



## How to add your logo, an image for your business, hours of operation, and information about your business to your Green Business listing.


**STEP 1:** Go to [www.greenbusinessca.org](http://www.greenbusinessca.org) and login to your account.

**STEP 2:** On your dashboard, click on the “COMPLETE YOUR PROFILE” button.

The screenshot shows the GreenBiz Tracker dashboard. The top navigation bar includes 'GreenBiz Tracker', 'FIND GREEN BUSINESSES', 'NEW BUSINESS', and 'Logou'. Below this is a secondary navigation bar with 'Dashboard', 'My Checklist', 'My Status', 'My Company Profile', 'My Report Card', and 'Communication'. The main content area is divided into three columns. The left column is titled 'MY COMPANY PROFILE' and contains a 'Your Business' section with a 'COMPANY LOGO' placeholder, a 'COMPLETE YOUR PROFILE' button (highlighted with a red arrow), and 'BUSINESS INFO' (1234 Street Name, City, CA 00000, (123) 456-7890, Efficiency, BUSINESS TYPE NA, BUSINESS CATEGORY NA). The middle column is titled 'MY STATUS' and shows 'TIERS LEVELS' (Tier 2) and 'STATUS' (Completed). The right column is titled 'APPLICATION STATUS' and shows 'STATUS Certified' (02/04/2022) and 'CERTIFIED 1 Times'. Below this is a 'RECORDS' table with columns for ID, Created, Last Modified, Status, and Recognit. The bottom right section is titled 'COMMUNICATION' and has columns for Subject and Sent.

### STEP 3: ADD YOUR COMPANY LOGO AND/OR BUSINESS PHOTO

If either the Business Logo or Business Photo section on the right is gray as in the example below, you need to add a logo and/or a business image.

Click on the  [Replace image](#) link below each gray box to upload a business logo and/or a business photo.

#### MY COMPANY PROFILE

[PREVIEW YOUR PROFILE](#)

**BUSINESS PROFILE**

### Business Info

[SAVE](#)

**BUSINESS NAME:**

**CITY:**

**ZIP:**

*Address of business*

Don't publish address

*Phone*

*Website*

*Google Link*

*Yelp Link*

*Facebook link*


*Twitter link*

*Instagram link*

*LinkedIn*


**Business logo**

COMPANY LOGO


 [Replace image](#)

**Business photo**

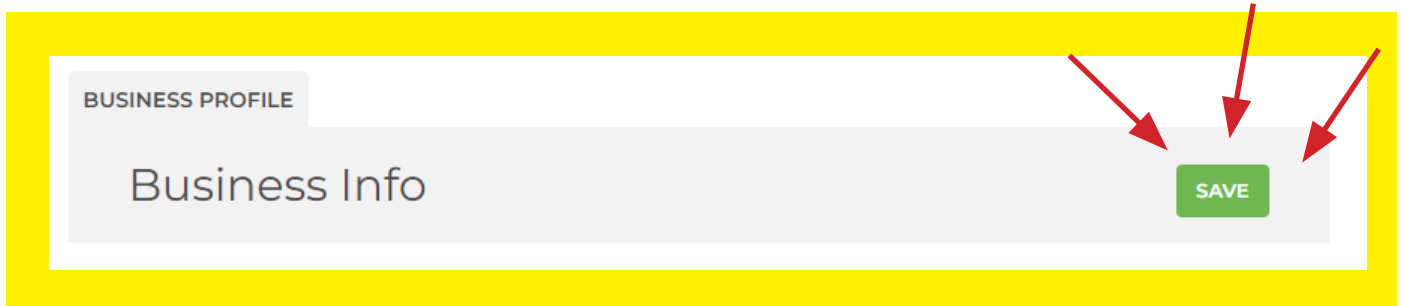
BUSINESS PHOTO

 [Replace image](#)

While you are here - why not fill out any blank fields that are missing your business information?



**\*\*IMPORTANT\*\* CLICK SAVE AT THE TOP OF YOUR BUSINESS PROFILE PAGE BEFORE YOU LEAVE!!!!**



## STEP 4: ADD BUSINESS HOURS TO YOUR GREEN BUSINESS LISTING

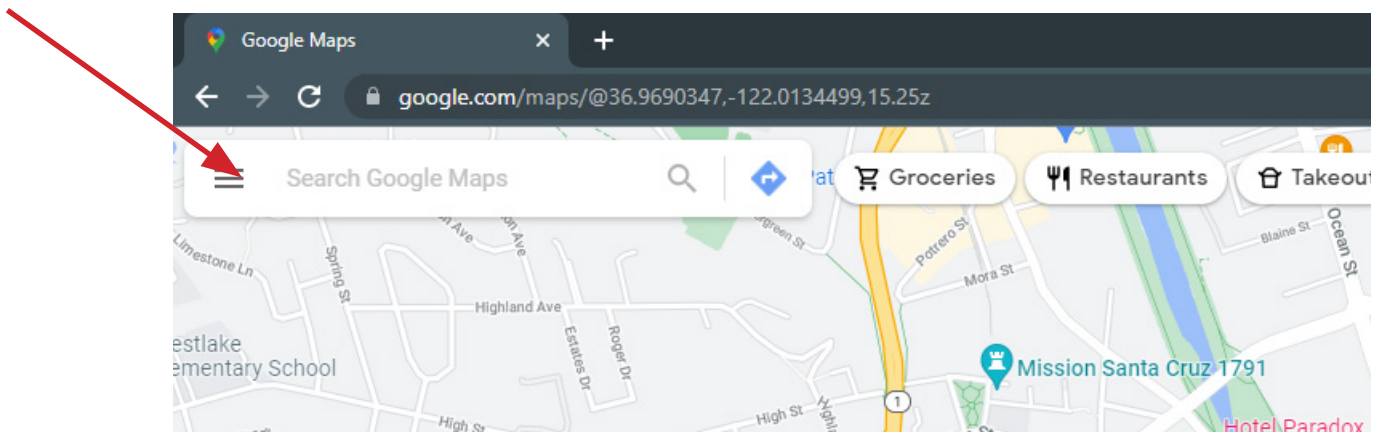
GreenBiz Tracker pulls your business hours from your Google Business profile\*, but you need to add a link into the “Google Link” field on your business profile page to make this work. This may seem a bit complicated, but if you follow the step by step instructions below, it will only take you about 5 minutes!

Google Link

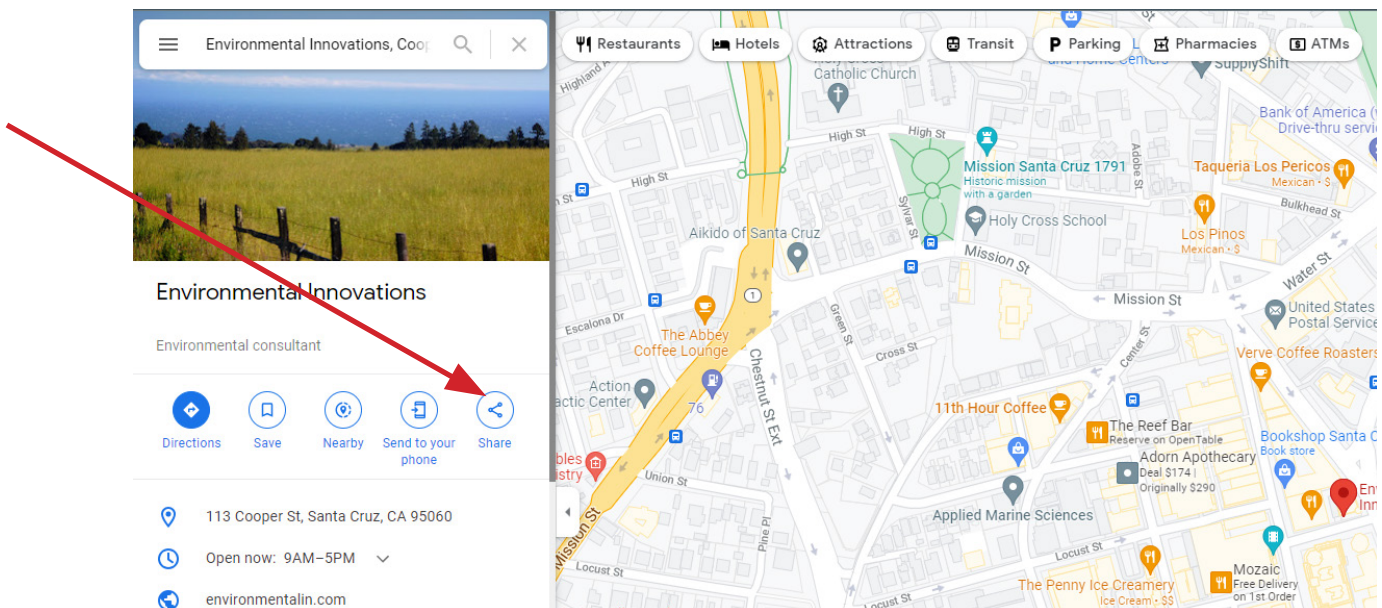
Yelp Link

If this field is blank, do the below steps to get your business hours to show up in your listing.

1. Enter maps.google.com in your web browser.
2. Search for your business in the “Search Google Maps” Field



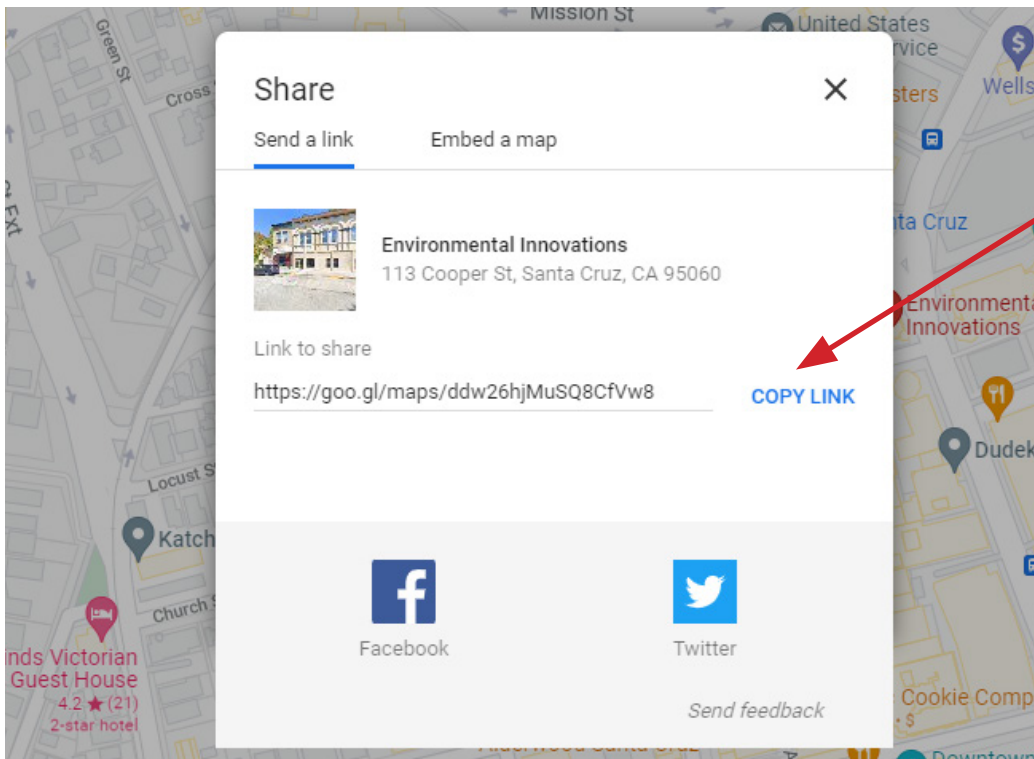
3. Once your business is located\*, click on the “Share” button in the sidebar.



\*If your business does not show up in a Google Maps search, you will need to add your business to Google. It's free and easy!

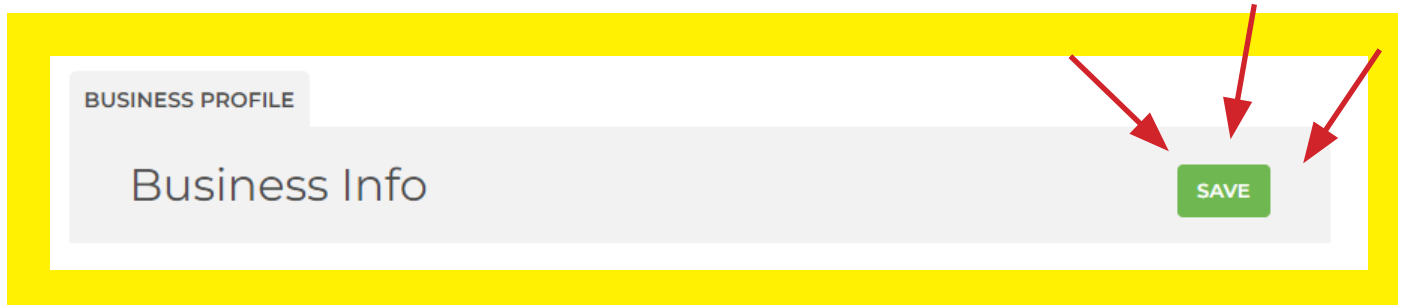
Visit <https://www.google.com/business/> to add your business profile to Google

4. After clicking on the share button, a pop-up should appear with a “Link to share” field. Click on “COPY LINK”, then go back to your business profile page and paste this link into the “Google Link” field\*.



\*It can take up to 24-48 hours for your business hours to be added to your Green Business profile, so check back in a couple of days to make sure it worked.

**\*\*IMPORTANT\*\* CLICK SAVE AT THE TOP OF YOUR BUSINESS PROFILE PAGE BEFORE YOU LEAVE!!!!**



## STEP 5: ADD ABOUT INFORMATION TO YOUR GREEN BUSINESS LISTING

The “About” field on your business profile page populates your business listing with information you would like customers to know about your business. As this is one of the first things people see when they click on your business listing, we strongly encourage you to fill out this field to help market your business to potential customers. If you also choose to add content to the “Why we are green” and “Testimonials” fields, this information will appear just below your About information.

**ABOUT**

*Describe what your business does. Please mention the main resources, processes and/or equipment that it uses. (max 5100 characters)*

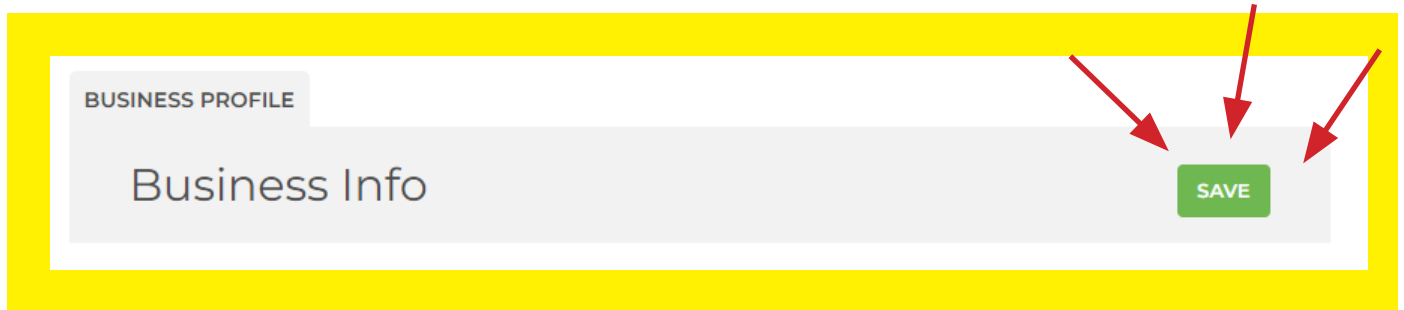
**WHY WE'RE GREEN**

*What environmental challenges, e.g., reliance on single-use plastics, old fixtures, etc., did your business have to overcome to get Certified? What changes were made to overcome these challenges? (max 5100 characters)*

**TESTIMONIALS**

Add About information here

**\*\*IMPORTANT\*\* CLICK SAVE AT THE TOP OF YOUR BUSINESS PROFILE PAGE BEFORE YOU LEAVE!!!!**



About information shows up here once entered in the “About” field on your Business Profile page.



**ENVIRONMENTAL INNOVATIONS**



### About

We are passionate about our relationship with each other and the natural environment. We believe that we can continually raise the bar and lead the way toward a more sustainable future for our community in ways that benefit us all globally. Even when faced with challenges, we manage to spark strong collaborations that thrive. Problem solving and group facilitation is fun for us. Technology, and the way we present information, is one of our greatest tools and we're not ashamed to admit that we like to geek out on it.

### Why We're Green

We enthusiastically follow all the green business practices required to become a Certified Green Business and we foster the development of new programs and provide training to Green Business Program Coordinators. Green Business standards cover a range of environmental issues, such as waste minimization, energy efficiency, water conservation, and pollution prevention. More than 4,000 businesses have been assisted and recognized in California.

### Testimonials

Working with EI is such a pleasure. Both times we worked with EI, Jo

### Connect

#### Contact Us

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[View on Google](#)

