

Below are instructions on how to create the link.

PLEASE NOTE THAT YOU MUST DELETE AND RE-ENTER YOUR PHONE NUMBER, INCLUDING AREA CODE, WITH NO HYPHENS -- EXAMPLE: 8882232345
NOT 888-223-2345

If you have already linked your business info to Member Marketplace, and there is an error with the phone number, you will have to delete your link and re-enter the phone number, organization type and your website link.
An error in YOUR entry blocks all the other entries from being displayed.

New Entry:

- Log on to the website using your member name and password.
- You will be at the "Member Home" page.
- On the left, you will see your "profile."
- Under Profile, you will see "MY TASKS"
- Under My Tasks, you will see "My Marketplace."
- Click on "My Marketplace."
- Click on "Add Marketplace Listing Now."
- Some of your information will already be there including your phone number. The phone number will have hyphens in it.
- DELETE your phone number and re-enter it WITHOUT HYPHENS.
- Select your Organization Type
- Enter your website link if you have one.
- Click on "Add Marketplace Listing."
- To see your listing, go to the main page of the website and at the bottom right-hand side of the main page, click "Visit Now!"

Correcting your entry:

- Log on to the website using your member name and password.
- You will be at the "Member Home" page.
- On the left, you will see your "profile."
- Under Profile, you will see "MY TASKS"
- Under My Tasks, you will see "My Marketplace."
- Click on "My Marketplace."
- Click "Delete Marketplace Listing."
- Return to Member Home and follow all steps for adding a NEW listing above.