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Introduction
Welcome to the Associated Builders and Contractors of Western Washington online web directory. The site can be used and viewed by everyone on the web, but listings are limited to ABC Members. This document will cover using the public search side and the member’s only admin side where you can edit your companies listing.

The site is located on the web at:  http://www.abcwestwamembership.org
Search Options - Keyword Search
The Keyword Search option is the more robust of the two, you can search by Name, Service Area, Keywords, NAICS/CSI Codes, and more. Multiple search terms can be used to refine your search (be sure to separate each term with a comma).

Search results are based off literal search terms, because of that you will find different results based off the search term used. As an example, search for “paving” and you will see a painting company listed. That record was included in the results because one of their CSI codes is ‘32 01 11.53 – Paint Removal from Paving’.
Search Options - Map Search

City or Zip Code can be used in the Map Search area.

The searched Zip Code or City will be centered in the map, with all ABC Members within the map view pinned and listed. As the map is zoomed or scrolled the result set will be altered to include only the members within the map window.
Registering to Edit Listing
To gain access, registration and an approval of that registration, is required.
To register, first click Member Login in the upper right.

Then click the ‘Don’t Have an Account? Register Here’ button.

Complete each field. The phone number is not required, but may be needed to confirm your registration or to contact you. When complete, click the Register button.

ABC staff will be notified of your pending registration. In turn your account will be approved (typically within 24 business hours). An approval confirmation e-mail will be sent, notifying the registrant that you can now login to the site.

Multiple Registrations
Multiple individuals from one member company can register and edit a company’s listing. ABC of Western Washington can also deactivate registrations upon request.
**Editing Your Listing**
After logging in you will have access to edit nearly all fields present in your listing. Changes made will be immediately posted, so be sure to proof read your listing after editing. Members do not have access to edit the Member Since date, STEP participation or Safety Alliance participation. Please contact janessa@abcwestwa.org if a correction is needed to any of those fields.

**Public vs. Admin pages**
After logging into your approved account you will be presented with a Manage Company administration page. This page is viewable only to those logged in. To view your Public Profile, click the View Public Profile button at the top of the page. Use your Browser’s Back button to return the Manage Company administration page.

**Editing Your Listing – Logo**
The top section, under your company’s name, is dedicated to your logo. If a logo has been uploaded on your behalf by ABC Staff it will appear in the left of the upload box.
To overwrite an existing image file, or to add a logo, you can drag and drop the image into the upload box or click in the upload box to open a browse window to select the image.

After drag and drop or browsing to select a logo image the new image will be uploaded and then appear to the left of the upload box. Click SAVE COMPANY at the bottom of the page to save the edit.
Editing Your Listing – Company Information
The pre-populated information in the Company Information fields is the same information that ABC of Western Washington has on file for your company. Please feel free to edit each field as necessary, be sure to click the SAVE COMPANY button.

There are two e-mail address fields in the Company Information window, only the Company Email will appear with your listing; the Contact Email is for internal use.

You may find it easiest to copy/paste the Company Profile to a Word or Notepad document for editing, then copy/paste back into the Company Profile field.

Below is a collection of cities/areas within Western Washington for use with your Service Area Field. Feel free to copy/paste.

Editing Your Listing – Codes

Both CSI and NAICS codes can be utilized to classify your business. Codes selected by ABC staff will be displayed under the Edit Codes button. To Add/Edit/Delete codes from your listing select the Edit Codes button.

Next, make the selection for the type of codes you would like to add / delete: CSI or NAICS.

A list of codes to choose from will be presented. (Hint ~ press Ctrl+F to search the list). You can expand each section of codes by clicking on the blue code numbers. To select a code, check the box to the left of its listing, you may select multiple codes. To remove a code from your listing, uncheck the selection box. Click Save and Close to exit the list.
Editing Your Listing - Contacts
Here you can add names, titles, email addresses and telephone numbers for various contacts within your business. The primary contact ABC has on file for your company should already be listed.

To add a contact, click the Add Contact button, a new contact grouping of fields will be presented. After entering the Contact Name, E-Mail Address, Title and Phone number, click Save Contacts. Repeat this process for each contact you would like to add.

The individual at the top of the list will be the primary contact in your listing and will be the only contact to appear with your company in the Search Results listings, all contacts listed will appear in your company’s individual profile.

** If the individual listed at the top should not be the primary contact? You will need to remove that contact and add the individual who should be listed as the primary first. Efinity Tech programmers will be adding functionality to make the re-ordering of contacts simpler in the near future.

Use the Remove Contact button to remove a contact that should not be included in your listing.
Log Out
When you have finished editing your listing, please use the Log Out button on the top right of the page to terminate your current connection. You will be returned to the Log-In page where you can log-in again when desired.

Help and Support
Please contact Janessa Bishop (janessa@abcwestwa.org or (800) 640-7789 x114) with any questions, concerns or comments regarding your directory listing.