Update your listing on the Hertfordshire Directory

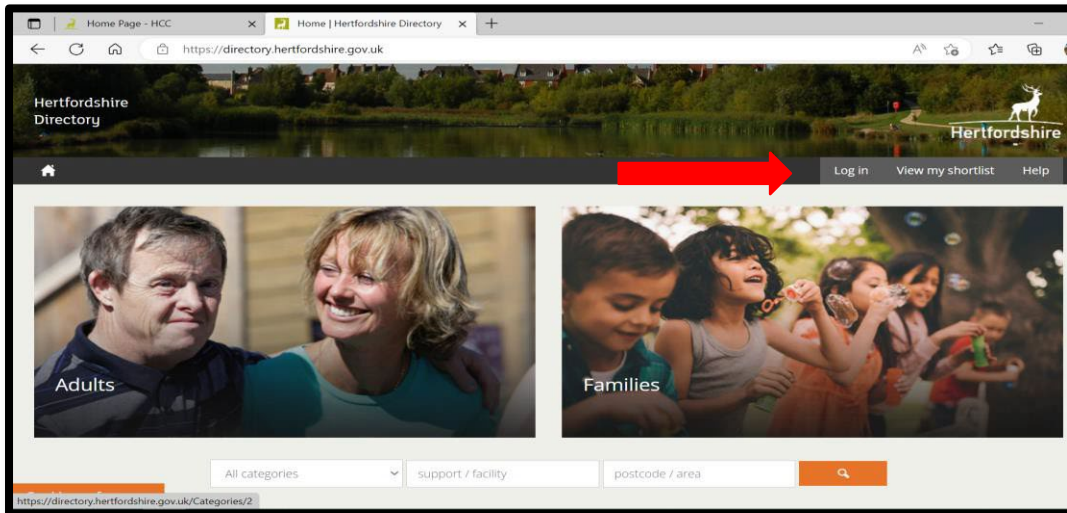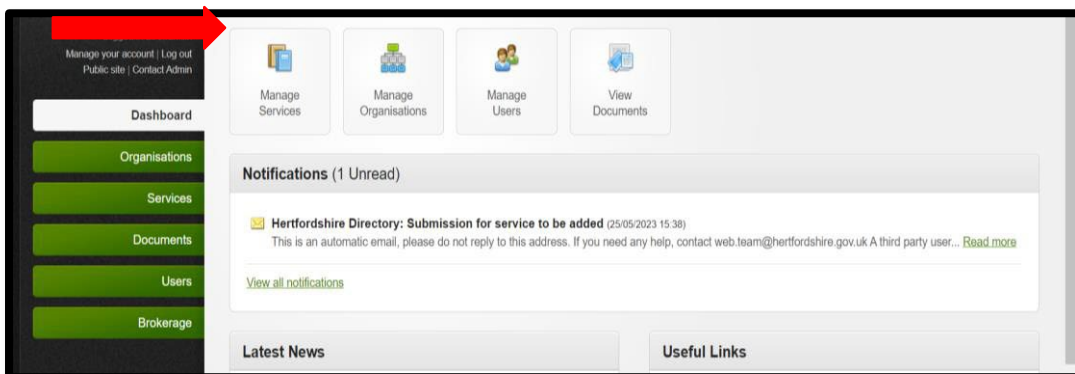Home | Hertfordshire Directory
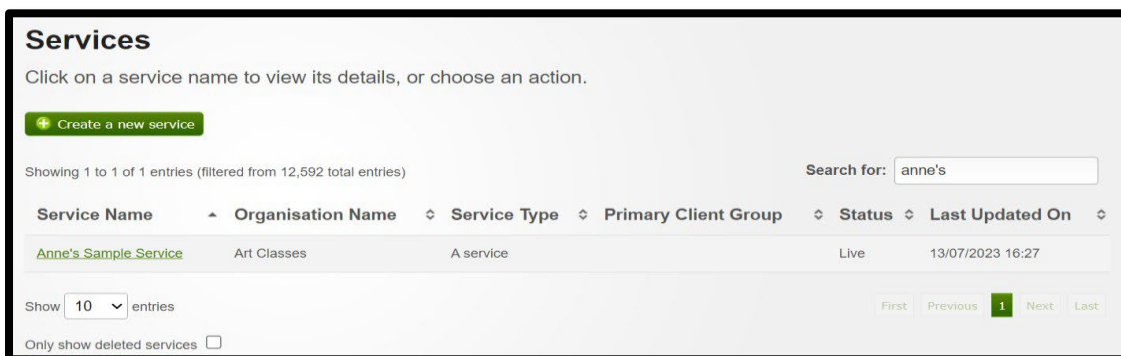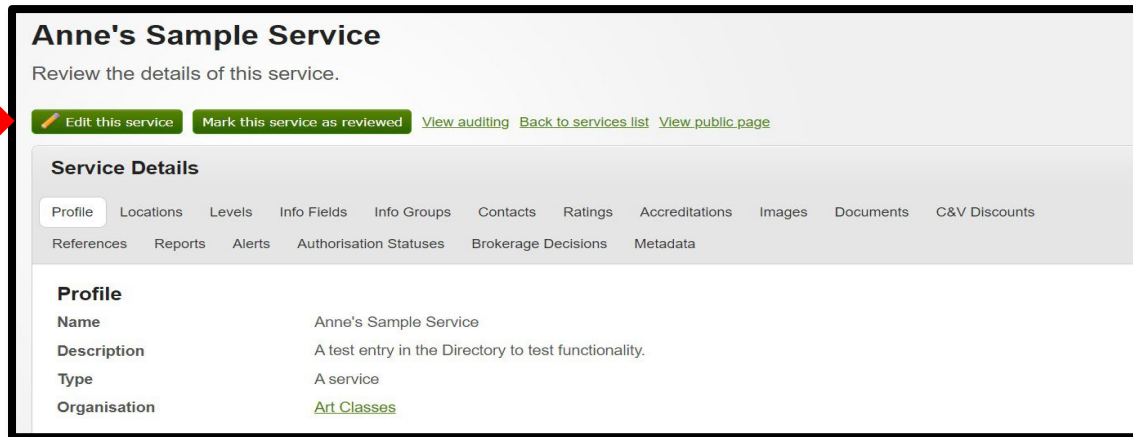
1. Click on the Log in tab to sign in

2. Select **Manage Service**

3. Click the service you wish to update to take you into your service listing

4. Click on the green 'Edit this service' button which takes you into the main Profile tab. Scroll down to make any changes, or go to other tabs, such as Locations, Contacts or Images if you need to update other information.
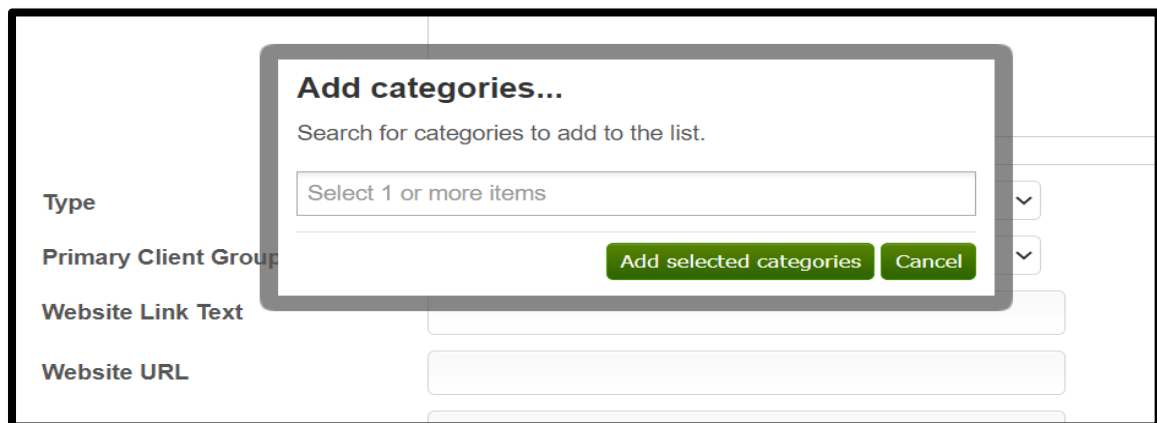
5. In the Profile screen it is important that your website URL is correct, and that you have selected one or more categories to help people find your service. To add categories, go to the bottom of the Profile tab and click the green 'Add Categories' tab.
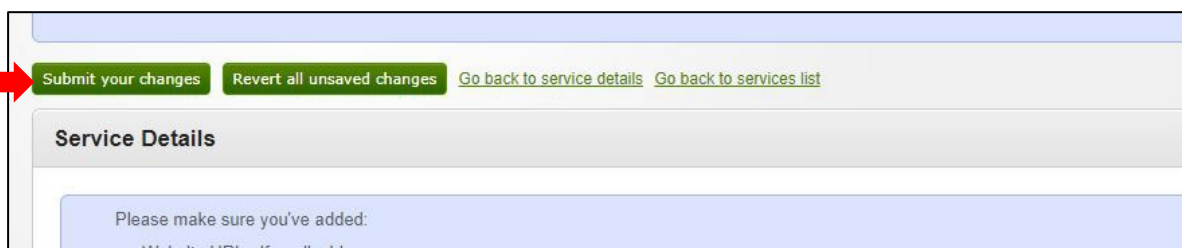

6. When you're happy submit your changes to be moderated

7. Finally Mark your service as reviewed – this resets the clock for your reminder email to go back in and update.
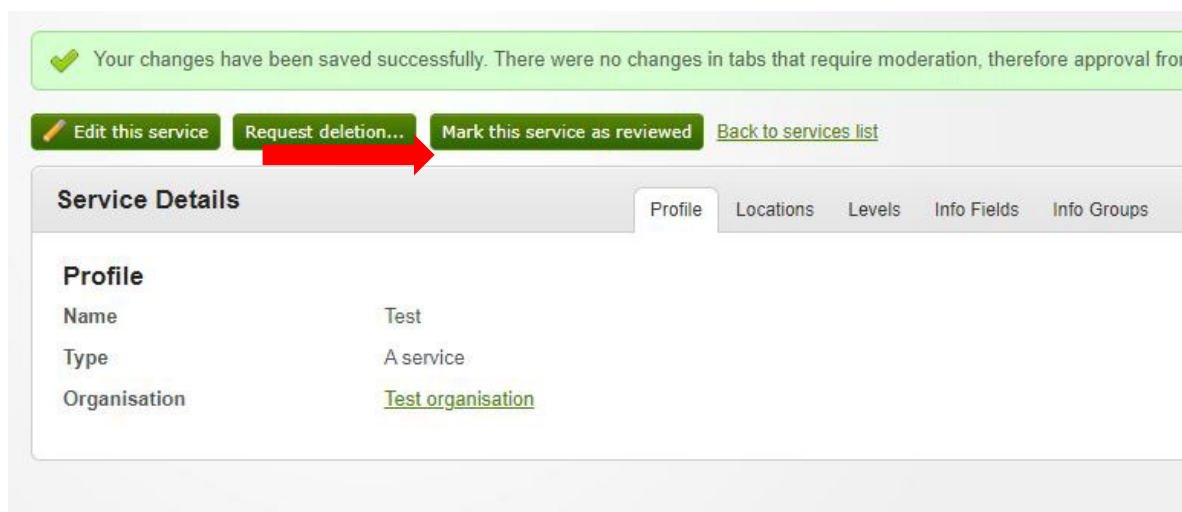
If you need any further help or information, please contact the Web Team at web.team@hertfordshire.gov.uk