

Process for **Registering / Signing up** for an account / profile on the CCU Business HUB.

1. If you do not already have an account, click “Add Listing” / “Member sign-in”
2. Click the sign-up button.
3. Complete ALL required fields
4. Input a strong and secure password
5. Read and agree to Terms and Conditions
6. Click Register

After submitting information and clicking register, you will receive an email notification that your account is being verified. This process can take a maximum of 48 hours. You are free to browse and use the site in the interim.

Once your registration / account has been verified, you will receive an email to continue the process of adding a listing.

You can click the link from the email to go directly to log-into your profile to then add a business listing page or to modify your profile.

Process to **Add a Listing**

1. Once registered, you can click log-in using the link directly from the registration verification email. Or Visit website www.businesshub.clicocu.com and select **Member Sign-in** at the top of the Home-page.
2. Once signed in to your account, click “**Add Listing**” to proceed to Create a New Listing to complete the general details.
3. Complete all required fields.
4. Upload Media – Logos, listing photos, videos must in in (include required format)
5. Read and agree to Terms and Conditions then check box
6. Click Submit Listing.

Once submitted, you will receive an email notification that we have received your submission.

Once approved, you will receive an email that your listing has been published. Now users of the site would be able to view your offerings and contact you.

For queries, questions or additional information send an email to businesshub@clicocu.com.