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

STEP 1 - Create a login and Profile

- 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:

- Username - should be your business name that will appear on your listing.
- E-mail - should be your business email where you will receive messages from potential customers.
- Fill in the rest 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 given.
- 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@supportsmalloh.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 will then ask for your Settings:

- The Profile Image should be your Company Logo or any picture that represents your business, NOT products. **Don't leave this blank before you submit your listing. Your listing will not be approved if important information is missing.**
- 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 the content - just pop us an e-mail: support@supportsmalloh.com **Don't leave this blank before you submit your listing. Your listing will not be approved if important information is missing.**
- Save Changes.

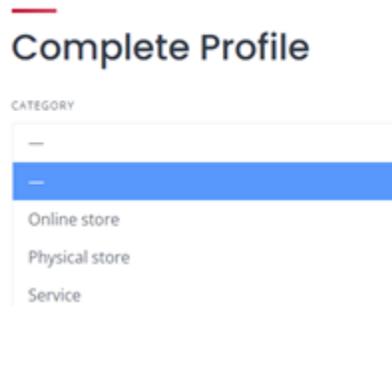**STEP 2 - Add Listing and Complete Profile**

- 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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Online store

Physical store

Service

- Enter the Zip Code for your business. If you don't have a physical address, just put in your own Zip-Code.
- What is the main category of products you sell? For example Groceries. Or an example of a service would be Landscaper/Pet Sitter/Photographer.
- For online stores, the system requires your store's web address. For a service or brick-and-mortar store the web address is optional.

BUSINESS ZIP CODE

We use this zip code so customers can search for local businesses in their area.

MAIN PRODUCT

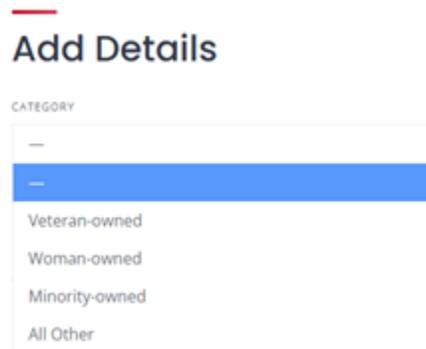This is your main business. What do you sell? For example: Furniture.

ONLINE STORE

What is your online store's website address?

- Save changes.

STEP 3 - Add Details of your Products

- Choose the appropriate category for your business from the drop-down menu.

Add Details

CATEGORY

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Veteran-owned

Woman-owned

Minority-owned

All Other

- 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). **Don't leave this blank before you submit your listing. Your listing will not be approved if important information is missing.**
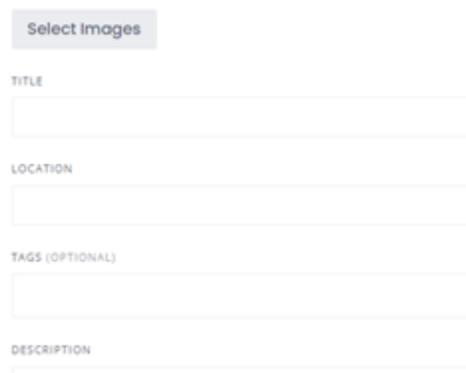
Select Images

TITLE

LOCATION

TAGS (OPTIONAL)

DESCRIPTION

- The Title should summarize what you sell or do, for example: "Experienced pet-setter with 9 years experience", or "Quality Glass Drinkware and Bakeware".
- Type in your business address in the Location field, or if you don't want to share your physical address, just put your zipcode.
- Use the Tags field to list the products you provide. You can choose from the ones in the drop-down, or type in your own, separated by a comma.
- The description field is there to brag about your products and or service. What makes it great? If you need help to complete this, send us an email to support@supportsmalloh.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 two packages: A FREE LIFETIME SUBSCRIPTION - for the first 50 businesses that sign up and a Monthly Subscription of $12/month. Cancel any time!
- Click on "Buy Package", which will take you to the check-out tab where you can complete your payment details facilitated by our secure WooPayments 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.)

Select Package

Free Lifetime Subscription	Monthly Subscription
$0.00	$12.00 / month
The first 50 businesses that sign up get a free lifetime subscription.	Monthly subscriptions cost only $12. Cancel any time.
Buy Package	**Buy Package**
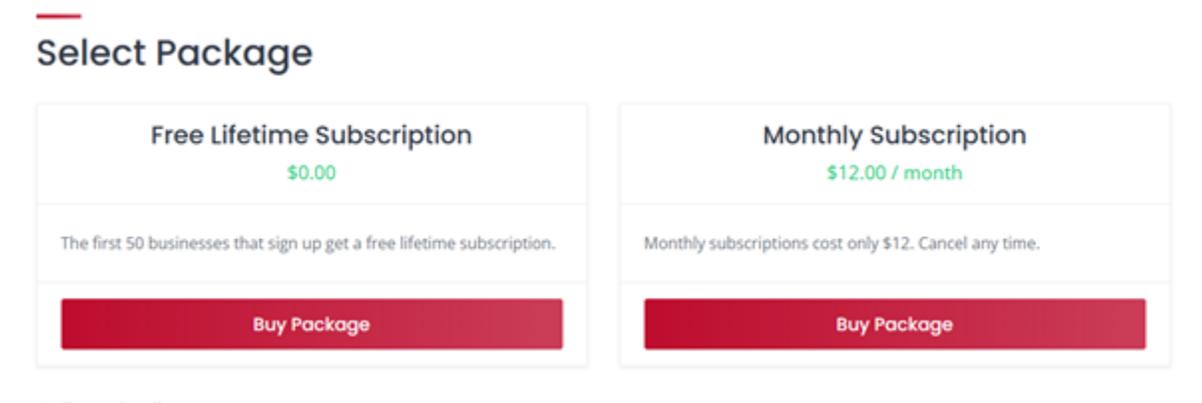
ALL DONE!

- 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".

> Listings
> Orders
> Settings
> Sign Out

Listings

Great selection of Candy and Snacks   Woman-owned   August 12, 2025   PENDING

- 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.