

## Community Profiles

1. Login to your partner system account ([www.business.nd.gov/partnersystem](http://www.business.nd.gov/partnersystem))
2. On the right, you'll see a list of navigation links.
3. Click on the “Community Profiles” link.
4. You will be directed to your community’s page where you can edit the different areas of your community profile. (business, industry, quality of life)
  - a. Some areas go into great detail, so in consideration of your time I’ll cover only a few of them.
5. Let’s look at the Business area first. Under **Business** click “Business Support Services”.



- a. Here you can list the number of support/service businesses you have in your community. Enter the correct numbers and click 

**Community Profiles**

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**Business Support Services for This Community:**

Business Type	Approved Value	Non-Approved Value
Tool & Die:	<input type="text"/> (whole number)	
Machine Shop:	<input type="text"/> (whole number)	
Welding:	<input type="text"/> (whole number)	
Office Equipment Service & Repair:	<input type="text"/> (whole number)	
Tempory Employment Services:	<input type="text"/> (whole number)	

[Save Changes](#)

- b. Your entries will show up in the “Non-Approved Value” field until it is reviewed by our office. After it is approved, you will then see it as an “Approved Value”.

6. Now click [Return to Communities](#)

7. Under **Industry**, click on “Water”.

8. Review or add new information in and click [Save Changes](#)

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Water for This Community:

Water	Approved	Non-Approved
Water Source:	Missouri Riv	
% of population served from the source:	100 %	

**Water Treatment**

Name of Provider:	City of Bismarck	
Rated capacity (mgd):	30	
Average daily demand (mgd):	10	
Peak demand (mgd):	29	
Chemical breakdown:	Calcium 30, Magnesium 9, Total	
Cost per 1,000 gallons:	2.2300	
Water connection fee:	Only c	
Improvements planned:	<input type="radio"/> yes <input checked="" type="radio"/> no	No
Peak load:		
Storage Capacity:		
Comments:	Required improvement cost handled as special assessment and trunk	

[Save Changes](#)

Home  
Terms of Agreement  
Available Properties  
Community Profiles  
Request for Proposal  
Contact Information  
Companies  
Logout

- a. Again, your entries will show up in the “Non-Approved Value” field until it is reviewed by our office. After it is approved, you will then see it as an “Approved Value”.

9. Also under **Industry**, click on “Electricity”.

a. To add a new electric provider for your community, click [add new electric company](#)

b. Type the name of the provider and click [Add New](#)

- c. Again, your entries will show up in the “Non-Approved Value” field until it is reviewed by our office. After it is approved, you will then see it as an “Approved Value”.

10. Click [Return to Communities](#)

11. Under **Quality of Life**, click on “**Housing**”.

12. Review or add new information and click [Save Changes](#)

**Community Profiles**

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**Housing for This Community:**

Number of Homes on the Market	Approved Value	Non-Approved Value
Single Family Home 3,500 Sq Ft. 4 Bedrooms:	<input type="text" value="0"/> (whole number)	
Single Family Home 2,500 Sq Ft. 3 Bedrooms:	<input type="text" value="0"/> (whole number)	
Townhouse 1,500 Sq Ft 2 Bedrooms:	<input type="text" value="0"/> (whole number)	
Condominiums 1,200 Sq Ft:	<input type="text" value="0"/> (whole number)	

**Number of Single Family Homes by Price**

Under \$150,000:	<input type="text" value="0"/> (whole number)	
\$150,001 - \$200,000:	<input type="text" value="0"/> (whole number)	
\$200,001 - \$250,000:	<input type="text" value="0"/> (whole number)	
More than \$250,000:	<input type="text" value="0"/> (whole number)	

**Average Monthly Rent**

Executive Style - 3,000 Sq Ft 3 Bedroom Home:	<input type="text" value="0"/> (whole number)	
New 2 Bedroom Apartment:	<input type="text" value="0"/> (whole number)	
Percent Apartment Vacancy Rate:	<input type="text" value="0"/> (whole number)	
Cost of Living Index:	<input type="text" value="95.3"/> (whole number)	

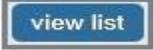
[Save Changes](#)

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13. Click [Return to Communities](#)

- a. Continue adding your community’s information by selecting the other areas:
  - i. Occupancy/Supply, Average Cost Per Acre for Fully Developed Sites, Average Asking Rents, Area Warehouses, Natural Gas, US Post Office, Sewer Treatment, Telecommunications, Landfill Locations, Points of Presence, Hazardous Waste Disposal Site, Protective Services, Culture, Religious Institutions, Malls, Healthcare, Sports

14. To add or remove Leading Employers from your Community Profile, email an updated list to Jennifer Gisinger at [jgisinger@nd.gov](mailto:jgisinger@nd.gov).
15. To view the existing Leading Employers list within a Community Profile, open the Community Profile public website (<http://www.business.nd.gov/data/community/>) and select a community from the drop down menu.
  - a. Click 
    - i. The community name and general information will appear.
  - b. Continue to the Community Profile by clicking on the name of the community.
  - c. Click on the “**Business**” tab.
  - d. The “**Leading Employers**” section, at the top of the page, lists the local employers that have been provided to us in the past.
  - e. You may continue to review the selected community’s information.