



ACCESSING YOUR SHOP LOCAL RALEIGH MEMBER ACCOUNT

STEP 1 – Login into your account by visiting <https://shoplocalraleigh.org/login/>.

Not sure what your login information is? Email contactus@shoplocalraleigh.org for assistance.

STEP 2 – ‘My Dashboard’ should now be visible on the right-hand side of the webpage. Use the ‘My Listings’ dropdown menu to select ‘Businesses.’

My Dashboard

Logout

The screenshot shows a user interface for a 'My Dashboard'. At the top, there is a 'Logout' link. Below it is a horizontal line, followed by a dropdown menu labeled 'Add Listing'. Another horizontal line is below that. The main focus is a 'My Listings' dropdown menu which is open, showing 'Businesses' as the selected option. Below the dropdown is a link for 'My Invoice History' with a small icon to its left. The entire dashboard area is enclosed in a thin orange border.

STEP 3 – You will be redirected to a page with a preview of your listing(s). From here you can renew or upgrade your listing, edit your page, and view your expiration date.

The screenshot shows a listing preview card. At the top, a large grey circle contains the text 'NO IMAGE AVAILABLE'. Below this, the text 'BUSINESS NAME' is displayed, followed by 'Business Description'. A list of actions is provided: 'Favorite' (with a heart icon), 'Renew Listing' (with a circular arrow icon), 'Edit' (with a pencil icon), and 'Delete' (with an 'x' icon). Below these actions, the 'Expire date: February 17, 2019 (128 days left)' is shown with a calendar icon. At the bottom, the status is indicated as 'Status: (Not published)' with a vertical bar icon.

If you have any questions or are in need of further assistance, please email contactus@shoplocalraleigh.org.