



## A Web site for business people.



Easy step-by-step instructions to use the Business Link website and if you need help, ask a member of library staff

### Step 1: Log on to the Online Reference Library webpage



- Open the Web browser (Internet Explorer)
- Click once anywhere in the Address bar
- Press <delete> key
- Type [www.leics.gov.uk/reference](http://www.leics.gov.uk/reference)
- Press <Enter> key on your keyboard

### Step 2: Online Reference Library webpage

## Business Information

- [Annual Report Gallery](#) - Published on the Internet
- [Biz/ed](#) - Business and teachers.
- [European Yellow Pages](#) - Countries.
- [Intute Business Library](#)
- [Kelly's](#) - Directory with
- [UK Trade & Investment](#) - Free registration.
- [East Midlands Business Link website](#)

Scroll down to Business Information section and click on 'East Midlands Business Link website' link to take you to the Homepage

### Step 3: East Midlands Business Link Homepage

Site map | Help | Search  Go Contact us 0845 058 6644

**Business Link East Midlands**

My Business | What's new? | Do it online | Directories

Home

- How we help
- Latest features
- Local partners
- Starting up
- Finance and grants
- Taxes, returns & payroll
- Employing people
- Health, safety, premises
- Environment & efficiency
- Exploit your ideas
- IT & e-commerce
- Sales and marketing
- International trade
- Grow your business
- Buy or sell a business
- For professional advisers
- Your business sector

**Events, training and workshops**  
Find events in your area that match your business needs

**CompeteFor London 2012 contracts**  
Find out how your business can register to access 2012 Games related contract opportunities

**Contact a business adviser**  
Business Link is here to help your business to start, grow and prosper

**Leadership and Management**  
Sharpen your skills with Leaders First

**My Business**  
Business benefits for you. It's free... **Register now**

- Here's how another business registered and saved money
- Regulations and compliance
- Business support tools
- Go to My Business
- Log in

**What's new?**

**Do it online**

- VAT Online
- View all services

**Directories**

- Events
- Case studies

directories

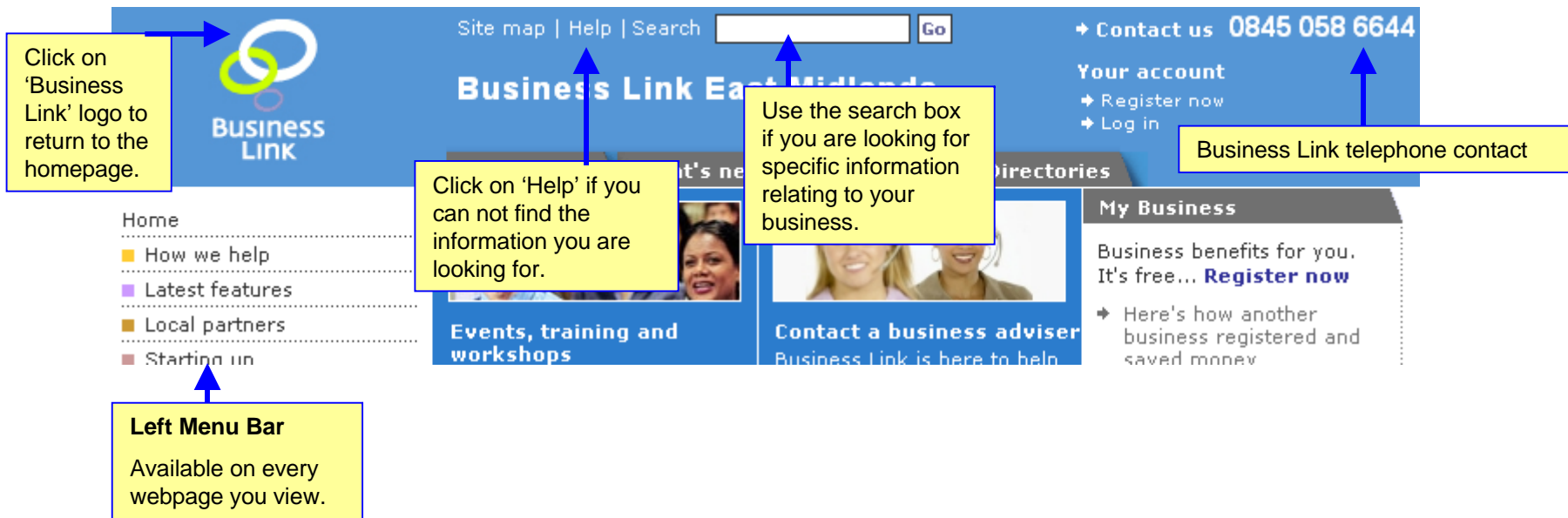
Use this section for business events

**Left Menu Bar**  
Use this section to jump to any business topics.

Continued overleaf →



#### Step 4: Using Business Link website



Click on 'Business Link' logo to return to the homepage.

Click on 'Help' if you can not find the information you are looking for.

Use the search box if you are looking for specific information relating to your business.

Business Link telephone contact

Left Menu Bar  
Available on every webpage you view.

Site map | Help | Search  Go

Business Link East Midlands

Contact us 0845 058 6644

Your account  
 Register now  
 Log in

Home  
 How we help  
 Latest features  
 Local partners  
 Starting up

Events, training and workshops

Contact a business adviser  
 Business Link is here to help

My Business  
 Business benefits for you. It's free... Register now  
 Here's how another business registered and saved money

#### Hints and tips on using Business Link

- Use the 'Business Link' logo on the top left hand side of each page to return to the Business Link home page.
- Use the **Left Menu Bar** to jump to any business sections from any page
- You can also use your web browser to find your way around Intute.
- Use Control and F keys on your keyboard to find a word in a page.