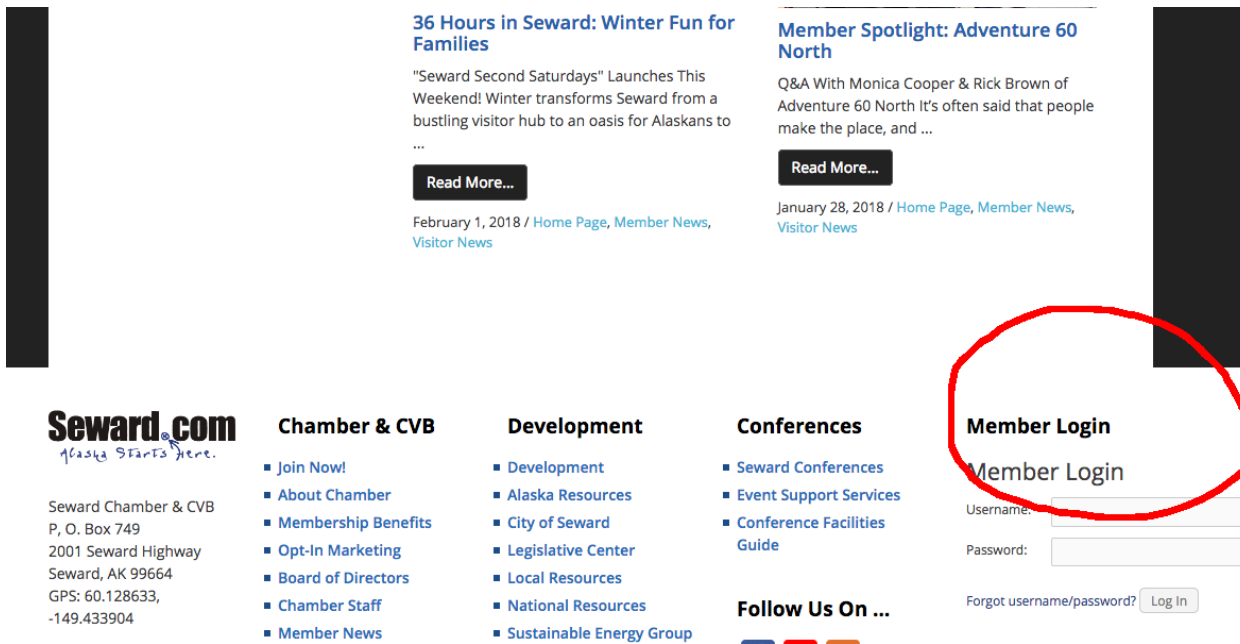


Directions to update your website on your own:

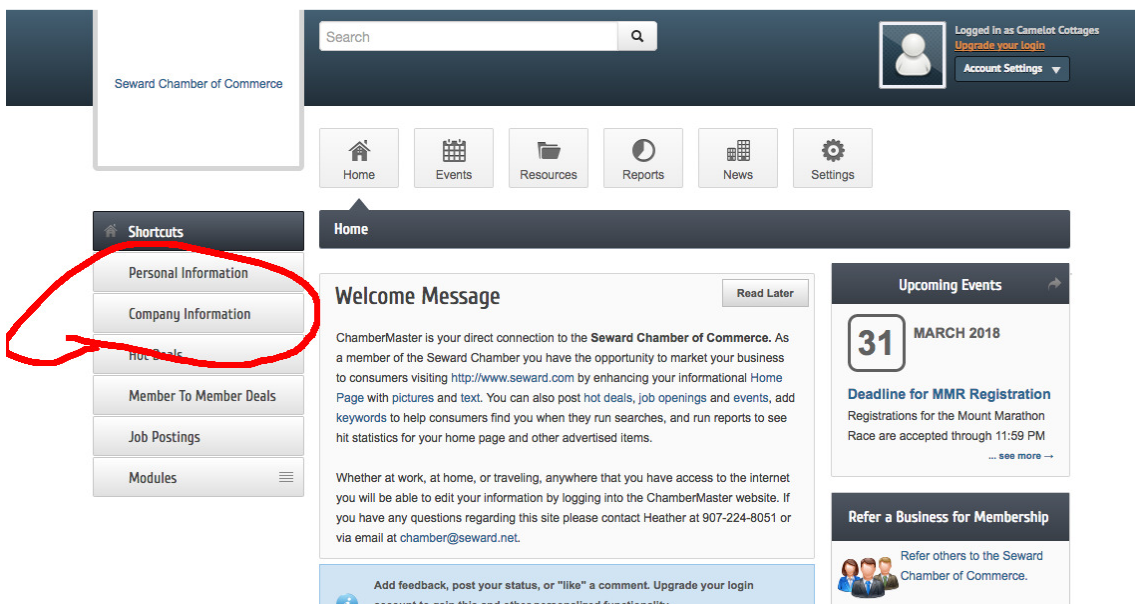
1. Go to seward.com
2. Scroll all the way to the bottom of the page. In the bottom right hand corner, you'll see this:



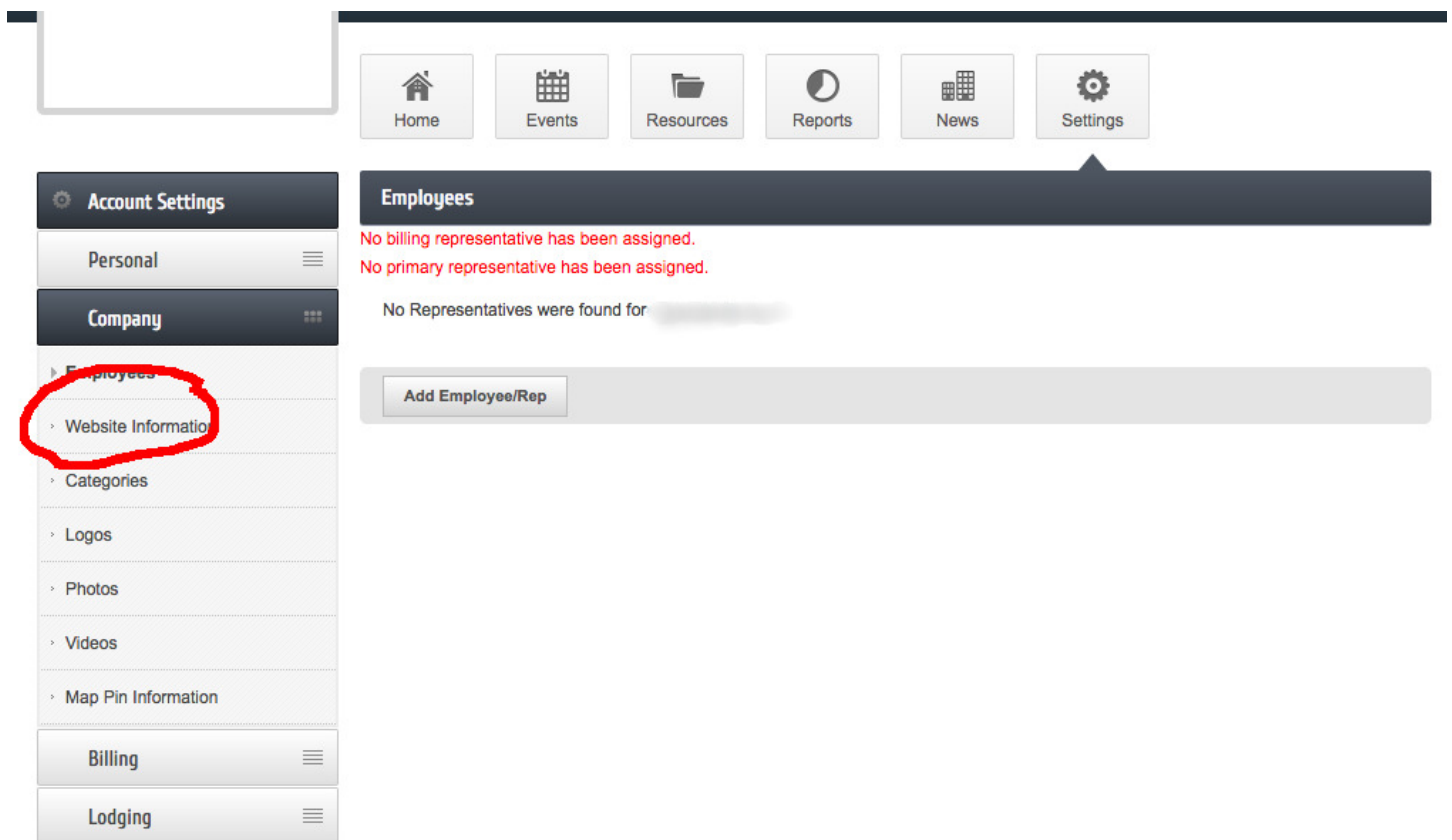
Your username will usually be your business email.

If you've forgotten your Username or Password, you can click the blue link under the member login that says "Forgot your username/password?"

If you still can't access your account, call Kris Harris at 224-8051. After logging in, you'll be taken to this page:



Click Company Information on the left hand side. Your screen will look like this:



Click Website Information. A screen will come up with all of your business information, or you may need to fill some of it in. Make sure that all the info there is correct and add any information that is missing. Note that Address Line 1 should be your PO Box and Address Line 2 should be your physical address so that clients can find you in Seward.

Make sure to add your business description! It will be posted on Seward.com with your listing.

After you've saved your changes, you can scroll to the top of the page and click the blue link on the right side that says [Preview Webpage] to see what your listing looks like.


Feel free to add any other information that might be lacking for your business as well!

Website Information

Save Changes

Clear Changes

Web Page Content

Use Organization Information 

[\[▶ Preview Web Page \]](#)

Company Name: ✓

Local Phone: ✓

Toll-Free Phone: ✓

Address Line 1: ✓

Address Line 2: ✓

City: ✓

State: ✓

Postal Code: ✓

Fax: ✓

Website URL Text: 

Website URL: ✓

Email: ✓

Social Network Services

Social Network Services with a check-mark will be displayed on your public member page.

Facebook

[\[▶ Verify URL \]](#) ✓

Twitter

[\[▶ Verify URL \]](#)

Web Description / Text Content

PLEASE ADD YOUR DESCRIPTION!!

Description: 199 chars remaining.

Displayed on the **About** section of your public directory page

Hours of Operation: 100 chars remaining.

Driving Directions: 200 chars remaining.

Keywords

Enter keywords with a space between each word; common search terms that would be used to find your listing; max 240 characters total

Save Changes

Clear Changes

DON'T FORGET TO SAVE YOUR CHANGES!!