Community and Business Directory
User guide

Create an account

1. Open this webpage - https://www.hepburn.vic.gov.au/MyCity/Log-in/Register
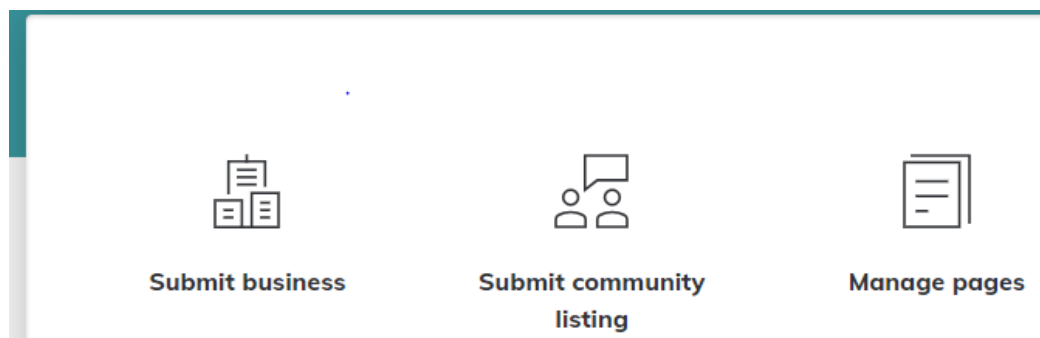2. Follow the steps on this page to create an account.

   Tip: we recommend that your group/organisation uses a generic email e.g. <groupname>@gmail.com. This is important so that when committee members/key people change, the email address and account login stay current.
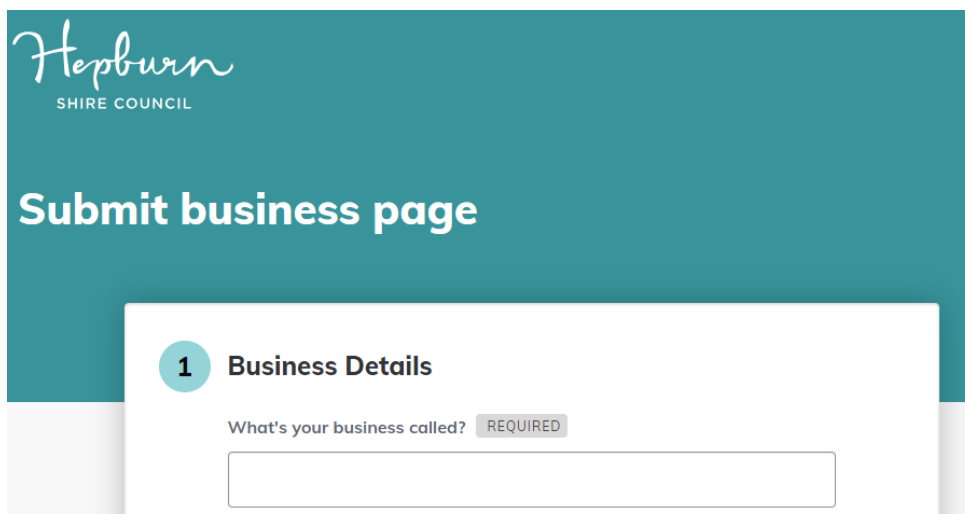
3. When you have completed this process, follow the directions below to create a business or community listing.

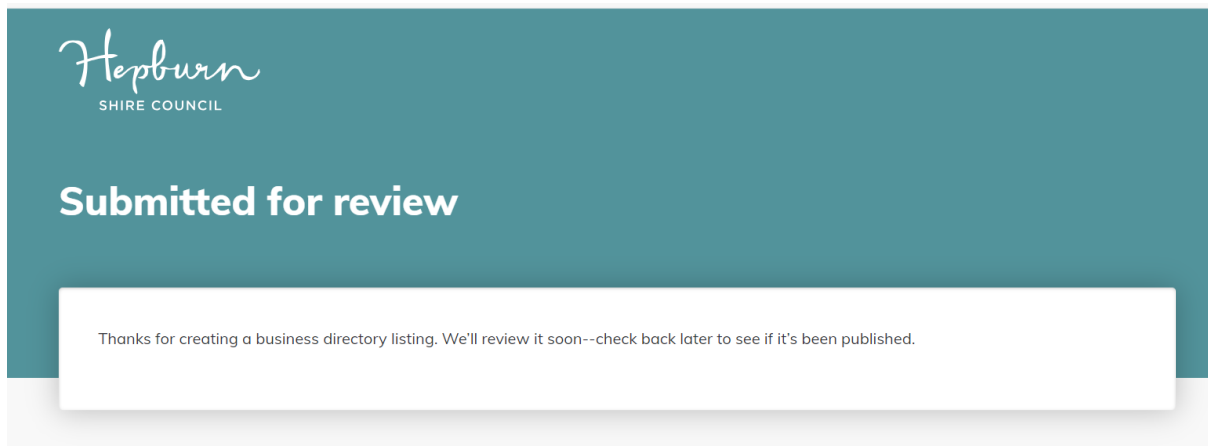## Submit your Business or Community listing

4. Once logged into your account.
5. Visit your dashboard https://www.hepburn.vic.gov.au/MyCity/Dashboard Click on the submit your business or community listing tab.

6. Enter your organisations details into the required fields. The details you enter will be what you see on our website once your listing has been published.
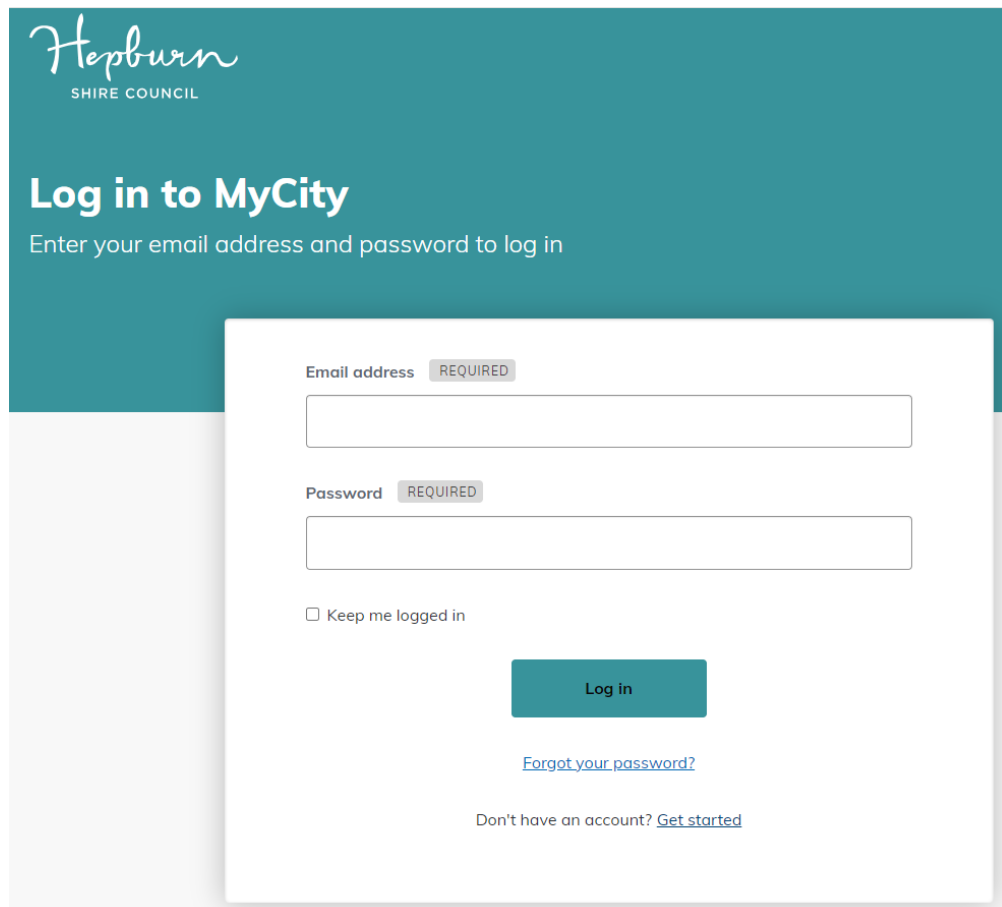
7. Once you have completed filling in the form, click the submit button.

8. Once submitted Council will review the details of your listing to make sure it meets our terms and conditions.

9. You will receive an email once your listing has been approved and your listing will be published on Council's website.
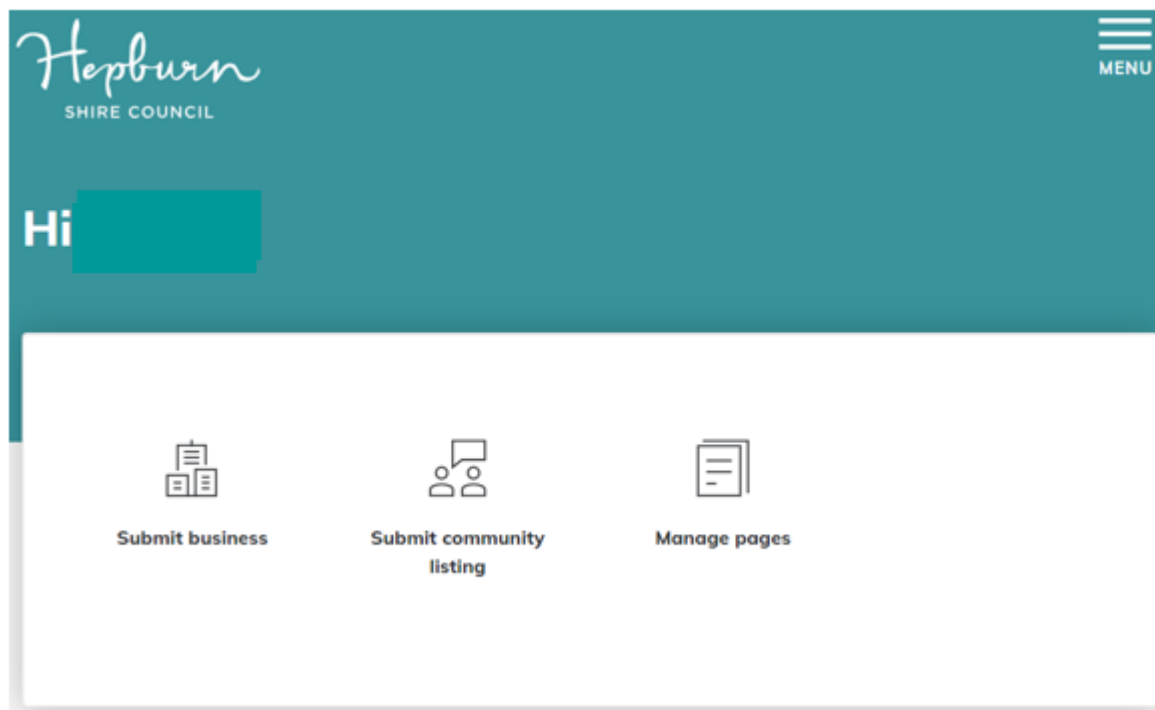

Submitted for review

Thanks for creating a business directory listing. We'll review it soon--check back later to see if it's been published.

Maintaining your listing/s

10. Once logged into your account.

Log in to MyCity

Enter your email address and password to log in

Email address REQUIRED

Password REQUIRED

☐ Keep me logged in

Log in

Forgot your password?
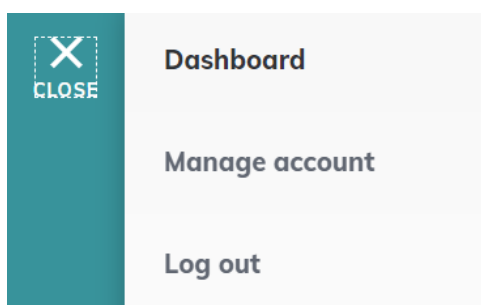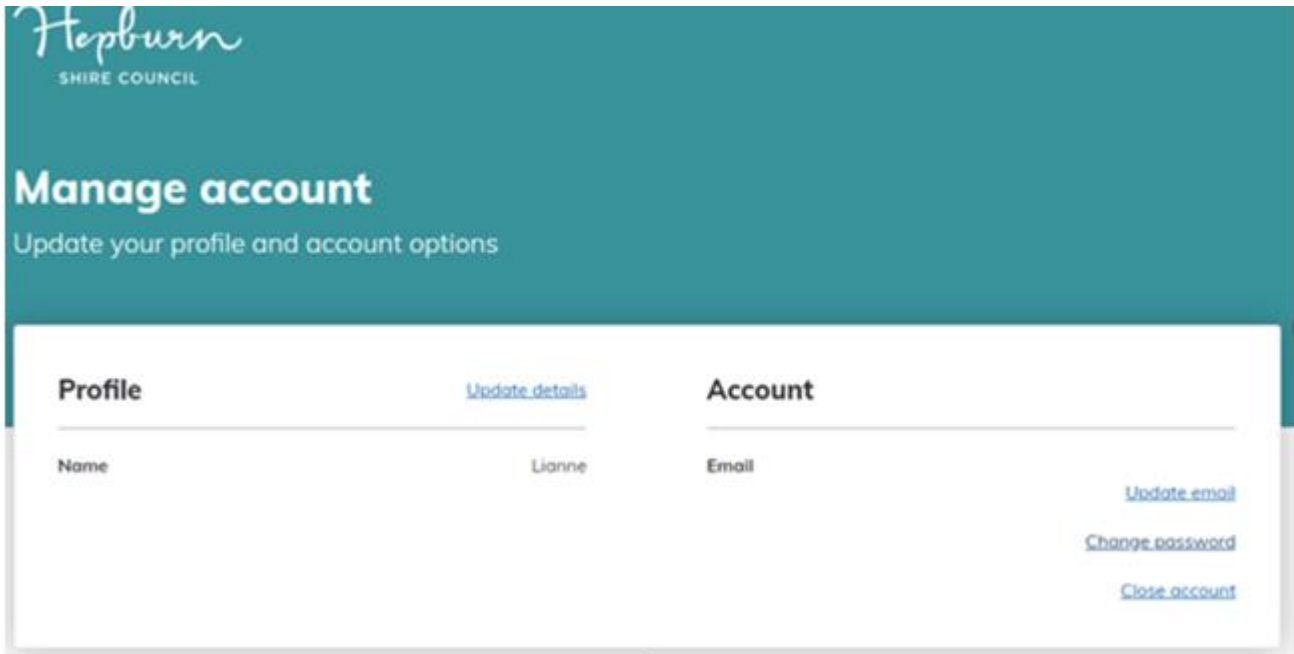
Don't have an account? Get started

11. Click on the Manage pages button found at the right of your screen.
12. Your listing will appear on this page. Click on the button to the right of your page under Manage to delete, archive or edit your page.

Manage your account

13. Select 'Manage Account' from the menu up on the top right hand side of your screen.
14. In this section you can change the name of your account, update your email, change your password or close your account.

Reviewing your listing/s

15. Council will send a review notification to your email address every 6 months for your listing.
16. Once you receive this notification log into your account and check to make sure your listing details are up to date.

Contact Council if you need help

For business-related enquiries, contact our Economic Development team on 03 5321 6122 or email business@hepburn.vic.gov.au

For enquiries about community groups and organisations, contact our Community and Corporate team on 03 5348 2306 or email communitydirectory@hepburn.vic.gov.au