

# 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



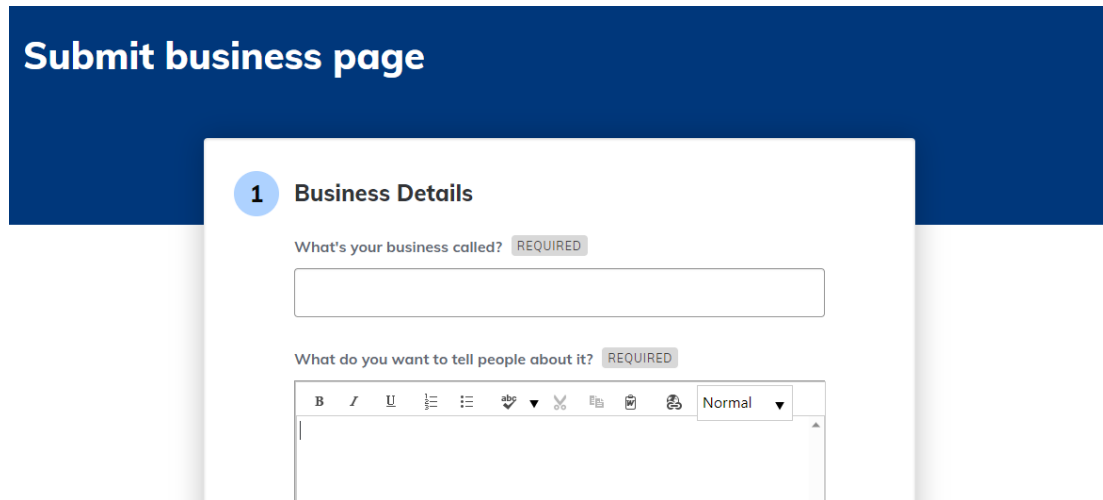
**Submit business  
directory listing**



**Submit community  
directory listing**

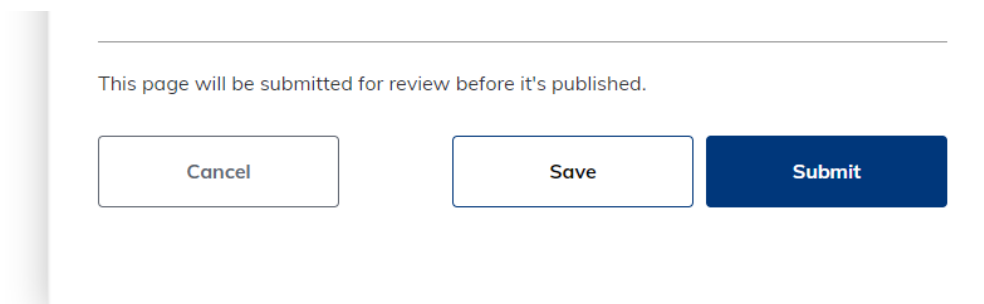
## Business information

3. Fill in your business details in the form.



The screenshot shows a dark blue header with the text "Submit business page" in white. Below the header is a white form titled "1 Business Details". The form contains two required fields: "What's your business called?" and "What do you want to tell people about it?". The second field is a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and a dropdown menu set to "Normal".

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



The screenshot shows a white dialog box with a thin border. At the top, it says "This page will be submitted for review before it's published." Below this text are three buttons: "Cancel" (white with a blue border), "Save" (white with a blue border), and "Submit" (solid dark blue).

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



Submit a community  
event listing



Submit business  
directory listing



Submit community  
directory listing



Manage my listings

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.**