



Business Directory Submission Cheat Sheet (SEO & Local Citations)

Submitting your business to reputable directory websites helps improve **Local SEO**, increases your business's online visibility, and strengthens your NAP (Name, Address, Phone Number) consistency.

Before submitting, prepare the following:

Business Name

Address

Phone Number

Website

Business Description (750–1,000 characters)

Short Description (150 characters)

Categories

Logo

Cover Photo

Business Hours

Email Address

Social Media Links

Payment Methods

Year Established

Services

Products

Service Areas

Keywords

Digital Loud Recommended Directory Sites

Must-Have Directories (Highest Priority)	General Business Directories	Review Sites
Google Business Profile	Hotfrog	Trust Pilot
Bing Places	Local.com	Angi
Apple Business Connect	Mapyros	Clutch
Yelp	Brownbook	
Yellow Pages	eLocal	
Better Business Bureau	Insider Pages	

Pro Tips

- Use the **exact same NAP** (Business Name, Address, Phone Number) everywhere.
- Use the same website URL consistently (avoid mixing [http](#), [https](#), [www](#), and non-[www](#)).
- Add photos and your logo whenever possible.
- Verify listings promptly to unlock full visibility.
- Complete every available field—fully optimized profiles tend to perform better than incomplete ones.
- Track your submissions in a spreadsheet with columns for Directory, URL, Login Email, Password Manager Reference, Status, Verification Date, and Notes.