

We've invested in a new system to display your profiles to potential new customers. To maximise this opportunity you will need to update the information on your profile.

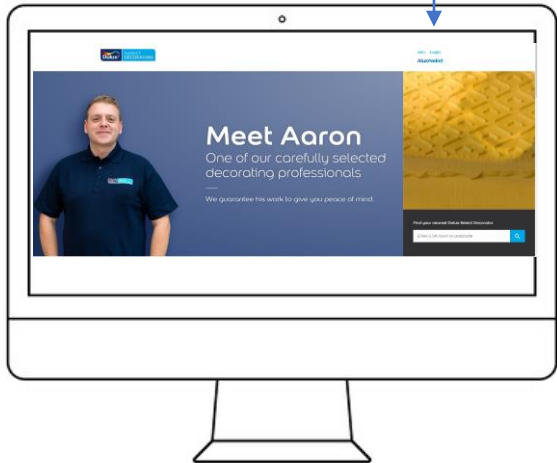
How to: Update your online profile!

Step 1

Visit the new website

www.duluxselectdecorators.co.uk

Click on "Login" in top right corner

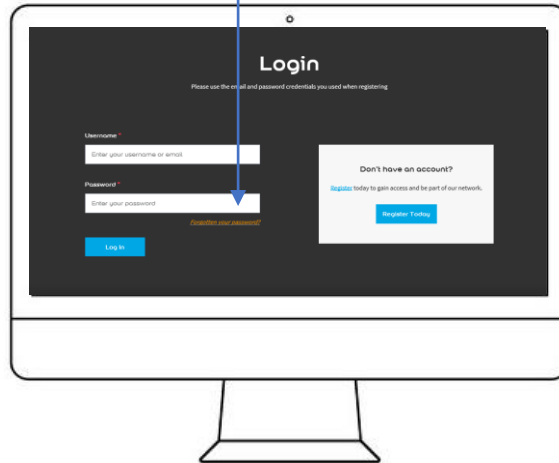


Step 2

Information from your previous profile have been transferred.

If this is your first time logging in enter your e-mail address as on your Dulux Select Decorator Profile

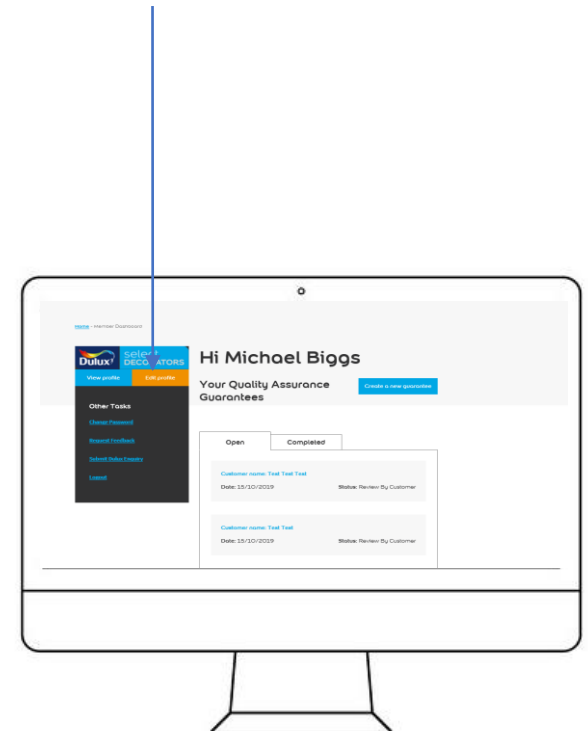
Click on "Forgotten your password"
This will activate a new password being sent to you via e-mail



Step 3

Use your e-mail and automated password to sign into your personal member Dashboard

Click on edit profile (orange button)



Step 4

Details held on your current Dulux Select profile will be auto-populated.

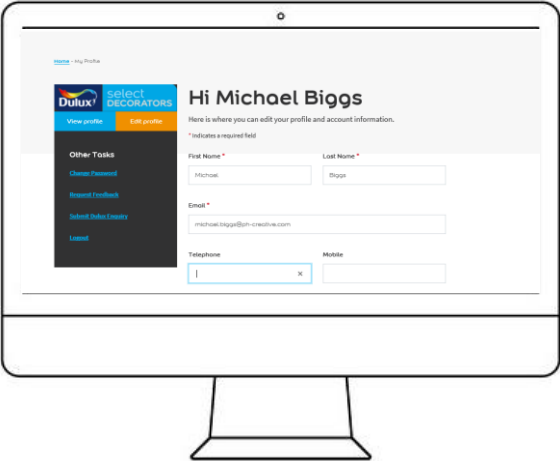
Please check these and amend as needed.

(Note: if changing main contact details please also inform the Select office in writing so you continue to receive up-to-date information).

If you wish to have your profile link to other social media enter in your links.



(If you do not wish to use this function please leave blank).



Step 5

Write a short (max 200 word) description about your business. Include information that you feel is useful to a potential new customer. Highlight things of interest such as how long you've been trading, types of work you specialise in or service standards you focus on.

(Note: No need to mention Dulux Select Member or list skills)

Step 6

Select a distance you are willing to travel your location for a job.

Step 7

Tick the skills / types of work you offer.

These will appear on your profile as icons

(Note: Please only select skills that you currently offer or that you want to do).



Step 8

Tick the accreditations you have and / or associations you belong to.

(Note: You will be required to provide confirmation of these claims on request from the office)

Step 9

Free type the title and date of any awards you have achieved as a decorator. If none are entered this title will not show on your profile.

(Note: You will be required to provide confirmation of these claims on request from the office)

Step 10

Upload a profile image this can be done using the browse option to select an image you already have. Please be mindful that people buy people and a strong head and shoulders shot of you smiling will entice potential customers to look further.



If you don't want a personal image a business logo or branded van could be used.

Step 11

Upload a selection of images of your work that you wish to display. These can be updated regularly. Max. 10.

(Note: Images should be your own and homeowner permission should be gained for their use. The Select office reserves the right to remove any images that are deemed unacceptable)

You can edit and view your profile as many times as you wish to from your member Dashboard.