

Findlay Living Business Manager Instructions

1. Type the address www.findlayliving.com into your browser.
2. Click on “My Account” link.
3. Click on second entry titled “Edit Your Business Listing” and “Visit Link Page”.
4. Type in your User Name and Password.

To Edit your Listing Pages

1. Click on either link “Listing Editor” or “Home Page Editor”.
*“Listing Editor” contains your company service information.
“Homepage Editor” lists your primary owner info and contact information.*
2. Click “Modify” to edit your listing next to your company name.
3. Enter your information into the appropriate fields.
4. If you have no coupon in the system, please make sure to type in “nocoupon” – with no spaces, caps, or punctuation.

If you would like a coupon attached to your page, please contact Sales. We can design coupons for \$25 or upload your pre-made coupon into the system.

Entering Photos into the system and attaching to your listing.

1. Scroll down to the bottom of your listing page.
2. Click the “Upload” button in the Image Manager area.
3. Click the “Browse” button to locate your images on your computer.
Please make sure your images are no larger than 60K. Otherwise, your photos will not load into the system.
4. After select all your images (10 max), click save.
5. Back at the bottom of the listing editor page, click on the drop down menus for your images titled “Preview and #1- #9). The preview image is the image which shows the first and primary image. It is best to use your logo for the preview image. When finished selecting your images in the appropriate field, click “SAVE”.
6. You are now finished with editing your listing information.