

**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: [See steps here as well.](#)

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.

Questions Found Within the Online Form:

- 1) Your Name
- 2) Your Email
- 3) Organization Name
- 4) Organization Website
- 5) Address
- 6) Approximate number of employees
- 7) Industry
- 8) Keywords (maximum 20) that describe your products and services.
- 9) Describe your organization's products, services, value proposition and strengths. (maximum of 2,000 characters including spaces for this field).
- 10) Upload company logo 300x300 pixels recommended, JPG, GIF or PNG file.
- 11) Upload a rectangle cover / banner / header image that features your company, product or service. 1536x768 pixels recommended, JPG, GIF or PNG file.
- 12) Repeat steps 3, 8, 9 and 11 for any Showcase pages you want created
- 13) Name of your organizations' designated LinkedIn Company Page administrator, if someone other than you.
- 14) Your LinkedIn account sign-in email
- 15) Your LinkedIn account sign-in password