

MABEP Members, to claim your membership listing and be able to make changes to it, follow these directions, which you may wish to print out before getting started.

- Go to <http://mabep.org> (Unless you are already there.)
- Click "Register" on the list to the right, and you will be taken to a Wordpress page where you enter a user name of your choice and your email address.
- Check your email for a message from Wordpress with the username you chose and a password it chose (you may change your password later).
- Click the link in the email, and log onto the page that pops up with your username and password as shown in the email.
- Your Profile page will appear, near the bottom of which you can change your password. Submit any changes to your profile.
- Then click on "MABEP" at the top, left of the page. The MABEP website will appear.
- To claim your member listing, click "Claim listing" at the top right.
- Highlight your listing and click on "Claim your listing" button at the bottom of the page. MABEP staff will be sent an email from the website with a request to approve your listing claim. Once approved, you will be able to go in and manage your listing.
- To manage your listing, click on the "Manage your listing" link. You can then edit your listing as you wish.
- You will want to indicate all the counties in which you serve customers, as well as the types of services or products you offer. Use the checklists on your "Manage your listing" page for that purpose.
- If you have any trouble, send us an email telling what you are trying to do and we'll help. bob@mabep.org.