

## Edit Your Profile Page on Membership Directory

1. Go to [www.thehba.net](http://www.thehba.net)
2. Go to **Member Directory** page
3. Search your company's name using the Directory Search
4. Choose the link for your company's name.  
*You will then see your profile page. Scroll to the bottom of your profile.*
5. Choose **Login to Edit**  
*A new window will open*
6. If this is the first time you have logged into your profile choose the **Reset Password** link
7. Fill in your email address.  
(This must be the exact email address listed with the directory owner)
8. You will receive confirmation that your password is reset and your new password will be emailed to the email address you entered in the form.
9. Once you receive your new password, choose the **Login to Edit** link again and use the same email address and new password to login.
10. Once logged in you will be able to edit your information tabs.

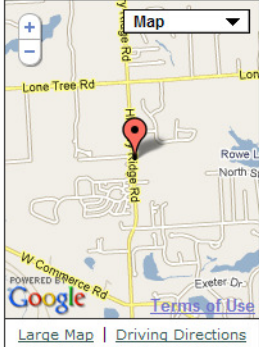

### Information Tabs

You can not change where your information is displayed on the profile. Only the fields filled out will display.

Organization: Fill in all appropriate fields.

**AccuNet Web Services**  
2414 S. Hickory Ridge Rd  
Milford, MI 48380

Contact: **Paul Braun**  
Phone: **(248) 684-8715**  
[www.accunet.biz](http://www.accunet.biz)



Organization | Info, Products, Services | Areas, Hours, Payments

Specialties | Coupons | Email Us

Business Name:

Contact:

Address:

Address 2:

City:

State, Zip:  ,

Phone:

Phone Note:  (Example: Ext.101)

Alt. Phone:

Alt. Phone Note:

Fax:

Website:

Email:

Password:

Services including:

Marketing

AccuNet, allows you to professional website. It's a great g to save time and money on

[SiteBuilder Brochure](#)  
Take control of your site

**Areas Served**  
Milford, Highland, South Lyon, Brighton & Novi, Oakland County, Livingston County.


**Business Hours**  
Monday - Friday  
9:00a - 5:00p

**Payment Options**  
Visa, MasterCard, Discover & Amex.

Info, Products, Services: Fill in all appropriate fields.

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**About** Products Services Specialities Coupons Email Us

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**Organization** Info, Products, Services Areas, Hours, Payments Coupons Downloads, Brochures Logo

**General Information:**

Empowering Our Clients:  
We provide you with proven technology, personal training and complete support.

You provide knowledge of your business.

With our online tools and training materials, you control your website & marketing efforts to grow your business.

Do-it-yourself types will love to work when they want. If you're not, we use the services to save us time, and you money.

Integration with these services.

To learn more about how this new technology can help you communicate with your existing customers, call us a call at 248-684-8715.

**Products:** SiteBuilder by AccuNet

SiteBuilder is:  
An Internet based product that allows its user to create and maintain their own professional website.

You do not need programming or graphic design experience, a lot of man-hours, or a lot of money. Through input screens a user creates and maintains their own web page content and images.

**Services:** Search Engine Marketing:

If you expect your website to be a marketing tool, then you need Search Engine Optimization (SEO) and Search Engine Marketing (SEM).

We understand how SEO and SEM works and how to provide a solid foundation for your SiteBuilder by AccuNet website to be found in organic searches.

Our cafeteria-style program is designed to fit the budgets of your business.

**Specialities:** Empowering Our Clients:  
We provide you with proven technology, personal training and complete support.

You provide knowledge of your business.

With our online tools and training materials, you control your website & marketing efforts to grow your business.

Areas, Hours, Payments: Fill in all appropriate fields.

### AccuNet Web Services

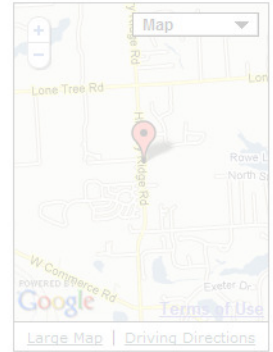
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[About](#) [Products](#) [Services](#) [Specialities](#) [Coupons](#) [Email Us](#)

AccuNet, Inc. is a website development and consulting firm that specializes in small to mid-size business Internet needs.



[Organization](#) [Info, Products, Services](#) [Areas, Hours, Payments](#) [Coupons](#) [Downloads, Brochures](#) [Logo](#)

In Business Since:

Areas Served: Milford, Highland, South Lyon, Brighton & Novi. Oakland County, Livingston County.

170 characters remaining.

Hours of Operation: Monday - Friday 9:00a - 5:00p

224 characters remaining.

Payment Options: Visa, MasterCard, Discover & Amex.

220 characters remaining.

[SiteBuilder Brochure](#)  
Take control of your site

**Areas Served**  
Milford, Highland, South Lyon, Brighton & Novi. Oakland County, Livingston County.

**Business Hours**  
Monday - Friday  
9:00a - 5:00p

**Payment Options**  
Visa, MasterCard, Discover & Amex.

Coupon:

Coupon outline is automatic. No limit to number of coupons. Coupons DO NOT automatically delete after expiration date.

The screenshot displays the AccuNet Web Services website with a coupon management interface. The website header includes the company name, address (2414 S. Hickory Ridge Rd, Milford, MI 48380), contact information (Paul Braun, (248) 684-8715, www.accunet.biz), and a navigation menu with tabs for About, Products, Services, Specialities, Coupons, and Email Us. A map of the location is shown in the top right. The coupon management interface has tabs for Organization, Info, Products, Services, Areas, Hours, Payments, and Coupons. It features an 'Add New Coupon' button and an 'Edit' link. Two coupon outlines are visible: 'Earn \$50 for a Referral' and 'Save 10% on Setup and Monthly Fees'. The 'Earn \$50 for a Referral' coupon includes the text: 'Also ask us about recurring commissions. Spread the word about our SiteBuilder Service. If a new customer signs up, we'll send you \$50.' and 'Expires: never'. The 'Save 10% on Setup and Monthly Fees' coupon includes the text: 'Open a second account and save 10%!' and 'Expires: 12/1/2010'.

Downloads, Brochures

Upload document from your computer files. No limit to number of files at this time.

The screenshot displays the AccuNet Web Services website with a download management interface. The website header includes the company name, address (2414 S. Hickory Ridge Rd, Milford, MI 48380), contact information (Paul Braun, (248) 684-8715, www.accunet.biz), and a navigation menu with tabs for About, Products, Services, Specialities, Coupons, and Email Us. A map of the location is shown in the top right. The download management interface has tabs for Organization, Info, Products, Services, Areas, Hours, Payments, Coupons, Downloads, Brochures, and Logo. It features an 'Add New Downloadable File' button and an 'Edit' link. A download entry is visible: 'SiteBuilder Brochure' with the description 'Take control of your site'.

Logo:

Upload your logo or desired image. The image will be automatically resampled to fit allocated space. Only one image allowed.

The screenshot displays the AccuNet Web Services website. On the left, contact information for Paul Braun is provided. The main content area features a navigation menu with tabs for Organization, Info, Products, Services, Areas, Hours, Payments, Coupons, Downloads, Brochures, and Logo. The 'Logo' tab is active, showing a 'Change Logo File' link and a preview of the current logo. A 'DELETE Logo File' button is visible below the preview. A 'Payment Options' section at the bottom right lists Visa, MasterCard, Discover, and Amex.

11. When you have finished editing choose **save**. **Actually, we recommend that you save frequently in order to not lose any work due to Internet connection blips.**

This screenshot shows a 'Save Changes' button centered above a row of navigation tabs: Organization, Info, Products, Services, Areas, Hours, Payments, Coupons, Downloads, Brochures, and Logo.