



How to update your company information

- To amend any aspect of your company listing you will need to be able to access the member area of our website
- To access the member area of our website, please [LOGIN HERE](#). (If you have forgotten your login and password this can be requested from this page or alternatively you can call the office on +44 (0)1223 967101)
- In the member area on the left hand side is a number of menu options - including an option to post jobs, news and events via a simple online form
- To revise the information we are displaying in the searchable directory please choose the menu option 'Organisational Profile'
- You will then see a series of tabs running across the screen
- To access the categories we have allocated to your organisation please click on 'Directory - Categories'. You can then amend as you see fit, but please do remember to click on 'Update Categories' which is at the foot of the screen once you have made any changes
- To check your logo, website and profile please go to the tab entitled Directory – Details. Again you can amend but please remember to click 'Update Details' at the foot of the page

Please note we will NOT include your address or email address in either of these new facilities.