

Creating an Account with 'The Bury Directory'

Step One: Adding Personal Details

- To create an account first click the 'sign in' button on the top right hand blue bar.
- Once clicked, select 'create an account'
- As you're a new user you'll have to click the 'create an account' button at the bottom of the page
- From here you can create an account and input the following details:
 - Type in your first name, surname and email address
 - You will need to create a password and confirm it by typing it in the 'confirm password' box
 - Your email is used for verification to log into your account (this is kept securely and will not be shared with any third parties)
 - Once you have typed in all of the required details click 'register your account'.

Step Two: Verification Code

A verification code will then be sent to you by email:

- Open the email and copy the 6 digit code into the page
- Click 'activate account'

Congratulations, you are now registered on The Bury Directory!

Step Three: Sign into Account

- To sign into your account, first click the 'sign in' button on the blue toolbar
- Enter the email and password that you signed up with
- Once you have signed in you will be redirected to the homepage to access your account
- Click on the 'my account' button
- This takes you to a screen where you can change your account details if required
- You will now also see on the toolbar the 'dashboard' button where you can view your page listings and add a new page