Claiming Your Business: A Step-By-Step Guide

Locate your Business Page

1) From the website: [https://shopoaklandnow.org/](https://shopoaklandnow.org/)

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

Click **Search** tab

![Image of search bar on a website]

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

Can’t find your business? Email updates@mainstreetlaunch.com to have it added to the site.

![Image of a business page on a website with aClaim Now! button highlighted]
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.
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.

Do not close window until **green Claim has been submitted** message appears at the bottom left of window.
A verification message will also be sent to your email.

Your claim has submitted ▸ Inbox ▼

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

Your Claim on listing <a href="https://shopoaklandnow.org/listing/corner-store-classics">Corner Store Classics</a> has been submitted

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!