Tutorial for Creating a DEBA Lawyer Directory Listing

*This tutorial is for creating a listing using a laptop or desktop. If you are using a mobile device or a small screen, your experience may be different.

**Step 1 – Create a DEBA username and password**

You will use these credentials to create your listing and update your listing at any time.

1. Click on the key symbol in the top right corner of the website

2. Click on the “Register” link
3. Enter what you want your username to be and enter your email
   • **NOTE** - Your initial password will be sent to this email

4. Click the “I’m not a robot” box

5. Click on the “Register” button

6. Check your email after registering for your temporary password
7. If you do not see the email in your inbox, check your spam or trash folders

8. Click on the link provided in the email to create your password

[DEBA] Your username and password info

Username: nordab18

To set your password, visit the following address:

<http://douglaselbertbar.org/resetpass/?key=BmqCH6MovCh3aOP7IPmT&login=nordab18>

http://douglaselbertbar.org/login/

9. Enter your password in the field provided
   • **NOTE** - there will be a randomly generated password already entered but you can change the password to whatever you like.

10. Click the “Reset Password” button to save your new password
11. Enter your newly created username and password in the related fields
12. Click the “Log in” button

Step 2 – Create your DEBA directory listing

1. Go to http://douglaselbertbar.org/lawyer-directory/
2. Click on the “Submit a Listing” button
3. Select the areas of law that you practice
   - NOTE - If you practice in more than one area of law, please select all that apply
4. Click the “Continue” button at the bottom of the page
5. Select if you want the basic free listing option or the premium paid listing option
   • **NOTE** – if you practice in multiple areas of law, you only need to select the premium paid option for one practice area and select the free option for the rest (You will still get the premium benefits for all areas that you practice)
   • **NOTE** – if you wish to start with the basic free listing and upgrade to the premium paid listing later, you will have to delete your free listing at that time and create a new premium listing.

6. Click the “Continue” button at the bottom of the page
7. Enter all of your listing information in the fields provided
   - **NOTE** – You can change this information at any time after the listing is created.
8. Agree to the terms and conditions by checking the box provided
9. Check the box for “I’m not a robot”
10. Click on the “Continue” button at the bottom of the page
If you selected the basic free listing option, you’re finished!

- You can now click on the links to “Go to your listing” or “Return to directory”.

If you selected the premium paid listing option, continue to Step 3

Step 3 – Add premium options and send payment

11. Drag your image(s) to the dotted square or click on the “Select images from your hard drive” link to browse and upload your image(s)
12. Select the image you want to show in the directory list of lawyers by selecting the radio button labeled “Set this image as the listing thumbnail.” below the related image.

13. Click on the “Continue” button at the bottom of the page.
14. Review the fee and click on the “Buy Now” or “Subscribe” button at the bottom of the page to complete the payment on PayPal’s website.

15. If you have a PayPal account, you can log-in and pay using that method.

16. Alternatively, you can pay using a debit or credit card.
17. If paying with a Debit or Credit card, enter your information and click on the Pay button.
18. **Optional** – create a PayPal account or click on the “no thanks” link

**Douglas Elbert Bar Association**

19. Save your confirmation number and click on the “Return to Douglas Elbert Bar Association” link

- **NOTE** – if a security warning pops up click “Continue”

**Douglas Elbert Bar Association**
20. Premium listings must go through a process to verify the payment. After payment is verified the listing will be visible in the directory

- **NOTE** – after this initial verification, you can make changes at any time and view those changes immediately in the directory.

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**How to Edit Your DEBA Lawyer Directory Listing**

1. Go to [http://douglaselbertbar.org/lawyer-directory/](http://douglaselbertbar.org/lawyer-directory/) and log in by clicking on the key button in the upper left corner of the page and entering your username and password
2. Navigate to your listing using the “View Listings” or “Directory” buttons
3. Click on the “edit button at the bottom of your listing excerpt

   - NOTE – You will only see the edit button if you are logged in

4. You can also edit and delete your listing from your detailed listing page

Make the necessary updates using the same steps as creating a new listing above. Click the “Continue” button at the bottom of each page to complete the steps and update your listing.