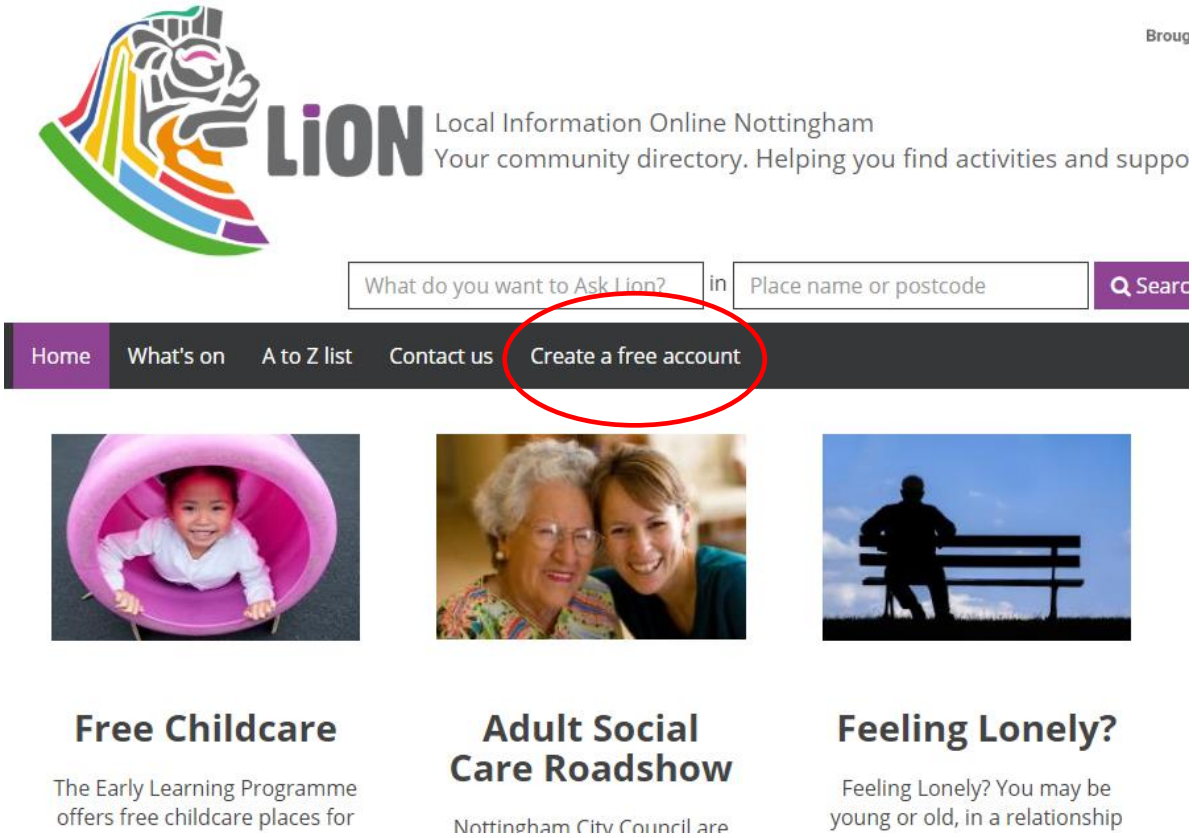
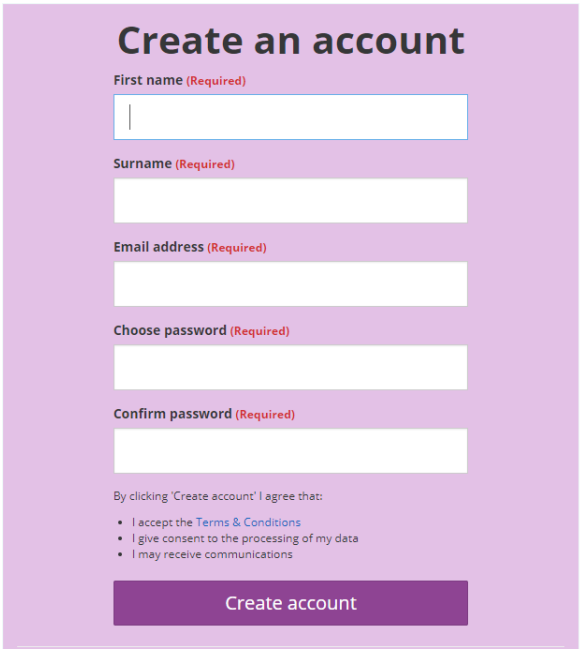
How to register a service onto AskLiON

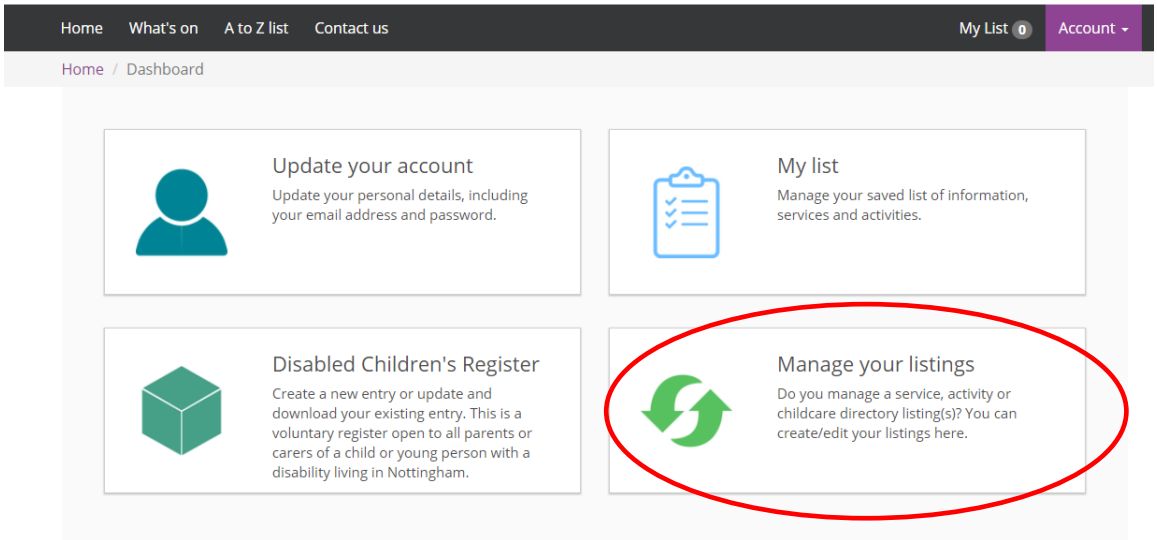
1. Go to the 'create a free account' page



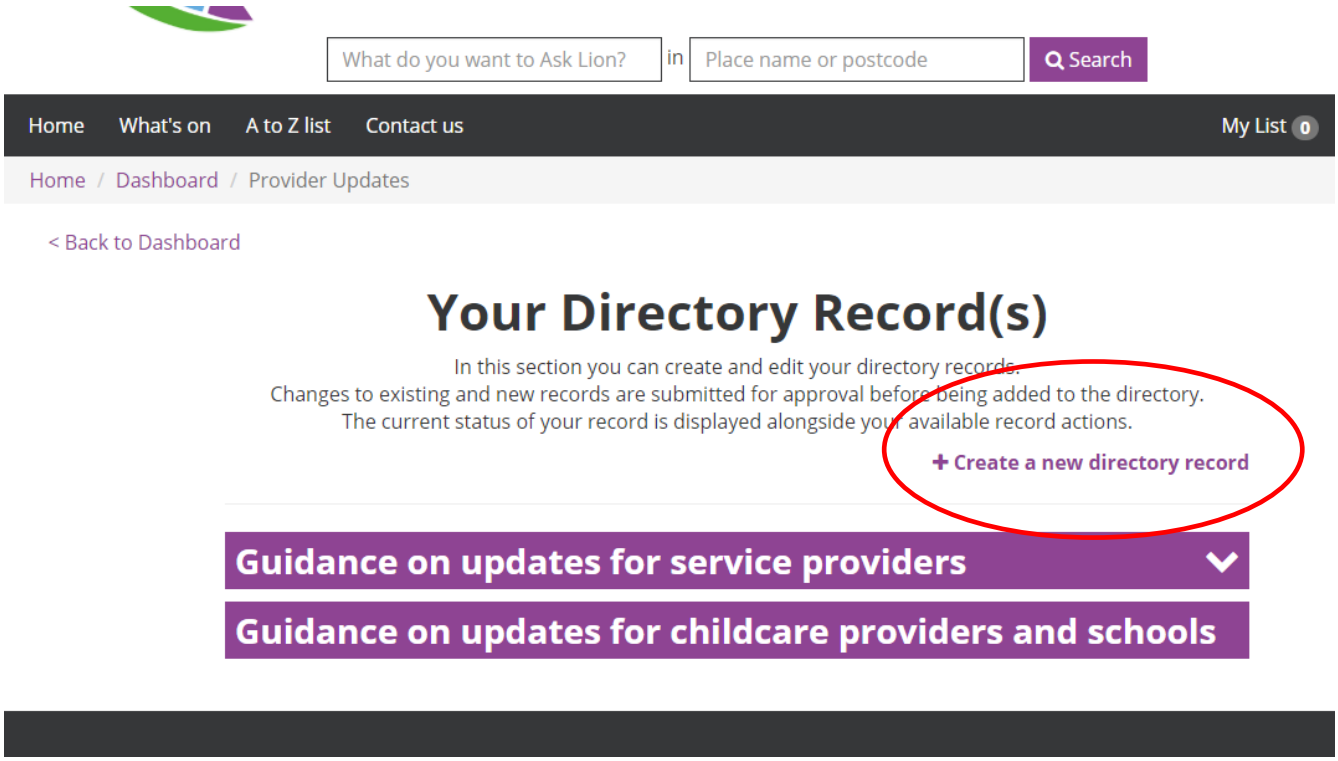
2. Register for an account, you will need an email address and a verification code will be sent to you so you can activate your account



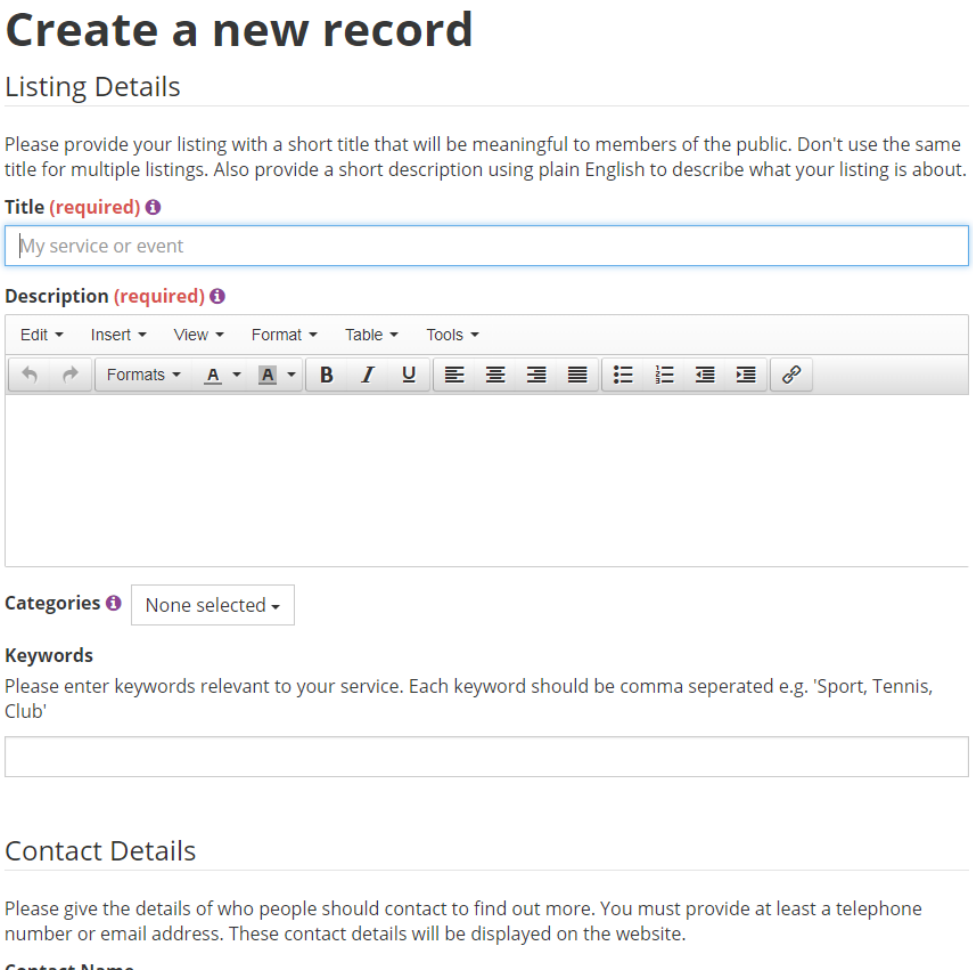
3. Once you have registered log into your account, when you are logged in you will be presented with a dashboard. The two boxes on the dashboard you will use are 'update your account' and 'manage your listings'. Select manage your listings to add your service.



4. Now click on 'create a new directory record'



5. Complete all the relevant boxes on the page, there is guidance on the page to help you. Remember to add a logo if you have one.



6. Once you have entered all the relevant details, select ‘save record’ at the bottom of the page. Once you have pressed this the entry will be submitted for approval.

