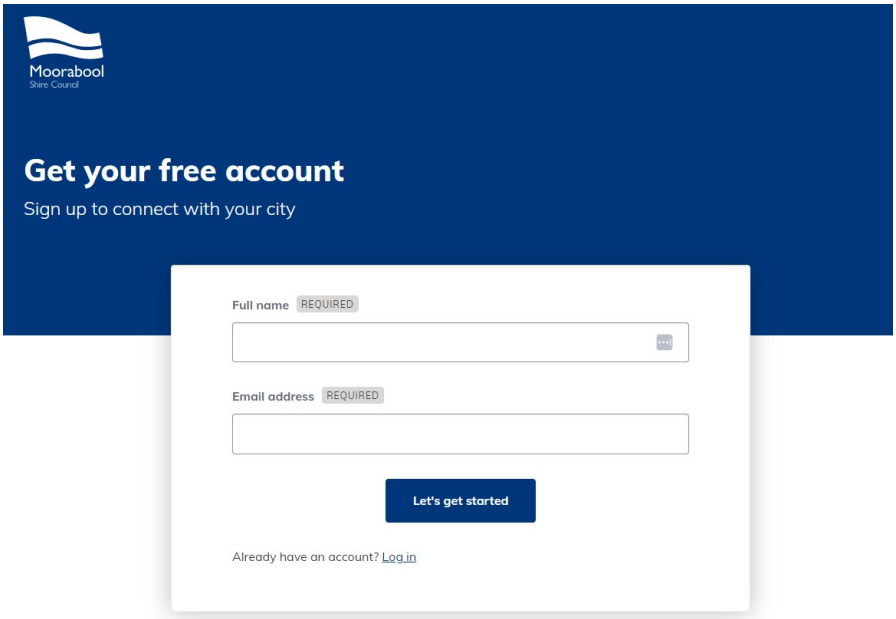
Business Directory user guide

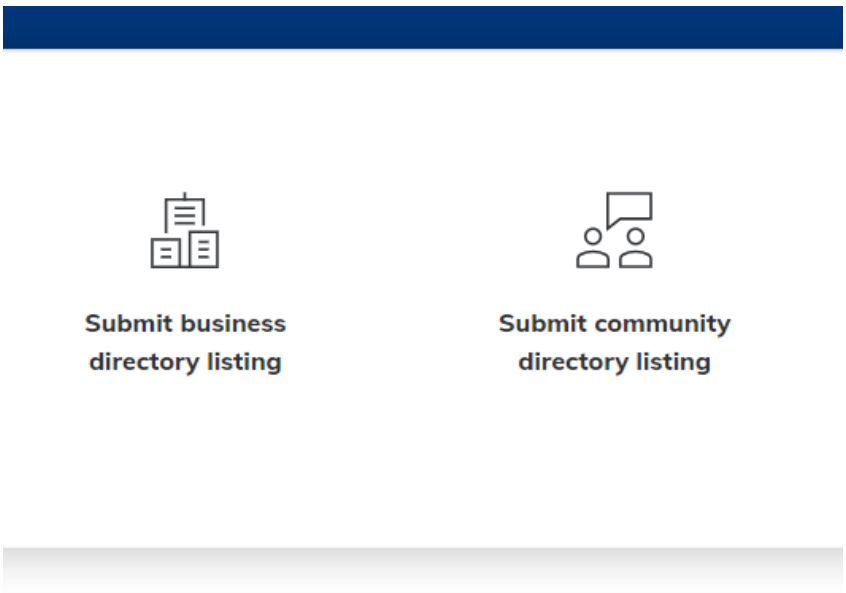
Create a MyCity account

1. Open this webpage: https://www.moorabool.vic.gov.au/MyCity/Log-in?Mode=Register
2. Enter your full name and valid email address to create your MyCity account
3. Passwords must be minimum 8 characters and contain upper and lowercase letters, number and special character
4. When you have completed this process, follow the directions below to create a business listing.



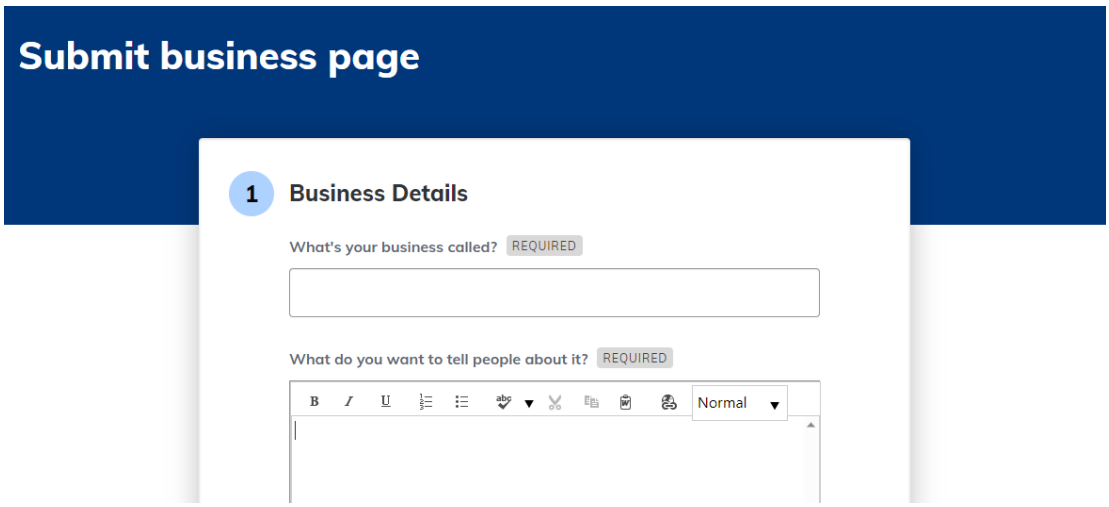
Submit your listing

1. Once logged into your account, visit your dashboard.
2. Click on the Submit a business directory listing tile

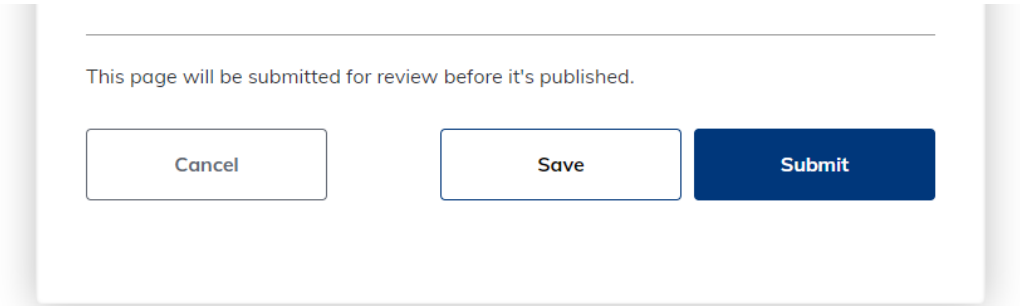


Business information

3. Fill in your business details in the form.



4. Once you have completed filling in the form, click the submit button



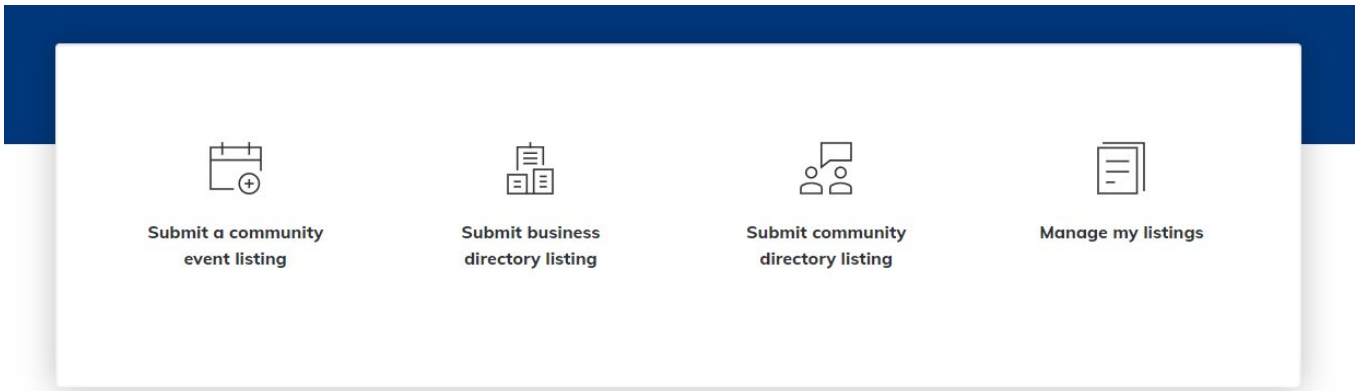
5. Once submitted, Council will review the details of your business listing to make sure it meets our terms and conditions.
6. You will receive an email once your listing has been approved and published on Council's website. **Please allow up to five business days for listings to go live**.

Maintaining your business listing

We recommend updating your business listing regularly to ensure the information presented is up to date. You can self-manage all your MyCity listings by following these steps:

Log in to your MyCity account

1. Open this webpage: https://www.moorabool.vic.gov.au/MyCity/Log-in
2. Log in to your MyCity account
3. Visit your dashboard
4. Click on the Manage my listing tile



5. Select the listing you wish to update, and complete your updates and submit.
6. Once submitted, Council will review your updates and publish.

Please allow up to five business days for the changes to be made live.