



## Quick guide on how to register

### Step 1. Register:

- To register your interest to promote your services on Living Well Essex, click on the Provider or Care homes option and then register as a provider or care home.
- Complete some brief details about yourself/business. Read the terms and conditions and if you accept these, tick the box and complete the registration.
- Once completed, an e-mail will be sent to your registered e-mail address with a link that will activate your account. It is important that you activate your account as soon as you receive the email as the link is only valid for 24 hours.

### Step 2. Complete the new provider checklist:

- You must complete the 5 steps, as applicable from the new provider check list. (These are business details, approval, homepage, delivery, terms and conditions and catalogue).
- Once you have updated the relevant details you need to submit your details for approval to Essex County Council by clicking the 'Essex County Council' submit button. The council will then review your details in order to approve them for submission to Living Well Essex.

### Step 3. Manage your account.

- Once approved you will receive a confirmation email from Living Well Essex informing you that your submission has been accepted and your details will now appear on the website.
- You can then add your products and services.

### *Tips for providers:*

- Make sure that likely search terms appear in the item description (but don't go overboard!).
- Try and add all the products and services that are relevant.
- Use images – they are more appealing to users.
- Add testimonials to the home page.
- Think of the provider homepage as a brochure and sell the company to the site's users
- Think about the categories you select for services and products as this will affect how they appear in searches.