

Updating Your Listing Using *Best's Directories* Online Update Tool

The A.M. Best Company is pleased to offer listees in *Best's Directory of Legal and Claims Officials* the option to update their listing online.

 » Update Your Firm's Listing

To get started, open your Web browser and go to www.ambest.com/directories and click on the icon shown above. Enter the user name and password provided in the letter you received with this mailing. Once you are logged in, click on "Edit Listing Data" to make changes to your listing or listings. Before you begin, you may want to preview your existing listings for reference.

The first screen you see after clicking "Edit Listing Data" is your home office screen. On this screen you may update your:

- ◆ Physical address
- ◆ Mailing address
- ◆ Phone number, e-mail address and Web information

Please keep in mind that many of the fields you see will not apply to your Legal and Claims listing. For the most part, you will only need to update the company name, address and contact information for your main and affiliated companies or branches as well as personnel information for each. **Please do not use the following fields: Web Only Profile, Links to Legal Articles, and High Profile Cases.**

Should you need to stop the update process at any time, you can save your changes and finish the update later. Changes to a listing do not have to be completed in one session. However, saving changes does not mean they will be published. You must click on **Data Submission** to complete the updating process.

Other tabs located on your Home Office screen include:

The "Listings" tab.

If your office has moved to a different city, select a new publication location. To remove listings, simply check the box marked "Remove."

The "Branches" tab.

From here, you can add or remove branch office information. Check the **Remove** box to remove branches, and click on "Add New Branch" to add one.

Remember that branches often include personnel. To change the personnel, click on **Edit** next to the branch and then click on the personnel tab under each location and update your information.

Remember to save your changes as you go and click on "Finished with Branch" when you have completed your branch edits.

The "Personnel" tab.

To remove personnel, click on **Remove** next to the person's name. To add personnel, click on "Add New Personnel" and fill in the appropriate information.

To edit an existing personnel record, click on **Edit** next to the person's name and make the appropriate changes and/or additions. Please limit personnel information to name and title only. When you are finished editing or adding personnel, click "Finished with Person."

Submit Your Changes.

Once you have completed all of your changes, click **Finished with Home Office**. You will be returned to the main page, where you can preview your changes by clicking **Changes**.

To finalize the editing process, you must officially submit your changes. To do this, click "**Data Submission**." Check the "**Terms and Agreements**" box at the bottom of the screen, and then click "**Submit**." You can make additional changes at any time, but they must always be officially submitted prior to taking effect. Please note that changes that are not officially submitted will not appear on our website.

Please provide your email address under the "Enter Note on Submission" field. If we have any questions, we will need this information to get in touch with you! You may also include a note if you have any questions, problems, or areas that you would like A.M. Best to complete upon submission. If you have any questions, please call us at 439-2200, ext. 5698. Thank you for using our online listing update utility and for listing in *Best's Directory of Legal and Claims Officials*.

