

## How to create a Business/Professional Page in Uno

### **Tips to create a great business information page on Uno:**

In a few short steps you can build the most comprehensive information page for your business. This Business Listing feature is totally FREE for business owners or their authorized representatives. You don't have to pay any hosting, maintenance, or bandwidth costs.

Uno allows you to enrich your business listing by adding business description, operating hours, contact information, products or services, photo galleries (premium feature), price list / menu (premium feature) etc.

### To add your business on Uno follow these simple steps:

Click on the Register link.

Fill out your basic details.

If you are doing this for the first time, you'll be asked to verify your by clicking on the link you receive in your email. Uno account holder can directly Sign In with their Uno ID and Password.

Once you have verified or signed in, you can begin enhancing your business information page. Uno gives you many ways to enrich your business information, these include:

**Business Name:** This is the official/registered name of your business.

**Business Address:** The address should look exactly the way you'd write it on a paper mailing envelope. Uno also lets you plot your address easily on the map. Tip: With a landmark and exact location on map, it becomes easy for customers to locate your business. Contact Details: Be sure to include at least one contact number. You can add mobile, landline, fax, and toll-free numbers of your business.

**Tip:** It's always good to specify all contact numbers through which customers can reach your business. Operating Hours: These are the working hours during which your business stays open.

**Tip:** Customers are more likely to get in touch with you if they know your operating hours Products/ Services: These are the products manufactured, sold, serviced by your business. You can even add services offered by your business.

**Tip:** Make sure your product/service page has all relevant products and services. This helps more people explore your business, and hence more sales leads. Business Description: A comprehensive description of your business introduces customers to your business.

**Tip:** Specifying if you are a manufacturer, retailer, service provider, distributor, etc. gives clarity to people searching for your business.

Documents: Upload the photos, catalogues, menu cards, promotions related to your business. This feature is only available to Uno Partner Merchants or the Uno Premium Merchants. Please contact Uno Customer Service Department for further details.

**Tip:** Uploading your rate card, menu card, work samples ensures visibility of your business amongst

potential customers.

Sign Up to create an account with Uno and verify your email.

Once your business details have been verified by us, you can access your Business dashboard.