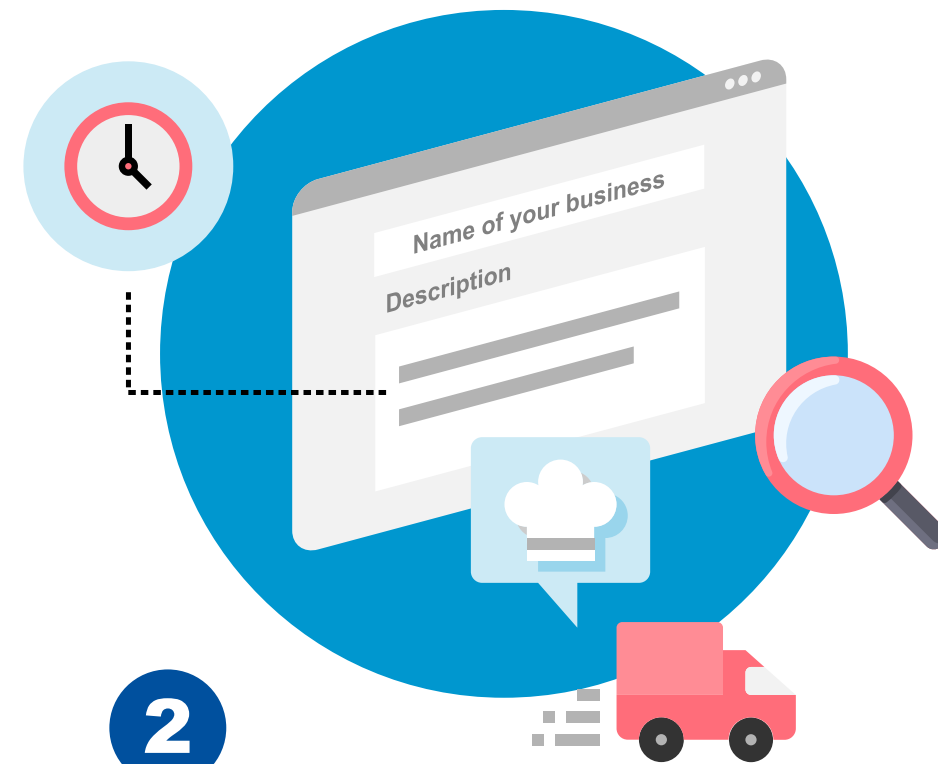
HOW TO SIGN UP TO OUR BUSINESS DIRECTORY

www.fairfieldcity.nsw.gov.au/Business/Business-Directory



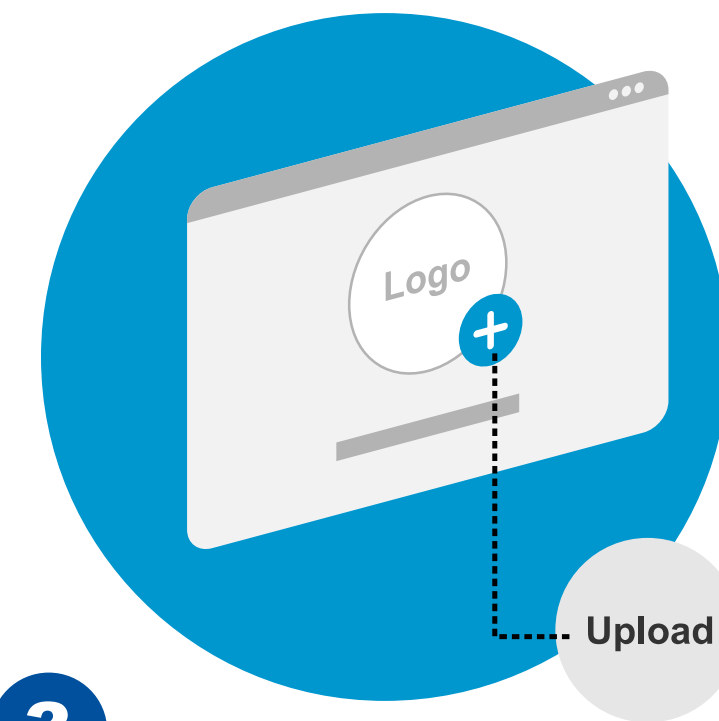
1

Create an account using your email, Gmail or Facebook account. Select 'Submit business' to add your business to the listing.



2

Add in the name of your business. Provide a **detailed description** of your business. If you offer delivery, you can include your delivery method and service area here.



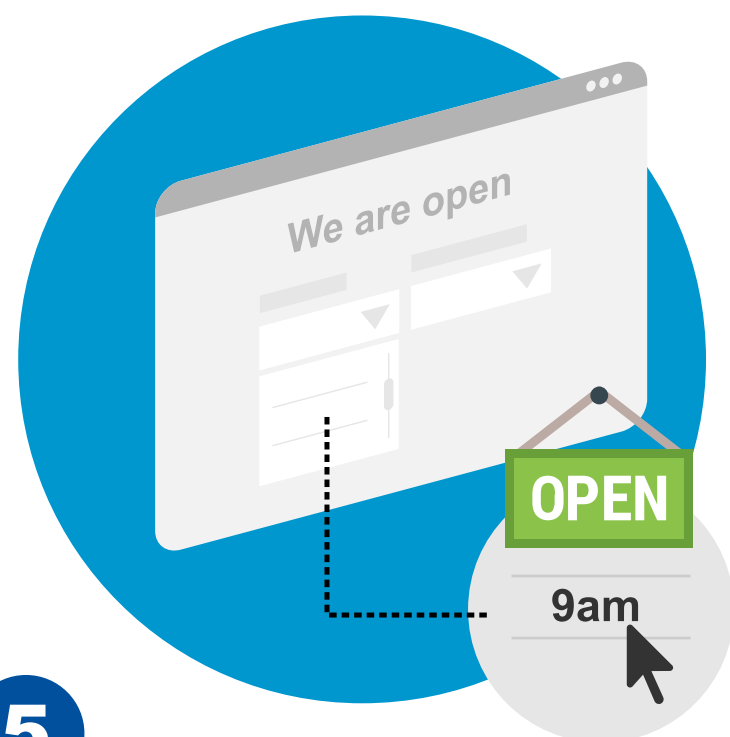
3

Upload your logo. The recommended file size is 200kb. Please use .jpg or .png image formats.



4

Provide a **short description** of your business and key products or services offered. Select the category your business falls under from the dropdown menu.



5

Let your customers know what times you are open by adding in your **opening hours**.



6

By ticking 'Yes' to show your address on the website and filling out the **location details**, your location will be displayed on the listing.



7

Pick how you want your customers to **contact** you, by giving a phone number, website and/or social media links.



8

Hit the **'Submit'** button to publish your page or press **'Save'** to complete your submission later. Your page will be submitted for review before it's published.