

## User Guide for Business Search

### Step One:

Go to [www.taranakichamber.co.nz](http://www.taranakichamber.co.nz)

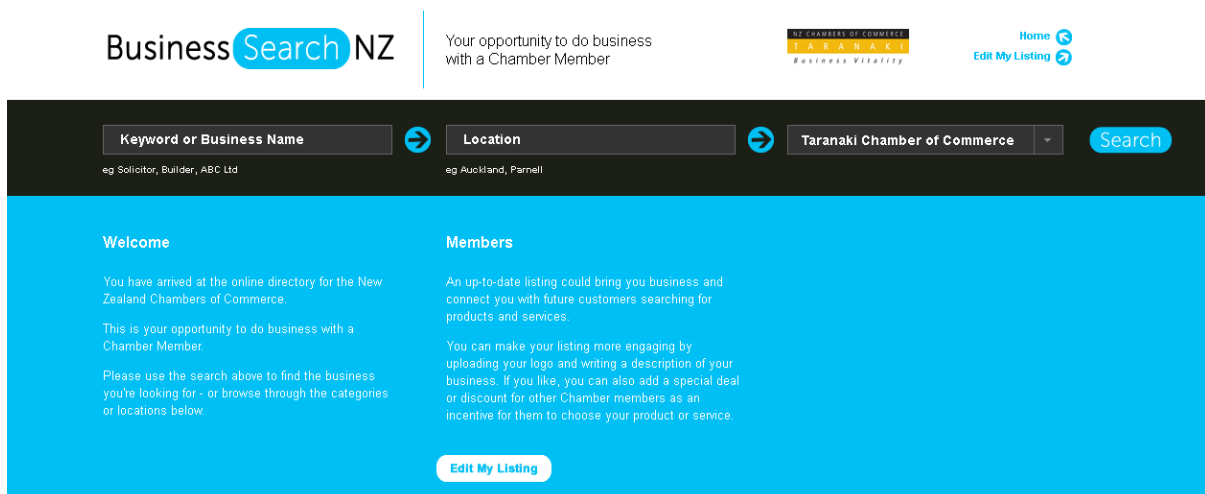
### Step two:

Scroll down to the bottom of the page and click "FIND A MEMBER" as shown in the image below:



### Step three:

Click on the "edit my listing" either at the top right hand corner or the bottom of the page, as shown in the image below:



### Step Four:

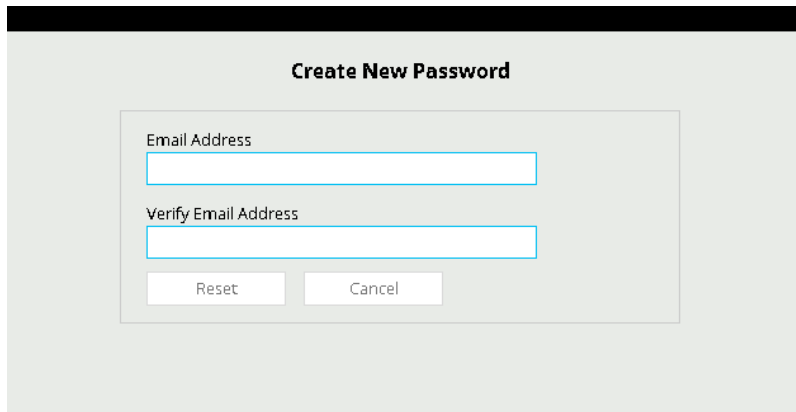
If this is your first time editing your page click "Forgot Password". As shown in the image below:

The image shows a login form with fields for "Username" and "Password". Both fields have a "Required" label. There is a "Forgot password?" link and a "Remember me" checkbox. A large blue arrow button is on the right side of the form.

## Step Five:

Fill in the details below and a new password will be sent to your email, as shown in the image below:

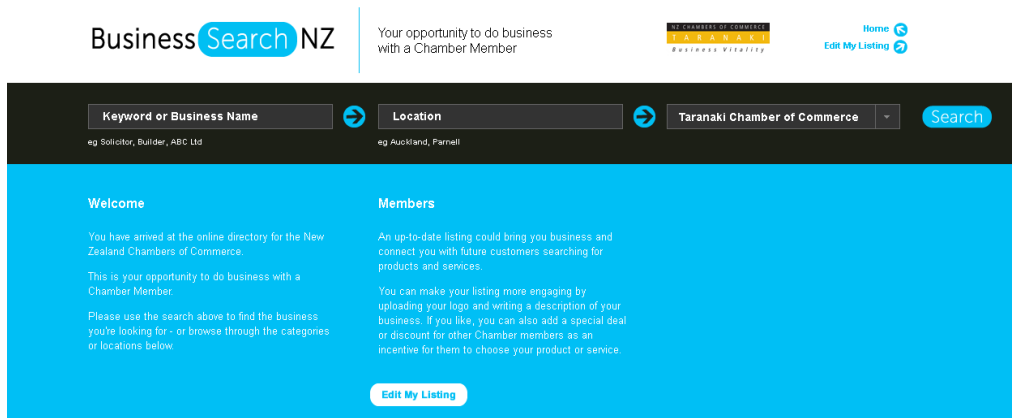
If an error occurs give the chamber a call on 06 759 9080 or email [abbie@taranakichamber.co.nz](mailto:abbie@taranakichamber.co.nz)



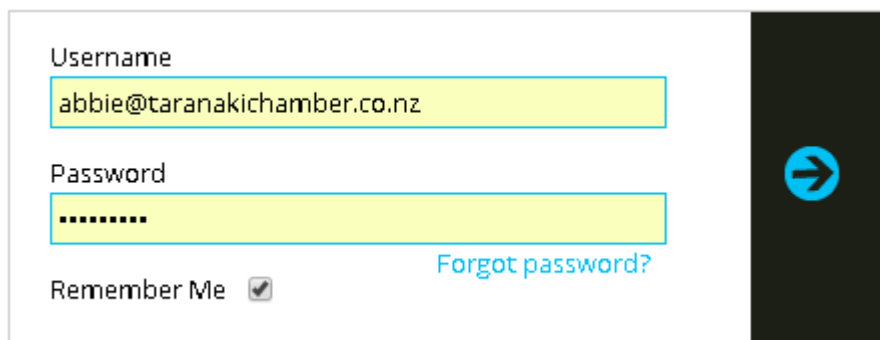
The screenshot shows a web form titled "Create New Password". It contains two input fields: "Email Address" and "Verify Email Address". Below these fields are two buttons: "Reset" and "Cancel".

## Step Six:

Go back to the business search page click "edit my listing" and add in email and new password, as shown in the images below, and you are good to go!



The screenshot shows the Business Search NZ website. The header includes the logo "Business Search NZ" and the tagline "Your opportunity to do business with a Chamber Member". There are navigation links for "Home" and "Edit My Listing". The main content area is divided into "Welcome" and "Members" sections. The "Welcome" section provides information about the online directory. The "Members" section describes the benefits of being a member and includes an "Edit My Listing" button.



The screenshot shows a login form with the following fields and elements:

- Username:** Input field containing "abbie@taranakichamber.co.nz".
- Password:** Input field with masked characters "\*\*\*\*\*".
- Remember Me:** A checkbox that is checked.
- Forgot password?:** A link to reset the password.
- Submit:** A large blue arrow button on the right side of the form.

**\*If you are having any trouble, give Abbie a call or flick her an email.**