

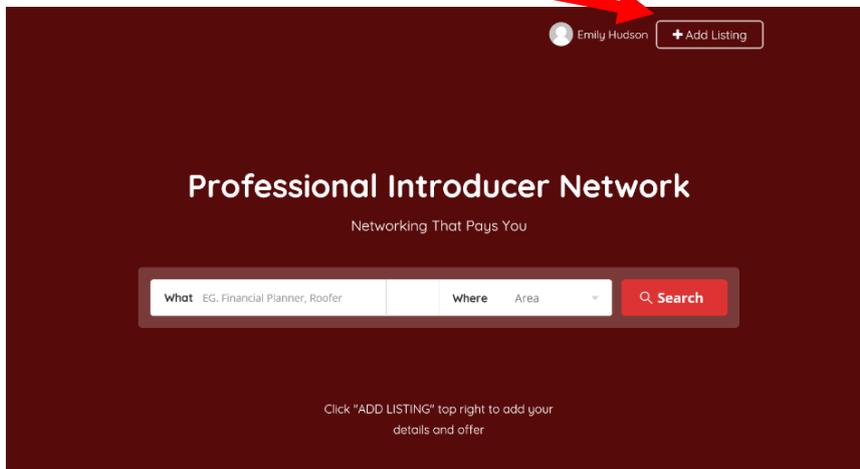


# PIN

Networking that pays you

## Member Instructions

1. To login to your account, using the username and password that has been sent to you, go to [www.professionalintroducernetwork.co.uk](http://www.professionalintroducernetwork.co.uk) then click members>member's login to arrive at the directory gateway where your details can be entered.
2. Once logged in, you will have access to the directory, where all other members are listed, each listing contains contact details, a business description and what the member is willing to reward for the referrals that they receive.
3. Creating a listing:
  - To add your directory listing select 'add listing'



- Next follow the on-screen instructions to complete your listing. This involves completing fields with your contact details, a business description, social media handles and your referral offer.
- Once all the fields have been entered, you will be able to submit your listing for preview, before publishing it.
- After clicking the 'listing preview' button wait until you see the tick symbol which shows that your details have been successfully uploaded. Then wait while your listing is processed and eventually appears.

Do not click any links while this is happening. It may take a couple of minutes, especially if you have added several photos.

- Once the listing loads, you can click on the 'Publish' button if you are happy, or alternatively go back and edit it.
- A published listing will be available for all other members to search for and see on the directory, therefore enabling business to be referred to you.

4. Click on the Dashboard link at the bottom of the page. This is also available in the dropdown when you log in and click on your name.

- This is where you can upload a profile picture, add other details to your profile and change your password if you want.
  - If you click on “My listing” you can edit your listing or delete it entirely. Equally you can see the number of views that your listing has had.
  - You will see a “saved” link. This is where you will see the offers which you have saved when you viewed some else’s offer.
5. You can exit the website by clicking the ‘log out’ link

**Please Note...**

You must always login to the directory by going to our main site <https://www.professionalintroducernetwork.co.uk> then click Member>Member’s login, due to site security any other way of logging in will result in errors.