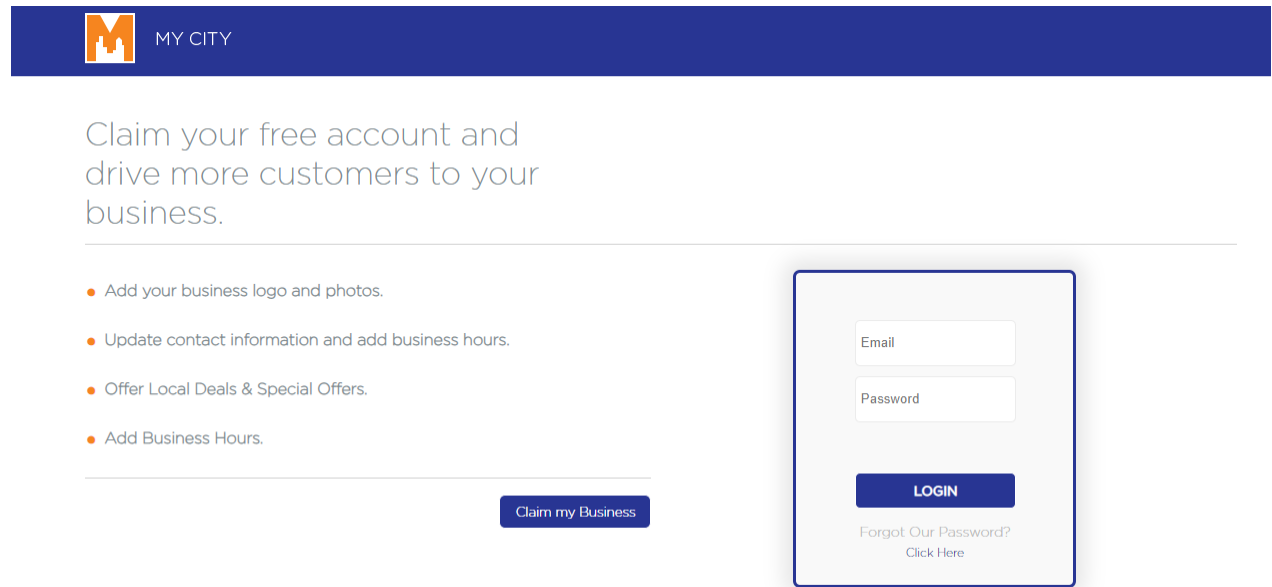


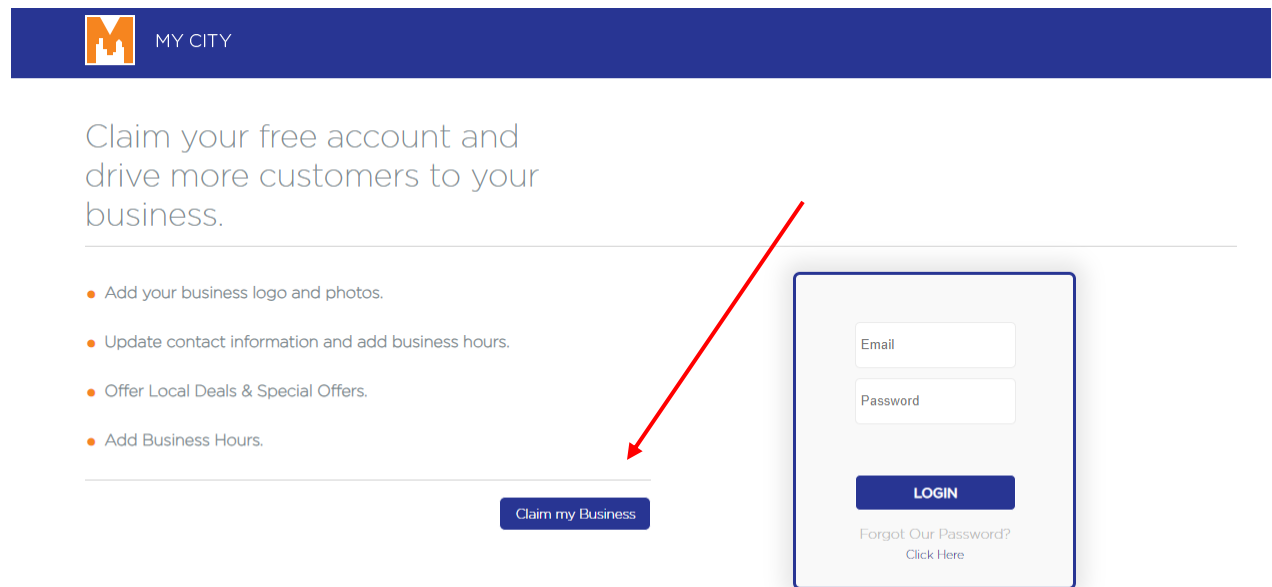
Instructions for Claiming Your Business

Step 1: Visit claim.mycivcapps.com



The screenshot shows the top navigation bar with the 'MY CITY' logo. Below the header, the main heading reads 'Claim your free account and drive more customers to your business.' A list of four bullet points is displayed: 'Add your business logo and photos.', 'Update contact information and add business hours.', 'Offer Local Deals & Special Offers.', and 'Add Business Hours.' At the bottom of this list is a blue button labeled 'Claim my Business'. To the right of the list is a login form with two input fields for 'Email' and 'Password', a blue 'LOGIN' button, and a link for 'Forgot Our Password? Click Here'.

Step 2: Press Claim my Business Button



This screenshot is identical to the one in Step 1, but it features a red arrow pointing from the top right towards the 'Claim my Business' button, highlighting the action to be taken.

Step 3: Type in "Brockton MA – City of Champions" + Business name in search bars

M MY CITY

Begin by finding your business

is your business already on MyCity? Search now to find it

Brockton MA - City of Champions China Chef Zip Code(Optional) Find my Business

China Chef Restaurant

Category : Dining Address : 92 Torrey St # 4
Brockton, MA 02301-4862 Claim

Step 4: Press Claim

M MY CITY

Begin by finding your business

is your business already on MyCity? Search now to find it

Brockton MA - City of Champions China Chef Zip Code(Optional) Find my Business

China Chef Restaurant

Category : Dining Address : 92 Torrey St # 4
Brockton, MA 02301-4862 Claim

Step 5: Create a Business Account (Enter Name, Email and Password)



Create a business owner account.

First Name

Last Name

Email

Password

By clicking the button below, you represent that you have authority to claim this account on behalf of this business and agree to MyCity Terms and Conditions.

Continue

Step 6: Fill out all Business Details and "Save/Send to Moderator" for approval!



Update Business Details

Changes will be verified by a moderator at MyCity HQ within a few days.

Business Name <input type="text" value="China Chef Restaurant"/>	Category <input type="text" value="Dining"/>	Sub Category <input type="text"/>
Address <input type="text" value="92 Torrey St # 4"/>	Hours <input type="text" value="Monday"/> <input type="text" value="00.00 AM"/> to <input type="text" value="00.00 AM"/> <input type="button" value="Add"/>	
Shopping Center <input type="text"/>	Upload Business Icon <input type="button" value="Upload"/>	<div style="border: 1px solid gray; padding: 5px; font-size: small;">Please upload image minimum dimension of 300x300 pixel</div>
Phone <input type="text"/>	<input type="checkbox"/> Business Closed or Moved	
City <input type="text" value="Brockton"/>	Local Deal <input type="radio"/> Yes <input checked="" type="radio"/> No	
State <input type="text" value="Massachusetts"/>	Local Deal Description <input type="text"/>	
Zip <input type="text" value="02301-4862"/>	Notes <input type="text"/>	
Web Address <input type="text"/>		
Your Email <input type="text"/>		
Description <input type="text"/>		

Save/Send to Moderator



*** If you don't see your business, [email ListMyLocalBusiness@gmail.com](mailto:ListMyLocalBusiness@gmail.com) for more information. If you see your business but don't want it in the directory, also send an email to ListMyLocalBusiness@gmail.com*