

**LinkedIn
Profiles
&
Resume'
Service**

www.LinkedInPro.CO carla@LinkedInPro.CO

LinkedIn Company Page Service

Reminder:

CLIENT RESPONSIBILITY (If you have not already done so): You will need to start the process by creating a blank company page as LinkedIn requires a company email domain that matches the company that is being creating. Sign in to your LinkedIn personal profile and create your page using the following steps:

- Move your cursor over Interests at the top of your homepage and select Companies.
- Click the Add a Company link in the upper right.
- Enter your company's official name and your work email address.
- Click Continue and enter your company information.
- If the work email address you provide is an unconfirmed email address on your LinkedIn account, a message will be sent to that address. Gmail.com, yahoo.com or similar generic email services are NOT unique to one company, those domains can NOT be used to create a LinkedIn Company Page.
- Follow the instructions in the message to confirm your email address.

[See steps here as well.](#)

Questions Found Within the Online Form:

- 1) Your Name / Your Email
- 2) Organization Name / Organization Website
- 3) Address / Approximate number of employees / Industry
- 4) Keywords (maximum 20) that describe your products and services.
- 5) Describe your organization's products, services, value proposition and strengths. (maximum of 2,000 characters including spaces).
- 6) Upload company logo **300x300 pixels** recommended, JPG, GIF or PNG file.
- 7) Upload a rectangle cover / banner / header image that features your company, product or service. (**1536x768 pixels** recommended, JPG, GIF or PNG file.
- 8) For additional showcase page logo images and descriptions **repeat** the steps above (3, 8, 9).
- 9) Name of your organizations' designated LinkedIn Company Page administrator, if not you.
- 10) Your LinkedIn account sign-in email / Your LinkedIn account sign-in password