How to claim your companies listing on FOXLIST.co.za



This guide will show you:

- What to do if you have lost your FOXLIST password.
- How to claim your companies listing. ["WO" listing]

INTRODUCTION

The FOXLIST Online Business Directory allows users (and consultants) to manage their listings by editing and improve the listings (info) in any way they like.

- Independent Marketing Business Consultants (IMBC)in South Africa also use online directories like FOXLIST to help their customers with their marketing efforts.
- They usually register on foxlist for "back-links" and to insure a increase in an online footprint.
- Business owners (and IMBC's) also use FOXLIST to publish press releases, sales pages, video commercials, opt-in pages etc., on their listings.

(FOXLIST is a very powerful marketing tool for local business owners in South Africa.)

Foxlist users sometimes loose their login details especially on the free listing options - and then they miss vital marketing opportunities for their products and services.

When this happens, and if company listings are not updated once a year, it lapses and becomes a WO (Without Owner) listing.

A **WO** listing must be re-claimed by it's owners so that it can be edited with fresh content and news and managed by the owners or by their independent consultant (**IMBC**). A good managed listing on FOXLIST has amazing marketing power - WHICH is why it should be managed.

This guide will show you how to claim your **WO** listing and how to get a new password to access your DASHBOARD pages inside the member's area on FOXLIST.

LET'S GET STARTED:

Go to Foxlist.co.za and SIGN IN.

1. Go to www.foxlist.co.za	Sign In Add Listin
Foxlist.co.za Business Directory	2. CLICK TO LIST YOUR BUSINESS
Home How It Works v Premium Listings All Listings Buy Video Commercials v	Member Dashboard About Us +
Search	

Add the <u>email address</u> we have for you on file and click "Lost your password?" button. [Or create a NEW FREE ACCOUNT - see the "*How to List on Foxlist Guide"*]

Sign In	Create a free account
Username [•]	Username*
test@foxlist.co.za	
Password*	Email*
LOGIN Lost your password?	First Name
	Last Name
2.	Password*

Foxlist was build on the popular WordPress Platform that allows you to edit your own Dashboard Page and listing.

- The system should enter your email address automatically - if it doesn't, entire it again.(Make sure you have access to this email address)
- 2. Click the Get New Password button

1.	Vsername or Email Address	
	test@foxlist.co.za Get New Password Log in Register - Back to Fox List	

You will see the screen below to confirm that an email was sent to you.

	Check your email for the confirmation link.
1.	Username or Email Address
	Password
	Remember Me Log In
	- Back to Fox List

Give a few minutes and check your email inbox - it is usually quick - HOWEVER - in certain circumstances this email may take a few hours to reach you. **NB:** Also check your *spam* folder.

- 1. Write down your User Name.
- 2. Click on the link in your email to be re-directed.

Fox List Dire	e ctory 🌋 @foxlist.co.za <u>via</u> lantra.websitewelcome	.com	8:48 AM (12 minutes ago) ☆	*
Someone req	uested that the password be reset for the following acc	count: <u>http://foxlist.co.za</u>		
Username: Te	est 🚽 1. Write down your	UserName.	2. Click this link.	
lfthis was a r	nistake, just ignore this email and nothing will happen.			
To reset your	password, visit the following address: <u>http://foxlist.co.</u>	za/wp-login.php?action=rp&key=	=92EWcaHl6bx9VhoBRRk	
Click here t	o <u>Reply, Reply to all,</u> or <u>Forward</u>			

Now follow the instructions below.

- 1. You will see the page block below.
- 2. On this page you can re-set your password. You can copy & paste the password the system allocated to you or you can use your own password. (USE A STRONG PASSWORD.)
- 3. Click the Reset Password button.



You should now see the page below. You are now ready to LOG In to your FOXLIST dashboard to CLAIM YOUR LISTING.



Go to http://foxlist.co.za and make sure you are *logged* in. Now find your companies listing. Look for the Claim Listing button and click it.



You will reach a page were you will be asked IF you are to owner of this company [or owner of the listing (**IMBC**)] and if you want to go ahead to CLAIM THE LISTING.

1. Click CONTINUE

Description: We Ar	Your Only One Stop Shop When It C	Comes To All Your Buildir	g Needs In Pretoria. The	re Is Nothing
So you'd like to clain	"Pretoria Building Contractors"?			
If you are the owner	o this business, you may proceed wi	ith claiming this listing by	clicking the continue bu	cton below to begin the claiming
Continue				
		1.		

On this page you will be asked to choose a package. The system automatically defaults on the FREE PACKAGE.

NOTE: Sometimes you will have to de-activate the default choice and active it again for the system to work. 2. - Click on the Premium Package.

1. - Re-Select the FREE Package.

Your pa	yment method
Paypa	st
Select P	Package 1.
e 1	Basic Business Listing: This is 100% FREE.
E	Basic Business Listing This package is 100% free. There is no cost - zero charges - absolutely nothing to pay! If you want to add then consider the PREMIUM PACKAGE below.
c	Cost :\$0.00 Valid Upto : 25 Years
	2.
4	Premium Package : Add Video Commercials
A	Add a short 60+ second Video Commercial to your listing and allow the power of video to engage with your target market. Mal
v	will edit it and WATERMARK it with your name and URL. We will then add this video commercial to your listing allowing to bo

Scroll down to the bottom of the page to continue.

	Cost :\$172.00 Valid Upto : 24 Months
	Premium PLUS Package : Add Opt-In Boxes, Videos And Mor THIS IS FOR THE SERIOUS ENTREPRENEURS HOW UNDERSTANDS SALES FUNNE Contact us for more information on this option. We will give you access to our own S this works - it's extremely powerful! This Premium PLUS Package requires that you p new and fresh leads for you 24 hour a day : 7-days a week. It's Amazing! See the fee st
	Cost :\$75.00 Billing terms: \$75 USD for 1 Month, then \$27 USD for every 12 Mon
To se	otal price as per your \$0 + \$0 = \$0

<u>Note:</u> See the price tag: this is a free service and free foxlist listing.

On the next page you will see the conformation that your request to *CLAIM THIS LISTING* was successful.

It can take anything from 24 hours to 72 hours for final approval. You will be notified via email.



To make sure everything worked out as expected check your FOXLIST.co.za Dashboard. [See point 2 below]

		Welcome,	Dashboard
Foxlist.co.za Business	s Directory		CLICK TO LIST
Home How It Works * Premium Listings	All Listings Buy Video Comm	ercials - Member Dashboard About	Us v
Search	Q Location.		SEARCH LIST
	Office 365 Give your family C their devices from	Office 365 across all i just R1149,99 a year. ∎עד אמש	
Home » Member Dashboard 2.			
Welcome Sales Buddy - Your Li	stings	ľ	Welcome, J
Listings	Type Date	Expires	Member Since: F
Pretoria Building Contractors Edit Delete View	Pro February 12, 2017 Pending	February 6, 2042 9120 days, 8 hours left	Add New Listing

Congratulations: You and your business are now part of the FOX LIST family. We are ready to help you grow your business by growing your online footprint!

Keep your eyes on your email inbox for news!

