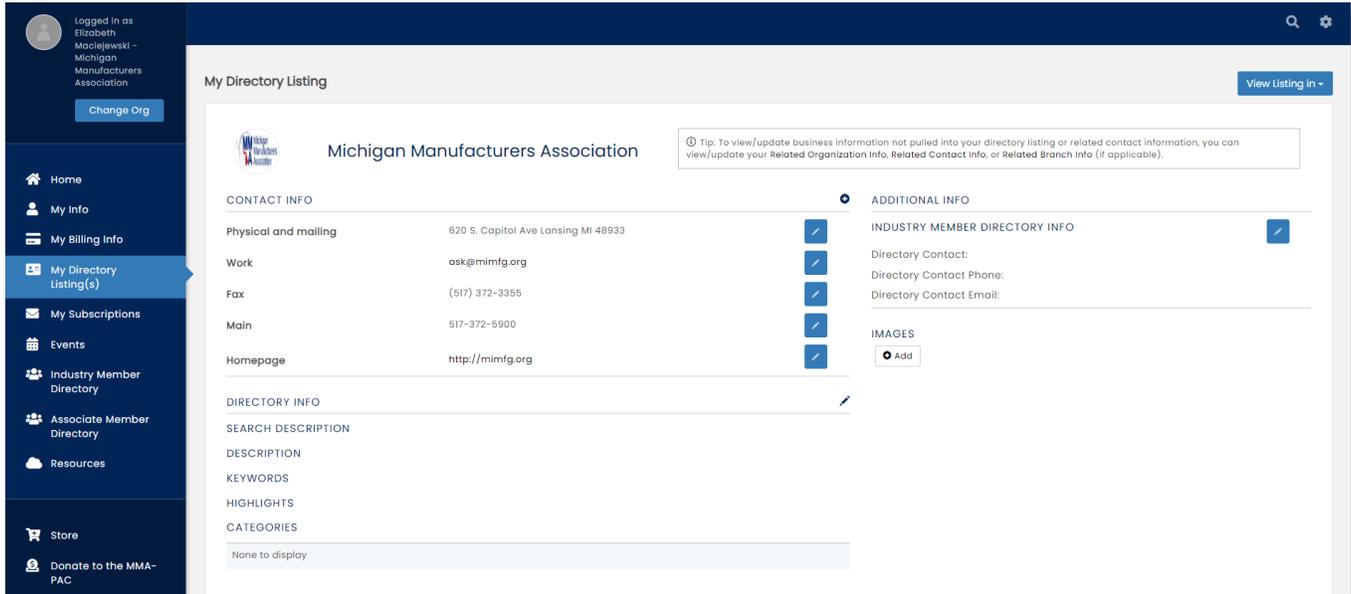


How to Update Your Directory Listing

Login at mimfg.org. Go to the Membership Resources and My Account. Navigate to the “My Directory Listing(s)” section.



The screenshot shows the 'My Directory Listing' page for the Michigan Manufacturers Association. The page is divided into several sections:

- CONTACT INFO:**
 - Physical and mailing: 620 S. Capitol Ave Lansing MI 48933
 - Work: ask@mimfg.org
 - Fax: (517) 372-3355
 - Main: 517-372-5900
 - Homepage: http://mimfg.org
- ADDITIONAL INFO:**
 - INDUSTRY MEMBER DIRECTORY INFO
 - Directory Contact:
 - Directory Contact Phone:
 - Directory Contact Email:
- IMAGES:**
 - Add
- DIRECTORY INFO:**
 - SEARCH DESCRIPTION
 - DESCRIPTION
 - KEYWORDS
 - HIGHLIGHTS
 - CATEGORIES

Each section has a blue box with a pencil icon for editing. A tip at the top right states: "Tip: To view/update business information not pulled into your directory listing or related contact information, you can view/update your Related Organization info, Related Contact Info, or Related Branch info (if applicable)." A "View Listing in" button is located in the top right corner.

Company Logo: To add or change your company logo, click on the circle next to your company name. You can upload a JPEG, JPG, PNG, GIF, or BMP file.

Contact Info: This information is populated from the Company information found in the My Info section. You may make changes by clicking on the blue box with a pencil or use the plus sign to add additional information.

Directory Info: To update click the pencil next to the Directory Info heading.

- Search Description: This shortened description will display when results are displayed in List view.
- Description: This is the full business description that appears when the directory listing is opened.
- Keywords: These are keywords that can be used as search criteria in the directory search.
- Highlights: Provides ability to add additional description of the organization in the directory.
- Categories: This field has been deactivated.

Industry Member Directory Info: This is a contact that will display in the online directory for potential customers to reach out to. It can be a specific individual or a more general sales contact. Click the blue box with a pencil in it next to the section header.

To see what your listing looks like use the blue “View Listing In” box to see the directory listing.