







# Business Profile – Listing Instructions

Go to [www.government-vendor.us](http://www.government-vendor.us). Existing Users - Login New Users - Do a quick search to see if your company isn't already listed. If your company is already listed, select "Reset Username/Password"

## Identify the best categories for your business.

- **General Business Categories** - The Government Vendor Directory in arrange by NACIS Categories in a Yahoo style display. List your business in the most relevant categories.
  - **A to Z Products/Services** – Designed for cell phones and smart phones searches. Unlike regular PC-based search, mobile searches are done with shorter, more specific keywords. Instead of browsing, mobile users are looking for specific information. This category is arrange in alphabetical order and contains over 1,700 sub categories that are tailored for mobile searches.
1.  **Description Field** - Your business description should describe what you do concisely and accurately. It should not be overly promotional in nature.
  2. **Keyword Field**—Enter up to 15 keywords a customer would use to find your business, such as the products you sell or services you perform. Keywords will not display in your listing, but when a buyer searches using any of your keywords, your listing will be displayed.
  3.  **Attach Documents** - Upload and attach up to six types of promotional & informative documents to your listing. Buyers can immediately download your media kits, catalogs, brochures, price lists, power point presentations or videos.
  4.  **Thumbnail Gallery:** This Photo Gallery appears directly under your listing. You can upload up to six photos of the products you sell or the work you do. Upload photos of any size and smaller copies of that photo will be automatically created and placed on your listing as clickable thumbnails for quick and easy viewing.
  5.  **Slide Show Gallery:** This Gallery is an extension of your listing and it resides on a separate page. You can upload up to 12 additional photos of the products you sell or the work you do into a separate photo gallery that is accessible from your listing and from a search engine.
  6.  **Social Media** - Link your listing directly to Twitter and Face Book page. A Twitter and Face Book button will appear at the bottom of your listing.
  7.  **Embed your YouTube video** directly into your listing. This helps the customer quickly understand and categorize what it is that you do and how your products and services are a needed benefit

