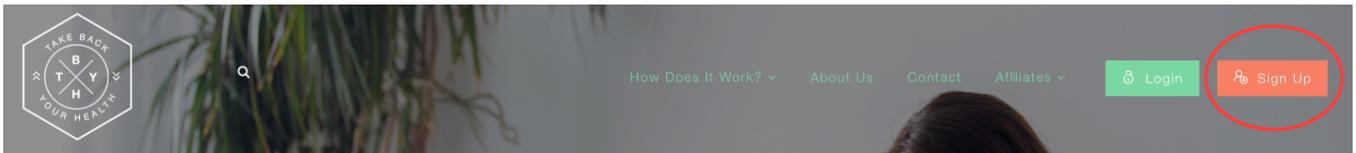# Steps to Create a Take Back Your Health™ Directory Business Listing

1. Gather the information needed to create your business listing.

- Listing Title
- Logo (rec. min. size 600 x 600 pixels)
- Cover Image (rec. min. size 1620 x 900 pixels)

- Business Description
- Contact Info
- Social Media Links
- Gallery Photos (Min. 1 - Max. 10)

2. When ready to create your listing, go to tbyhdirectory.com and click on the **coral colored "Sign Up" button** in the upper righthand corner of the screen to create a new account.

3. Enter a **USERNAME, EMAIL ADDRESS,** AND **PASSWORD** and click the check box to agree to the Privacy Policy and Terms and Conditions, then click on the **green "Sign Up" button at bottom**.

4. Once submitted, you will see this confirmation page:
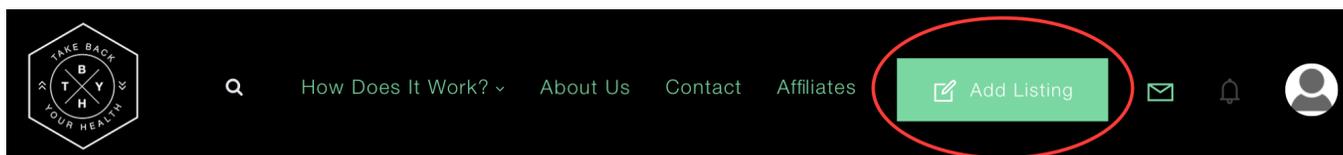

Please Confirm Your Account

.

PLEASE CHECK YOUR INBOX FOR THIS EMAIL:
"Please confirm your account with Take Back Your Health™ Directory".

Once you click the link in that email you will be taken to a page on our site where you can choose to either browse the directory or create your listing!
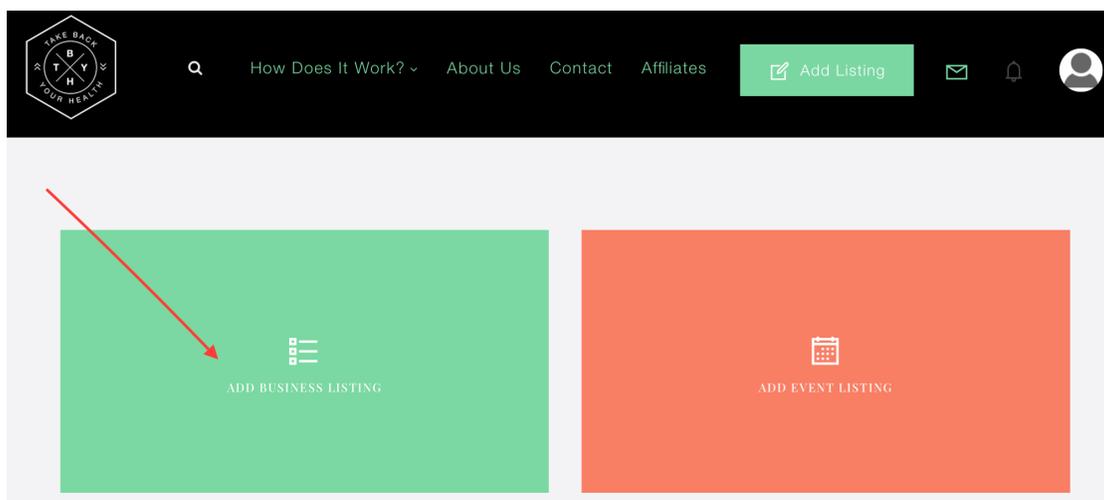
6. Go to your email inbox and click on the link inside the email to confirm your account

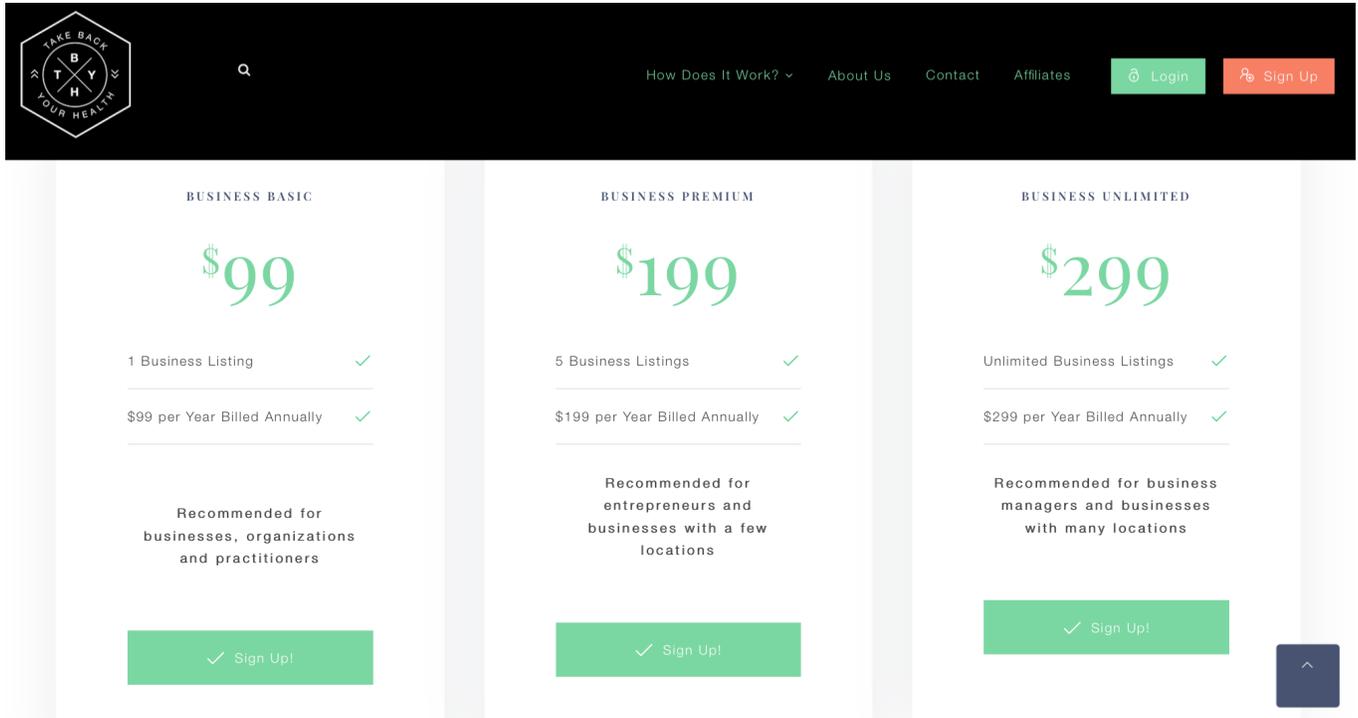7. Go back to tbyhdirectory.com and log into your account (if not already logged in)

9. Click on **green** "**Add Listing**" button from the menu near the top of the screen

10. Click on the large green box that says, "**ADD BUSINESS LISTING**" on left side of screen

11. Choose whichever listing package you would like and then click on the **green "Sign Up!" button** underneath the package you would like to create your account

12. Continue to add business listing info, logo, and images

13. At least 1 gallery image is required to be added to complete your listing

14. Once your listing is complete scroll down and click on the **green "SUBMIT" button** to save your listing

15. You will be brought to the shopping cart to purchase the listing

16. Proceed to the next screen to **add Billing Details**

17. Record Order #, if desired

18. When ready, click on the avatar in upper right-hand corner of screen, and choose **LOGOUT** from the bottom of the drop-down menu under avatar