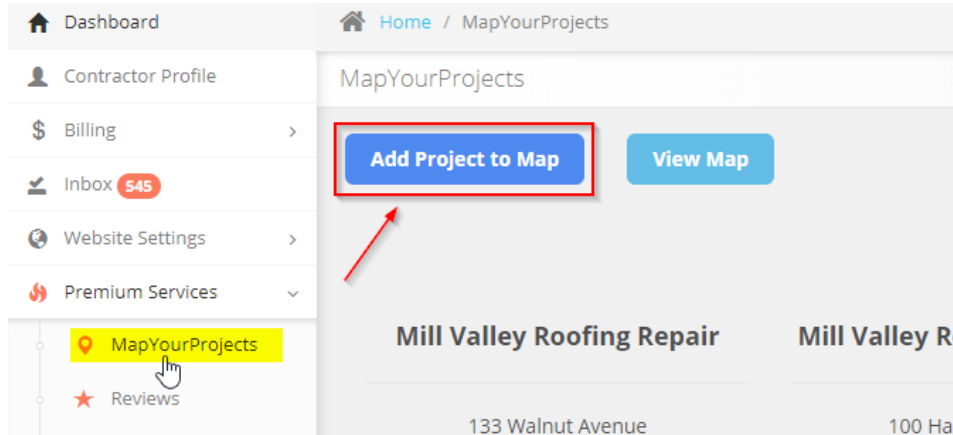


MAP YourProjects - Add a Project

Start: Login to the contractor portal, go to Premium Services, then MapYourProjects. Then Click 'Add Project to Map'

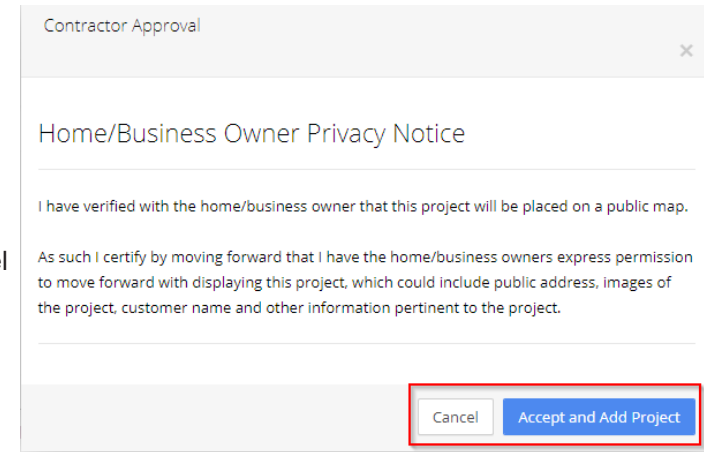


Privacy Notice: Read over the Home/Business Owner Privacy Notice

If accepted, click 'Accept and Add Project'

Proceed to Step 1 - Details

If not accepted, click Cancel



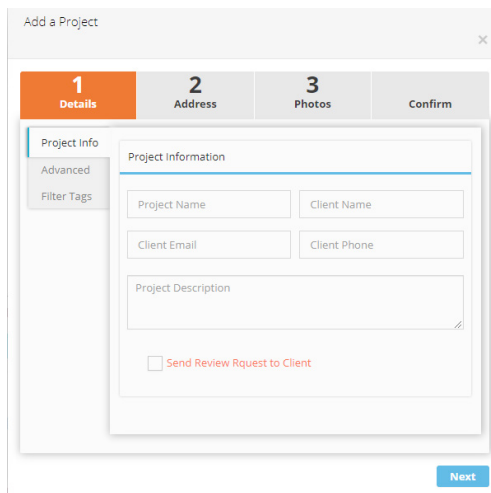
Step 1: Details

Complete required fields:

- Project Name
- Client Name
- Client Email
- Client Phone
- Project Description

Select 'Send Review Request to Client' if applicable.

To proceed to Step 2 - Client Address, click 'Next'.



Suggested Project names would include: Service type, street name, city and/or state.

Suggested Description would include: Services performed, items installed, remodeled or removed and including product brands and type.

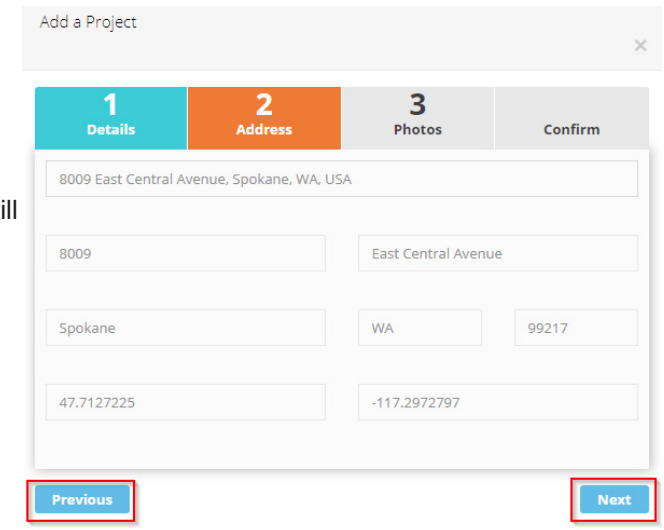
Step 2: Address

Start typing the house number and street name (a drop down will appear if there are multiple instances)

Select the correct address, the remainder of the information will auto complete.

To proceed to Step 3 - Upload Photos, click 'Next'.

Click 'Previous' to go back and edit information entered from Step 1.



MAP YourProjects - Add a Project

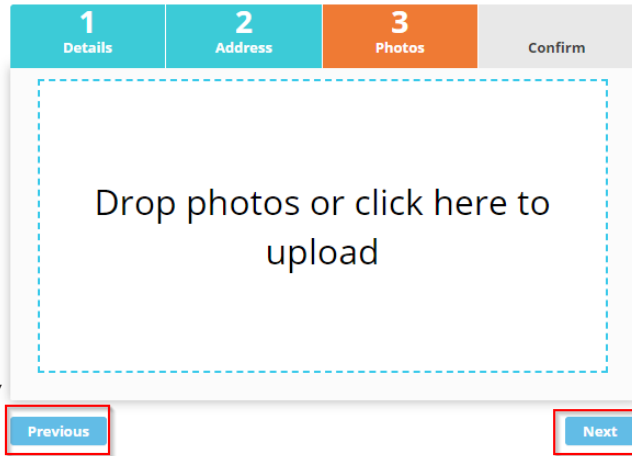
Step 3: Photos

Drag and drop or click to upload file from your File Explorer / Finder

To proceed to Confirm and save your project- click 'Next'.

Click 'Previous' to go back and edit information entered from Step 2.

Maximum suggested file size & quantity: 5mb each / 8 images



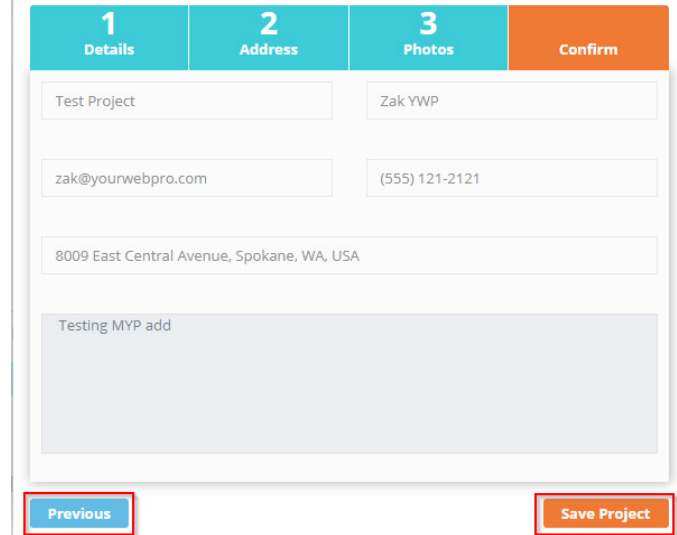
Step 4: Confirm

Review all information, including:

- Project Name
- Client Name
- Client Email
- Client Phone
- Address
- Project Description

To add, change or delete images, click 'Previous' to return to step 3.

Click 'Save Project' when finished.



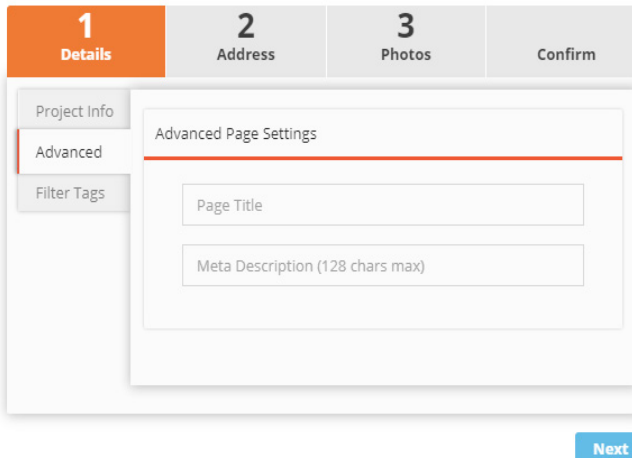
Advanced: Page Title & Meta Description

This feature is available to advanced users who wish to update the Page Title and Meta Description shown in a Google search.

Page Title will also update the title tag shown in the browser tab.

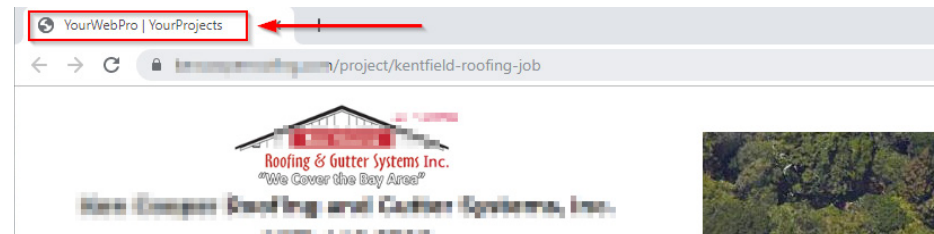
See examples to the right and on the continuing section.

For questions related to Page Title/Title Tag & Meta Descriptions, please consult your marketing specialist and/or employ recommended search engine best practices.



Advanced (cont.): Page Title & Meta Description

In the example shown below, the highlighted text in the red box is the default Title Tag (aka: Page Title) shown in the browser tab.



In the example shown below, the text highlighted in the red box is the default Page Title displayed from a keyword search. The text highlighted in the blue box is the default Meta Description.

