## How To Add A Business At Top10Fresh.com

- 1) Go to www.Top10Fresh.com
- 2) Click at the top of the page on the link Consumer Profile | Register
- 3) Register yourself as a consumer if you have not already done so
- 4) Login under the name you have registered under.
- 5) Go to the tab Grower Related Businesses

6) Click on the state where you are going to be adding the business. For example: <u>California</u>

- 7) Click Add Your Farm or Approved Business
- 8) Click the "Proceed" button at the bottom of the page
- 9) Type in the business name
- 10) Select the correct business type from the drop down menu
- 11) Add the text for the "Business Summary"

12) Click "Check Current Length" to make sure that the business summary is not too long. If it is too long, take out some words and recheck by clicking "Check Current Length"

- 13) Add the text for "Business Detailed"
- 14) Homepage URL
- 15) Contact email
- 16) Contact First Name
- 17) Contact Last Name
- 19) Contact Phone

20) Street Address

21) City

22) US Zip Code

23) US Zip code

24) You an add key words about what they sell if you can tell. Just separate each word by a comma.

25) Click "Manage Upload" button to the right of "Logo" to add the logo (Max 60x60 pixels – you will need to adjust it)

26) Click "Manage Upload" button to the right of "Supplier Photo" to add the picture of the market (Max 360x360 pixels)

Then Click "ADD" at the bottom of the page containing the business profile form.

IMPORTANT - If you fail to do the last step your business profile will NOT be saved!