

How to ...

Claim & Edit Your Ad Listing

1. In the top bar, click **Log in**. Click the **Sign up** now button. Create a login name and password. You will receive email verification.
2. Navigate to your listing page by searching your business name, the bulletin your ad appears in, or by entering your account number.
3. On your listing page, click “**Do you own this business? Claim this listing to edit this page.**”
4. You will receive an email within 48 hours verifying LPI approval to claim the listing.
5. You may then login and begin editing by clicking **Manage My Listing**. Changes are instantly updated on your listing page.

