

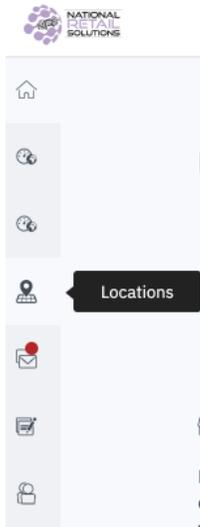


SETUP GUIDE

FOR SALES AGENTS ONLY

Add a new business to **FindMyBiz** reputation and listings management, after they have signed up for the program:

1. Click on “**CREATE YOUR FINDMYBIZ ACCOUNT**” on nrsplus.com/findmybiz
2. Click on **Locations** from the left side navigation bar



3. Click **+ Add Location**

NATIONAL
Account Information

Account *

Search for an account

Create a new account with the location data

Product Plan

NRS Demo - Default - United States

4. ***plan**

5. Provide all necessary information. **Accuracy is very important for optimal results!**

Basic Data ●	Rich Data ●	Photos & Videos ●	Suggestions
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Basic Data *(*Required for account activation)*

*Business Name

Date the Business Opened

*Country

*Complete Address

Service Areas (If they don't service business at location)

*Select Category - **This is important to get accurate**

Phone

Website (If they only have Facebook, include the link. Or add NRSCinch.com if they are listed on our NRSCinch.com platform for ordering and home delivery)

Email Address

Hours of Operation - **Open hours only**

Make sure that the hours of the store truly match what is added here to this portal
- critical for offering delivery

Special Hours of Operation (nonstandard / holidays / weekends, etc.)

These might be used if only a certain part of the store is open during special hours, or if the owner is closing down for a short time

(NOTE: Any "special hours" designated for longer than 7 days will show up on search engine directories as "temporarily closed".)

Keywords

RECOMMENDED KEYWORDS ARE PROVIDED FOR OUR CUSTOMERS' CONVENIENCE. Refer to the [keyword sheet](#) provided, and add all keywords related to the store type

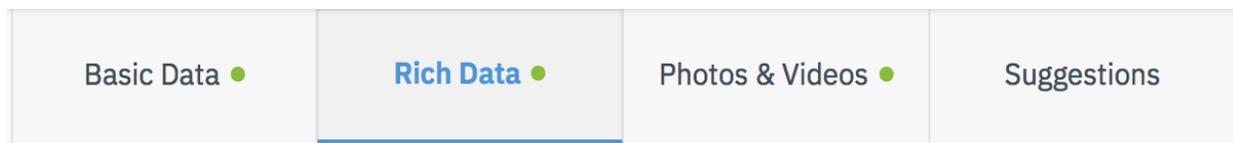
Ask the customer if they want to add any other keywords

Short and Long Description

If the long description is less than 100 words, only include a short description

[Note: Google Profile maximum word count is 750]

Enter **IDT/NRS Sales Agent Name** in Label field



Rich Data - Additional Important Data to Complete

Social Media

Enter your social media links (your business profile pages, if you have them set up). You can revisit this setting and fill this in later.

Attributes

Attributes help describe your business to customers. The more information you provide, the more new customers can learn about your business. Attributes are applicable for Google search results.

Examples: Delivery, wheelchair accessible, Hispanic Owned, staff wears masks, etc

Payment Options

List various forms of payment accepted in your store

Brands

Tobacco, alcohol, food brands, and other

Languages

Include all languages spoken at store

Special Services

Include any unique services you offer at your location

Examples: Propane tank refills, recycling collection, Covid testing, etc.

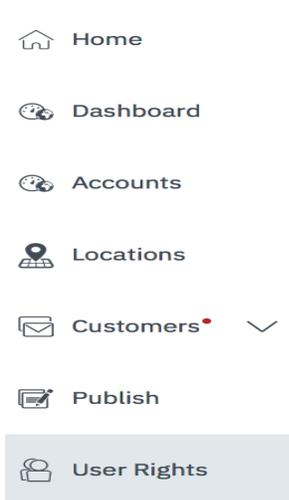
Photos & Videos

Add photos and videos of your location

Go outside and take photos of your building (street view), plus inside photos of your aisles, counters and items you sell

*****At the end, make sure to save your edits!*****

Adding Users to Edit Your Profile:



Go to **Users** section

- a. Ask owner who else would access NRS
- b. Create **Users**
- c. **Location Manager ONLY**
- d. Turn on digest emails
- e. Turn on New Reviews

Walk through the process of logging in.

IF YOU ENCOUNTER ANY ISSUES WITH SETTING UP THE ACCOUNT, PLEASE CALL
(973) 363-4241 OR EMAIL NRSCINCH@NRSPLUS.COM.

IMPORTANT NOTE: *After following this guide, the customer's information will be complete. However, it's very important that this information be regularly updated. Please make sure to reach out to your customer regularly, and assist them in maintaining their account with the most current information available.*

NRS FindMyBiz Program subject to terms and conditions. Services provided by third parties. Monthly fee based on package. For more information, call 973-363-4241 or visit <https://nrsplus.com/findmybiz/>