

## Register on Kompass - it's quick, simple & free!

Kompass.com connects B2B buyers & suppliers across **70 countries**, attracting more than **7.5m users** every month.

Adding your company to Kompass using our **FREE** profile builder will help attract new visitors, from both the UK & overseas.

You have **24/7** access to personalise & update your company profile, translate our content into **26** languages and add detailed product information. With access to more than **55k** uniquely detailed product & service activities, accurate profiling of your company is easy.

With a company profile on Kompass you will gain global online visibility through our directory as well as on search engines, helping to drive relevant customer enquiries from prospects looking to do business both locally and overseas.

### STEP 1 - ADD YOUR COMPANY



#### COMPANY DETAILS

- Visit [www.kompass.co.uk](http://www.kompass.co.uk) and then click REGISTER FOR FREE at the top of the page.
- Enter your company and contact details then click on Next.

#### GENERAL INFORMATION

- Add general information about your company including Year Est., No. of Employees, Turnover & your Import/Export regions.
- Enter any brand or tradenames, along with their description, and add any formatting to improve the look and layout.

#### BUSINESS ACTIVITY

- Add a detailed business description and apply any formatting to enhance the layout.
- Enter your main business activity into the Kompass Classification search tool, then click on Search.
- Browse the list of matching activity headings and select those that are relevant.
- Make sure you select producer, distributor or service provider, to ensure your products and services are accurately classified.

#### EXECUTIVE CONTACTS

- To ensure your company profile is fully complete, add any key executives along with their job function.
- Finally please add your contact details so we can process your registration.

#### UPLOAD ONTO KOMPASS

- Once completed, your company profile will have to be processed by our data team. Once validated your company profile will be uploaded onto Kompass within 3 working days.

### STEP 2 - REGISTER AS A USER

- You can then register as a user on Kompass by completing the online form displayed below the Add your company confirmation.
- Or to register at a later date, go to [www.kompass.co.uk](http://www.kompass.co.uk), click on **My Account** and then on **Register** and complete the online form.
- Your password must be 8 characters including a mix of upper/lower case letters, numbers & special characters (@!#\$%^&+=).
- Follow the instructions given in the confirmation email to confirm your account setup.
- You can then login to Kompass with your email username & password.
- Click on My Account to sign into Kompass, Once signed into Kompass, click on the user icon at the top right of the page and click on **Access my account**.
- Then add your job function and title.

### STEP 3 - CONNECT YOUR COMPANY

- Enter your Company Name and click **Search**. If your company has been validated by our data team and uploaded onto Kompass (you should have received an email) the matching company names on Kompass will be shown. So select the relevant company from the list.

#### UPDATE YOUR COMPANY

- You will need to confirm you are the Account Administrator and click **Validate my information** to complete the registration process.
- Click on **Update my company profile** and then from the left hand Dashboard select and update your company details, such as identity, location, general information, contacts, and detailed activities using the Kompass Classification product headings.
- Make sure your activity description is accurate and detailed and remember adding translations in different languages will help to boost your international profile (Tip - copy and paste your description and use Google translate to help with the translations).

#### CREATE YOUR WEB PRESENCE

- To enhance your company profile, Kompass gives you the opportunity to add more details about your key product or service - to do this from the Dashboard, click on **My Offers...WebPresence...My Presentation...My Products** and click on **Add Product**.
- Select the language, type, add an engaging title and upload any images. Add a description, technical details and specific characteristics. You can also add a link to your website and a product video. Make sure you also select the Kompass category your product/service relates to and then click on **Published**.

Want to attract more customers? Our range of Digital Marketing Solutions will drive relevant enquiries from potential customers, grow your local & global audience & help to improve your online brand visibility.

