Member’s Guidelines on Claiming/Managing your Listing

Managing a listing requires that you are:
1. **Logged in** to the web site and 2. Have the **rights to edit** a particular listing

Login to the web site by clicking **Login** on the top right of the navigation area

Note: On mobile devices this link is necessarily smaller:
Login using existing login details or click “Create an Account” to create a new account.

Once logged in you now need to find your own listing. Click Find a Therapist on the top right.

Search for your name and click on the result.
Click on the **Claim this listing** button above your listing:

![Claim this listing](image)

![Edit listing](image)

![Print listing](image)

**Otto Rank**

You may add additional information to verify your claim. When completed click **Send Claim**

An email is now sent to the site admin who will approve your claim. Please allow 24 (working) hrs.

**Listings Dashboard**

![Log out](image)

Listings (0)  My profile

**Claim listing "Otto Rank"**

Notification about claim for this listing will be sent to the current listing owner.

After approval you will become owner of this listing, you’ll receive email notification.

![Send Claim](image)  Cancel

On approval you will receive an email notifying you of same. Click on this link (bookmark it too for future reference) to being editing your listing
Thank you for your recent application to claim the listing: Otto Rank here:

Your application has been approved and you may now login and edit the listing directly. Please include as much detail as you can and ideally upload a photo.

Editing your listing is a simple form based process. Try to add as much detail as you can. Both the IAHIP site search facility and external search engines such as Google can use everything you provide to ensure you are found more efficiently.

Listings Dashboard

Edit listing "Otto Rank"

Listing title *

Otto Rank

Description