

# How to add your business/service/organization profile and listing step-by step

## STEP 1 - Create a login and Profile



Home About Listings [Sign In](#) [+ Add Listing](#)

- Click on the sign-In tab at the top right of the screen. (If there is no Sign-In tab, click on the plus sign or Add Listing button).
- Click Register:

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### Sign In

USERNAME OR EMAIL

PASSWORD

[Sign In](#)

Don't have an account yet? [Register](#)

[Forgot password?](#)

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### Register

USERNAME

EMAIL

PASSWORD

I agree to the [terms and conditions](#)

[Register](#)

Already have an account? [Sign In](#)

- Username - should be your **business/organization's** name. Your listing will appear under this name.

- E-mail - should be your **business/organization's email address** where you will receive messages from potential customers/interested parties.
- Create a password, accept the Terms of Use, and click the "Register" button.
- Once you have clicked "Register", the system will send a verification e-mail to the e-mail address you have provided.
- If the e-mail is not in your Inbox, check your Spam folder. Mark the message as "Not Spam". To ensure you receive future e-mails, add [admin@oregonoh.com](mailto:admin@oregonoh.com) to your safe senders list.
- Click the link in the e-mail to verify your e-mail address.
- Once you are back on the website, click the button that says "Return to My Account". It may ask you to log in again.
- It will then ask for your Settings:

- The Profile Image should be your Company Logo or any picture that represents your business, NOT products. This can be a Company Logo or similar. **Don't leave this blank. Your listing will not be approved.**
- Your personal First name and Last name.
- The Profile Info textbox is an opportunity to introduce yourself and/or your business to potential customers. For example, tell a little about yourself, your goals for your business, when you started, or any information that will help customers get to know you a bit. If you need help to create content - just pop us an e-mail: [support@oregonoh.com](mailto:support@oregonoh.com). **Don't leave this blank before you submit your listing. Your listing will not be approved if important information is missing.**
- Save Changes.

## STEP 2 - Add Listing and Complete Profile

- Click the Add Listing button on the top right side:



- Choose the appropriate Category for your business from the drop-down list.

## Complete Profile

CATEGORY

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Home Based

Online Store

Physical location/store

Service

Select Image

- Complete the address field if your business/organization has a physical location.
- Contact numbers and website addresses are optional.
- Your Main Product is what you mainly sell or provide. For example, furniture. A School can be Education.
- Save changes.

### STEP 3 - Add Details of your Products

- Choose the appropriate category and sub-category for your business from the drop-down menu.
  - Shop Local (Home based/Online Store/Physical Store)
  - Eat & Drink (Local Farm, Restaurants, Food Trucks, Bakeries, Catering, Coffee shop, Bars, Fast Food)
  - Home & Services (Plumbers, Electricians, Home Improvement, Pet Care, Cleaning, Landscaping, Education & Tutoring, Personal Services, Photographers)
  - Health, Wellness & Beauty (Medical, Senior Care, Hair Salon, Nail Salon, Therapy, Fitness, Alternative Health, Beauty Salon)
  - Community & Organizations (Churches, Nonprofits, Charities, Clubs & Associations, Schools, Shelters, Food Banks, Volunteer Groups)

- Entertainment & Recreation (Family Attraction, Sports Facilities, Local Farms, Parks)
  - Creative & Crafts (Arts & Crafts, Music & Dance)
  - Professional & Business Services (Technology, Finance, Marketing, Legal, Real Estate, Insurance)
- If your business/organization/service doesn't fall into one of the existing categories/sub-categories, kindly send us an email to [support@oregonoh.com](mailto:support@oregonoh.com) so we can add it for you, or contact us via our Contact page.

## Add Details

CATEGORY

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IMAGES (OPTIONAL)

Select Images

TITLE

DESCRIPTION

Submit Listing

- Upload up to 10 images of your products or examples of your services. (If it takes too long to upload all at once, try one image at a time. **Upload at least one image. If you leave it blank your listing will not be approved.**
- The Title should summarize what you sell or do, for example: “Experienced pet-sitter”, “Professional Web Developer”, or “Creamy, Dreamy Ice Cream”
- The description field is there to brag about your products and or service. What do you offer? What makes it great? Click “Submit Listing” when you're done to save the changes. If you need help to complete this, send us an email to [support@oregonoh.com](mailto:support@oregonoh.com) **Don't leave this blank before you submit your listing. Your listing will not be approved if important information is missing.**

## STEP 4 - Almost done! Select Package

- At the time of writing this document, we offer only three packages:
  1. A free annual subscription for listings in the Community & Organizations category. (Churches/Schools/Nonprofits/Charities/Clubs).
  2. A paid annual subscription saves you 20%.

- 3. A monthly subscription of \$12.
- Subscriptions can be canceled at any time.

### Select Package

<p><b>Free Annual Subscription</b></p> <p>\$0.00 / Year</p> <p>Available for Community &amp; Organizations category only. Can be renewed annually.</p> <p><a href="#">Buy Package</a></p>	<p><b>Paid Annual Subscription</b></p> <p>\$115.00 / Year</p> <p>Pay only \$115 – save 20%. Will renew annually unless canceled.</p> <p><a href="#">Buy Package</a></p>	<p><b>Paid Monthly Subscription</b></p> <p>\$12.00 / Month</p> <p>\$12 per month gets you one listing in any category. Subscription will continue monthly until canceled.</p> <p><a href="#">Buy Package</a></p>
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- Click on “Buy Package”, which will take you to the check-out tab where you can complete your payment details facilitated by our secure WooCommerce provider. You are given an option to save your information for 1-click check out, but we recommend that you uncheck it. This is only meant for return customers. (We don’t store any payment details in our database.)

## ALL DONE!

- Congratulations, you are all done!
- Once you have completed the payment process, the system will take you to your own personal Dashboard, where your new listing will show a status of “pending”.

The screenshot shows a dashboard with a sidebar menu containing 'Listings', 'Orders', 'Settings', and 'Sign Out'. The main content area is titled 'Listings' and includes the text 'We help low income families' and 'Charities'. A date 'October 25, 2025' is displayed. A red circular badge with the word 'PENDING' is overlaid on the listing information.

- Our admin team will review your listing and check that the payment has been processed. They will then activate your listing and you’ll receive an e-mail confirmation.
- You can log in to your Dashboard at any time to manage your listings and access your messages. You can change your profile and product photos and also update your profile and product details from the Dashboard.