

## BCInfoPage.com - Client Login

BCInfoPage is a simple but robust business and event directory for British Columbia with a page rank of 4 on Google.com

- Real Estate Listings
- For Sale By Owner Listings
- Vacation Rental Listings
- Hotels - Motel Listings
- Attraction Listings
- Business Listings
- Community Event Listings

**Clients with existing accounts** log in with your username and password below.

**New Clients** click here for instructions and a .pdf download tutorial, or click the "New Client button below.

Username:

Password:

Forgot your username and/or password?

Enter your Email address in the Username field. Check here  and click Submit to have account information Emailed to you. Please **DO NOT** create a new account because this will be more work for you now and may cause confusion later

To create your account, click the NEW CLIENT button and follow the instructions below. If you already have an account, enter your USER NAME and PASSWORD, then click submit.

## Client Profile

### New Client Signup

Enter your contact information and press submit.

\*Required Fields

*Username:	<input type="text"/>
*Password:	<input type="text"/>
*Firstname:	<input type="text"/>
*Lastname:	<input type="text"/>
CompanyName:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
Province:	<input type="text"/>
Country:	<input type="text"/>
Postal:	<input type="text"/>
*Phone:	<input type="text"/>
Cell:	<input type="text"/>
TollFree:	<input type="text"/>
TollFreeZone:	<input type="text" value="Canada"/>
Fax:	<input type="text"/>
*Email:	<input type="text"/>
Website:	<input type="text"/>
Receive Newsletter Emails:	<input checked="" type="checkbox"/>

Done

Internet

100%

NEW CLIENTS enter your information here. All fields with an \* asterisk are required fields. When you are finished, click SUBMIT. You will receive a confirmation email sent to the email address that you provide during this step.

The information provided here will be used when you create your listing.

## Client Profile

Your Profile information has been successfully added to the system.

A confirmation email has been sent to the email address you supplied upon signup. Click [here](#) to add your first listing.

Update your contact information as required and press submit.

\*Required Fields

*Firstname:	<input type="text" value="Your first name"/>
*Lastname:	<input type="text" value="Your last name"/>
CompanyName:	<input type="text" value="Your company"/>
Address:	<input type="text" value="Your address"/>
City:	<input type="text" value="Your city"/>
Province:	<input type="text" value="Your province"/>
Country:	<input type="text" value="Your country"/>
Postal:	<input type="text" value="pc"/>
*Phone:	<input type="text" value="5555555"/>
Cell:	<input type="text"/>
TollFree:	<input type="text"/>
TollFreeZone:	<input type="text" value="Canada"/>
Fax:	<input type="text"/>
*Email:	<input type="text" value="Your email"/>
Website:	<input type="text" value="Your website url"/>
Receive Newsletter Emails:	<input checked="" type="checkbox"/>

Back to [Clients](#) page.

Once you have clicked SUBMIT, you will be directed to this confirmation page where you can create your first listing. Click the link near the top of the page to add your listing.

Listing Basics Back to [Clients Home](#)

## Edit Listing

Enter base data for this new listing and click Save below.  
You then can add supplementary information and upload images.

**\*Required Fields**

\*Listing Class:  \*Listing Category:  \*Listing Type:

\*Listing Title:

\*Location:  [Add Location](#)

Description: 

Font: default

Size: default

LISTING DETAILS - UP TO 1000 WORDS

Deals and Last Minute Specials:   
(true discounts, deals, last minute specials only please)

Company Name:

Contact Name:

Address:

City:

Province:

Country:

Postal:

You will be directed to your listing details page where you can enter your basic listing information. You must have the following information entered in order to save your listing. If your location is not in the LOCATION box, click ADD LOCATION (City Only).

- **Listing Class**
- **Listing Category**
- **Listing Type**
- **Listing Title**
- **Listing Location**

Once you have finished, scroll to the bottom of the page and click SAVE. When your listing has saved, you will see tabs allowing more options, which allow you to add photos and preview your listing.

## Tab definitions:

- **Listing Basics**
  - This is where you add/edit your basic listing information
- **Images**
  - This is where you add/change your listing photos
- **Audio**
  - This is where you can add audio to your listing
- **Multi-Media and Map Links**
  - This is where you can add links to multi-media and a google map to your listing
- **Preview**
  - This is where you can preview your listing as you build it

Listing Basics Back to [Clients Home](#)

### Edit Listing

Enter base data for this new listing and click Save below.  
You then can add supplementary information and upload images.

**\*Required Fields**

\*Listing Class:  \*Listing Category:  \*Listing Type:

\*Listing Title:

\*Location:  [Add Location](#)

Description: 

Font: default

Size: default

LISTING DETAILS - UP TO 1000 WORDS

Deals and Last Minute Specials:

Company Name:

Contact Name:

Address:

City:

Province:

Country:

Postal:

When you have created your listing, click the **BACK TO CLIENTS HOME** link to activate your listing online.

Welcome: wetest wetest - wetest

Select a Listing Class to Create A New Listing

- [Accommodations](#)
- [Attractions Entertainment](#)
- [Home-Apt Rentals](#)
- [Commercial](#)
- [Community Events](#)
- [Residential](#)
- [Business Listings](#)
- [Resort Sales](#)

Manage Your Existing Listings

Activation or Renewal - click on the word **InActive** or **Active** located in the Active column, below.  
Click on Listing **Name** to edit listing.

ID	Listing Class	Name	Hot Link	Auto Renew	Expiry Date	Active	Select
233	Business Listings	<a href="#">restaurant test</a>	<a href="#">listing_233.html</a>	<input type="checkbox"/>		<a href="#">InActive</a>	<input type="checkbox"/>

Delete Selected

- [Update Your Profile:](#)  
Make changes to your contact information. Control which email rental requests you receive.
- [Update Your Credit Card:](#)  
Securely add, edit, or delete the credit card you use to pay your monthly listing fees.
- [View Your Transactions:](#)  
Summary details regarding your listing activations and deactivations, including dates.
- [Home](#)

[Logout](#) [Admin](#)

You can update your profile, update your credit card information and view your transaction from this page.

Click the LISTING NAME to edit your listing

Click the INACTIVE link to activate your listing

## Listing Transaction

Listing: restaurant test

Status: Inactive

Select an Transaction Type:

No Credit or Accounts Available: [Add Now](#)

Select a Payment Plan:

Check Autorenew below to automatically renew your listing with the selected Payment Option and Plan before it expires.

Autorenew:

[Update Your Credit Card Information](#)

### Refund Policy:

When deactivating your listing, unused whole months will be credited to your owner's account. Credits may then be used to pay for future listings on our website. No credit will be given for partially used months.

Need Help? Call us at 1-888-307-5647.

Done

Internet

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Select ACTIVATE from the drop down box

Select the number of months you wish to activate your listing for (Typically one year)