

The long awaited Where to Buy feature is now live! Larson-Juhl customers in **Bronze - Diamond** pricing tiers (and others as requested) will have the option to create a listing on our consumer facing site www.larsonjuhl.com for their business. That listing will be managed by the customer themselves within **My Profile** on our customer focused site www.shop.larsonjuhl.com

Listing management is available for all active website users on an account:
any active user can create and edit listings.

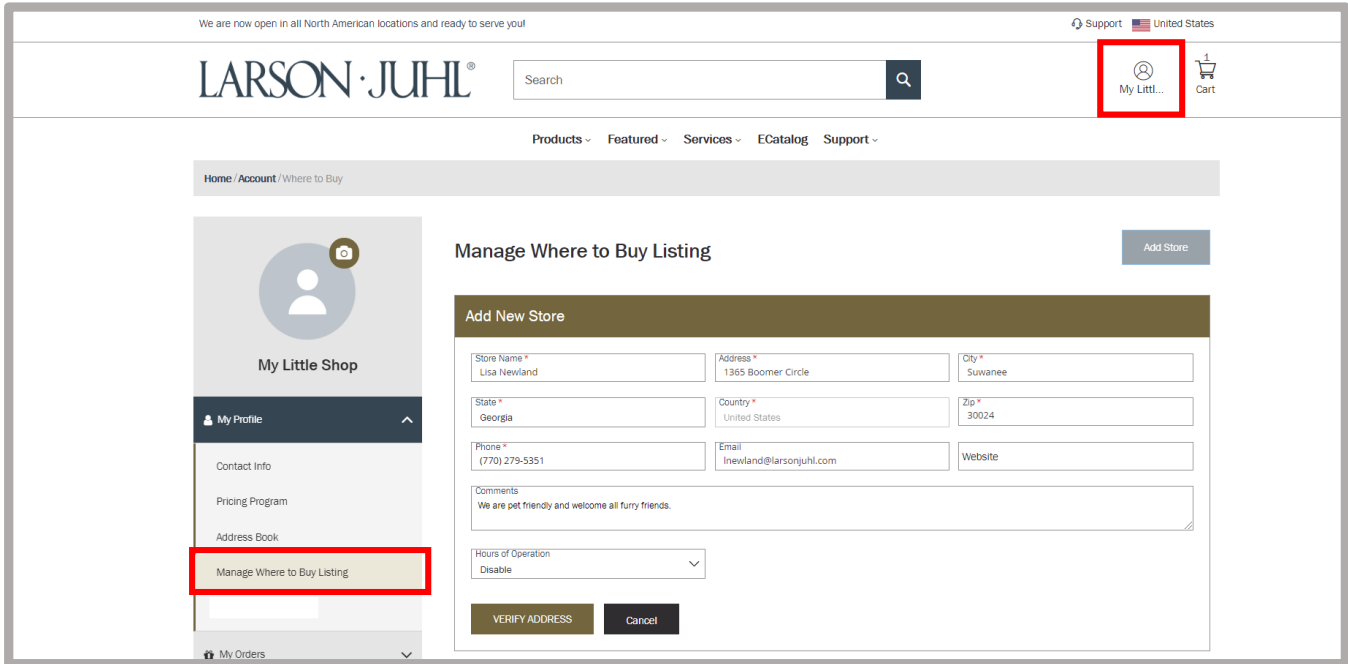
Participation in the listing is optional and is defaulted OFF

Each customer must determine whether they wish to display a listing and must create and manage it themselves on shop.larsonjuhl.com/en-US/wheretobuy/register/

no. 1 Step 1 – Manage Where to Buy Listing

Once logged into the website, click **My Profile > Manage Where to Buy Listing**. Verify information that is pre-filled for your convenience is correct.

- Add a **website URL** and **comment** if desired

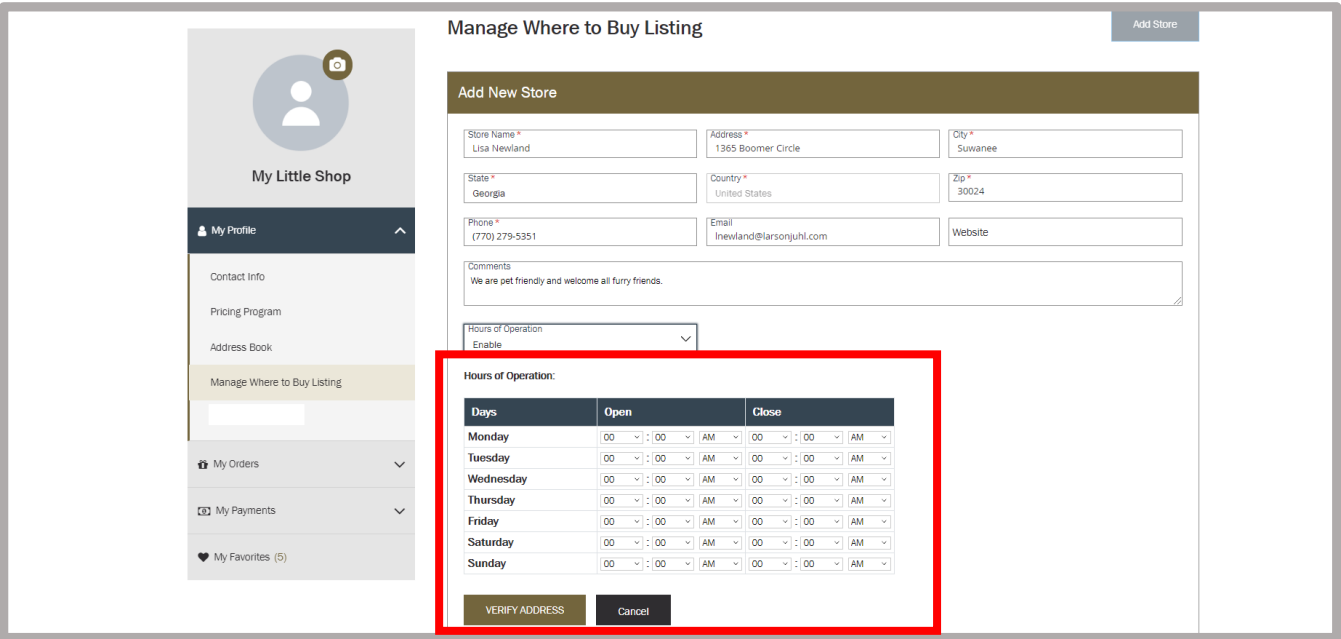


no. 2 Step 2 – Hours of Operation

Determine if you wish to add **Hours of Operation** to your listing. This will initially show as disabled to give you the option whether to include your hours. If you wish to omit them, simply move on and click to Verify Address.

If you'd like to include Hours of Operation, click the down arrow and select **Enable**. You will then see a grid to enter open and close hours for each day of the week.

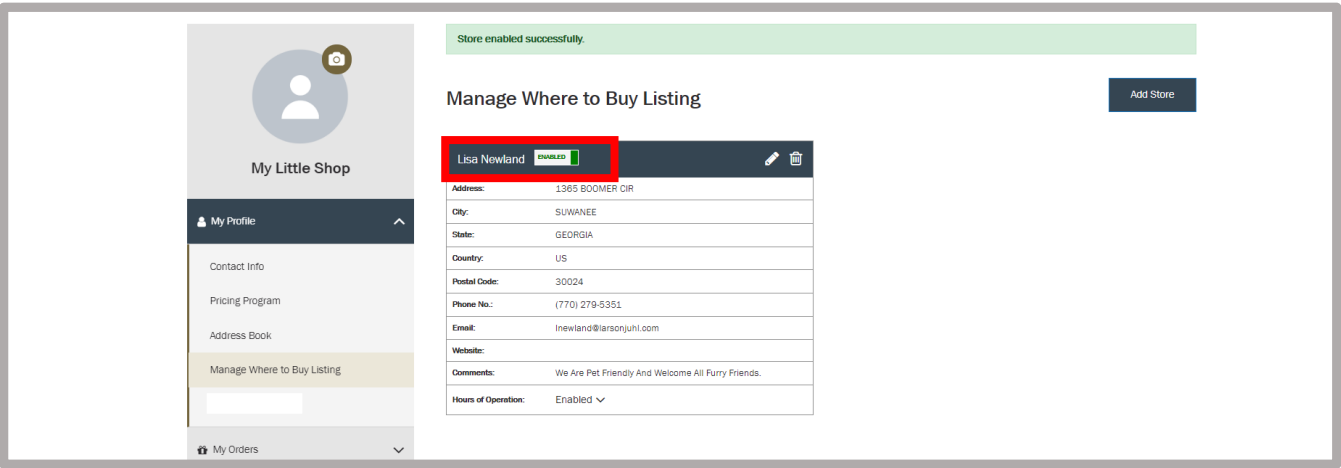
- If you are closed for one day, simply enter nothing for that day.



no. 3 Step 3- Verify Address

Verify Address will ensure that the locator logic can find your store address as it appears on this form.

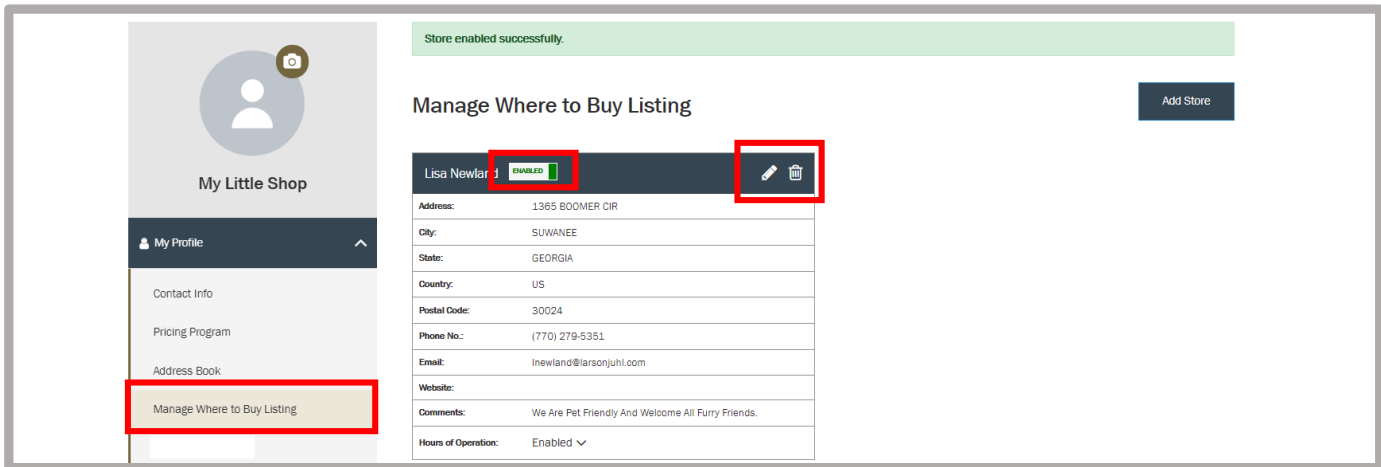
If the address is found successfully, you will see the following:



no. 4 Step 4 – Listing Updates

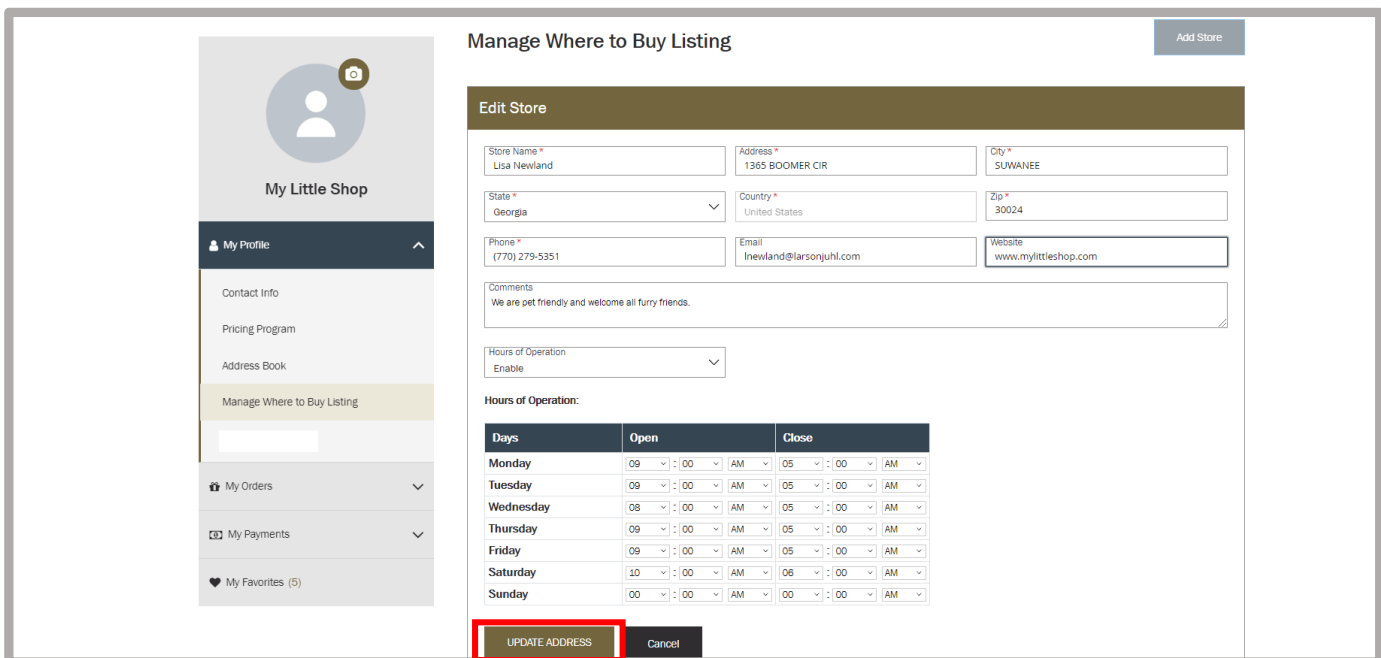
If you need to **modify your listing** (change Hours of Operation, update a phone number, email, website, or add/delete a comment), after logging in, go to **My Profile, Manage Where to Buy Listing**.

- Click the **pencil icon** to edit your listing.
- You may wish to disable your listing for a period of time. Click the green enabled field and it will reflect as disabled and will be removed from www.larsonjuhl.com
- You may also wish to actually delete your listing; if that is the case, click on the trash can icon.



Once updates have been made, click **Update Address** which is located directly under the Hours of Operation.

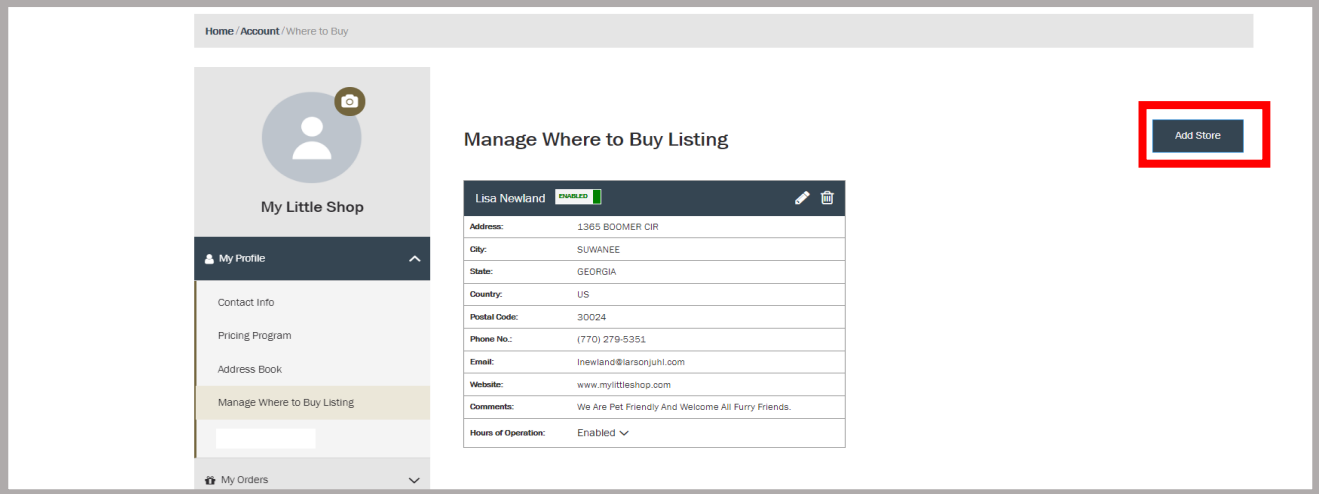
- Note: You are making your changes in an ‘editing window’ on the upper portion of the screen. You will see your current listing displayed under the editing window.



no. 5 Step 2 – Additional Locations

For those customers who have multiple store locations and wish to have an individual listing for each physical location, clicking the **Add Store** button will allow you to create additional listings for your other locations. The steps are the same:

1. Enter all information
2. Verify address
3. Enable the listing itself. Once enabled, those locations may be edited, disabled, or deleted at any time.



no. 6 Step 3- View Listing

To view your listing on www.larsonjuhl.com, click **Where To Buy** on the main menu.

- Enter a location and click the **search** button.
- Enter a search radius, if desired and click **Locate Nearby**

