

## Claiming Your Business: A Step-By-Step Guide

### Locate your Business Page

1) From the website: <https://shopoaklandnow.org/>

Locate your business by typing the business' name in search bar.

Click **Search** tab



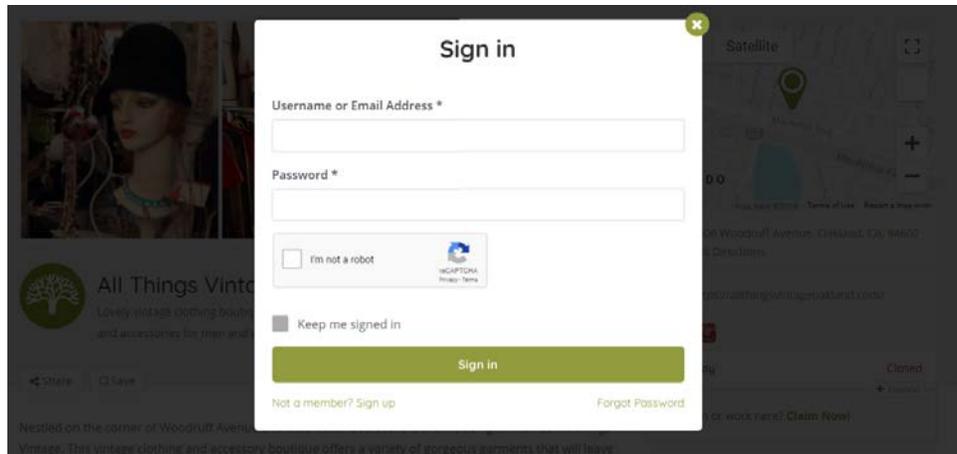
2) Once you access your page, click **Claim Now!** hyperlink on right-hand side.

Can't find your business? Email [updates@mainstreetlaunch.com](mailto:updates@mainstreetlaunch.com) to have it added to the site.

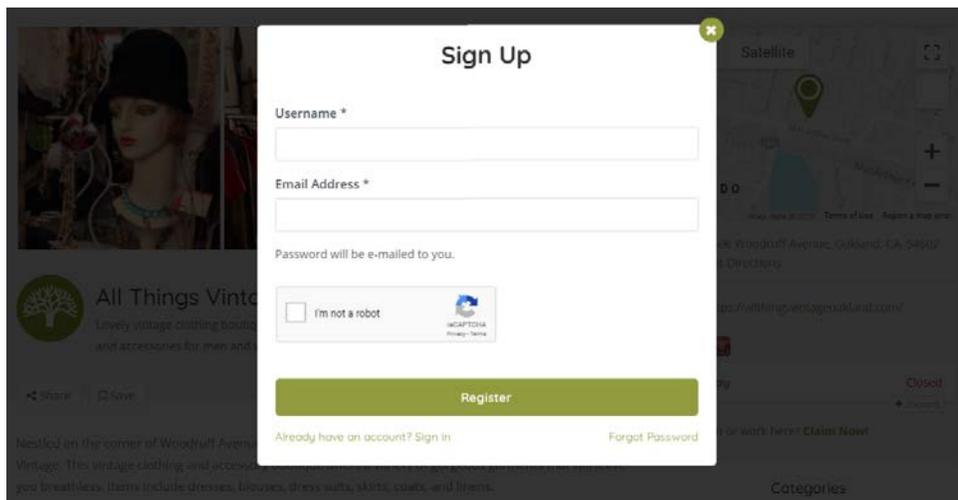
A screenshot of a business listing for "All Things Vintage" on the ShopOaklandNow.org website. The listing includes three images: a mannequin wearing a black hat and necklace, a rack of clothing, and a display of jewelry. Below the images is the business name "All Things Vintage" and a description: "Lovely vintage clothing boutique that carries high fashion garments, shoes, and accessories for men and women." To the right of the listing is a map showing the location at 3506 Woodruff Avenue, Oakland, CA, 94602. Below the map are social media icons for Facebook and Instagram, and a "Today" button. At the bottom of the listing, there is a "Claim Now!" button highlighted with a yellow box and a red arrow pointing to it. The word "Categories" is visible below the "Claim Now!" button.

## Claim Your Business

- 3) New members must sign-up by clicking on the ***Not a Member? Sign Up*** tab on the lower left.



- 4) Create username and enter email address, then click ***Register*** tab.



- 5) An email from [updates@mainstreetlaunch.org](mailto:updates@mainstreetlaunch.org) will be automatically sent to your email address. If you do not see an email in your Inbox, check Spam folder.

Email contains the user credentials necessary to access your Shop Oakland Now business page.

Your username and password on <https://shopoaklandnow.org> Inbox x



**Shop Oakland Now Website** updates@mainstreetlaunch.org via mail.wpengine.com  
to me ▾

10:41 AM (6 minutes ago)

Hi there, Welcome to <https://shopoaklandnow.org>! You can login now using the below credentials: Username:Sgt Kabuki Password: wf2CMNpRIBBV If you have any problems, please contact us. Thank you!

[Reply](#) [Forward](#)

6) Use these credentials to log into your account by following the first two steps.

To claim your business, enter full name, phone number, and details about your business.

Click ***Claim Your Business Now!*** tab.

**CLAIMING YOUR BUSINESS**

Full Name\*

Full Name

Phone\*

111-111-234

Verification Details \*

Detail description about your listing

**CLAIM YOUR BUSINESS NOW!**

SECURE CLAIM PROCESS

**Why should I claim ?**

You can easily claim your business to unlock and access your dashboard where where you can get total of your business listings. You can start generating more leads by starting ads campaign or offer coupons or deals.

- Earn claimed badge to indicate verified, add photos, video etc.
- Edit business listing, add photos, video etc.
- Promote your listing with ads to drive sales.
- Start receiving messages from lead.
- Create Deals/Coupons, add photos, video etc.

Do not close window until green ***Claim has been submitted*** message appears at the bottom left of window.

**CLAIMING YOUR BUSINESS**

Full Name\*

Full Name

Phone\*

111-111-234

Verification Details \*

Detail description about your listing

**CLAIM YOUR BUSINESS NOW!**

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Claim has been submitted.

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- Create Deals/Coupons, add photos, video etc.

A verification message will also be sent to your email.

Your claim has submitted » Inbox x

**Shop Oakland Now Website** updates@mainstreetlaunch.org via mail.wpengine.com  
to me ▾

Your Claim on listing <https://shopoaklandnow.org/listing/corner-store-classics/> has been submitted

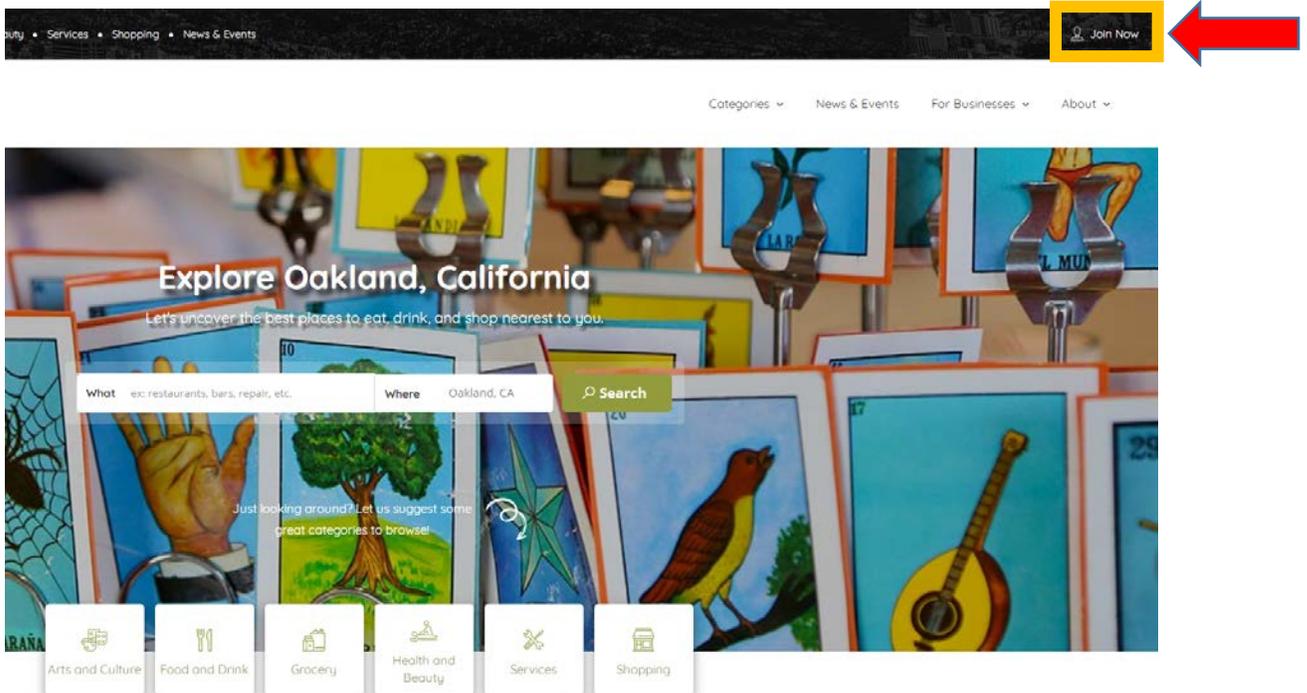
Reply

Forward

**An approval will be sent to your email address within one to three business days, after which you will be authorized to make changes to your Shop Oakland Now listing.**

### Upon Approval

- 7) Once your page has been claimed, you may sign in by clicking the **Join Now** tab on the upper-right corner of the Home page.



8) Sign in using your Shop Oakland Now credentials, click on **Dashboard** tab, and begin adding to your page!

