How to **Claim** Your Built In Profile.

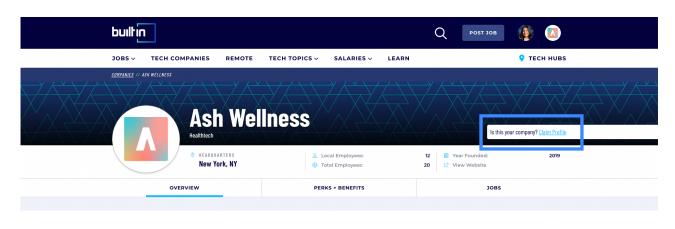
Follow the steps below to claim your Company Profile.

Step 1: Check to see if a Company Profile exists.

- 1. Visit www.builtin.com and type your company name in the search box.
- 2. If a Company Profile is available, continue with the steps below. If you do not see a Company Profile, skip to the "How to Create a Built In Profile" section.

Step 2: Claim your Company Profile.

- 1. On your Company profile, click the link at the top of the profile that says "Claim Profile."
 - a. If prompted to login, do so. Or sign up for an account if you don't already have one. Once you're logged into a user profile, you'll be able to complete step #2 below.
- 2. Fill out and submit the form. You will receive an approval within 24 hours, if applicable.



How to **Create** a Built In Profile.

Don't have an existing Company Profile? Follow the steps below to create a Built In Company Profile.

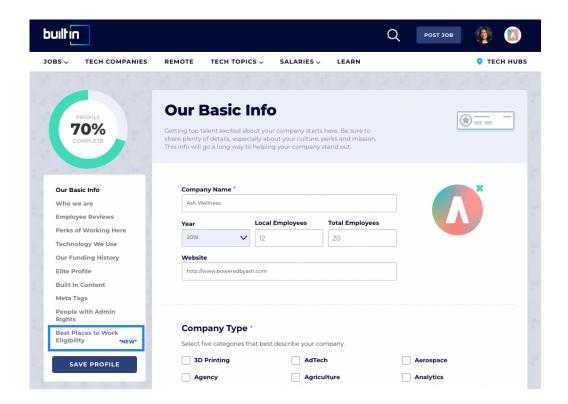
Step 1: Create your Built In Company Profile.

Navigate to this page to create your company profile.

a. If prompted to login, do so. Or sign up for an account if you don't already have one. Once you're logged into a user profile, you'll be able to complete step #2 below.

Step 2: Build out your Company Profile.

Begin filling out the information on your Company Profile. To be eligible for Best Places to Work 2023, make sure all the steps in the Best Places to Work Eligibility section are completed by **November 10, 2022.** You can find this on the left-hand side of the "Edit Company Profile" page.



Have questions or want more information? Email us at bptw@builtin.com.