

In the case that you have your Duns Number already, email it over to yourself. Once you have received the email including your duns number you will need to visit [Dun & Bradstreet - Accelerate Growth and Improve Business Performance \(dnb.com\)](https://www.dnb.com).

Here at the top of the page you will enter in your company's duns number in the search bar, you should see your company below.

Click on your company, an overview of your company will appear.

Example:

The screenshot shows a company overview page with the following details:

- Doing Business As:** [Redacted]
- Company Description:** [Redacted]
- Ranking:** [Redacted]
- Key Principal:** [Redacted]
- Industry:** [General Merchandise Stores, including Warehouse Clubs and Supercenters](#), [General Merchandise Stores](#), [Retail Trade](#), [Variety stores](#)
- See other industries within the Retail Trade sector:** [Automobile Dealers](#), [Automotive Parts, Accessories, and Tire Stores](#), [Beer, Wine, and Liquor Stores](#), [Book Stores and News Dealers](#), [Building Material and Supplies Dealers](#), [Clothing Stores](#), [Department Stores](#), [Direct Selling Establishments](#)
- View More** [Dropdown arrow]
- Printer Friendly View** [Icon]
- Address:** [Redacted]
- Phone:** [Redacted]
- Website:** [Redacted]
- Employees (this site):** [Redacted]
- Employees (all sites):** [Redacted]
- Revenue:** \$195.93 billion [Actual]
- Sales Growth:** 17.49% | **Net Income Growth:** 25.11% | **Assets:** \$59,268 | **Fiscal Year End:** AUG
- Year Started:** [Redacted]

1. **Key Principal:** You should be listed as the owner of the company.

2. **Industry:** The proper industry should be listed (SIC or NAICS codes can be found on your company paperwork these are description codes that define the industry that you are in.) if you are having a hard time locating this in your paperwork you can look up the codes by searching online at [NAICS & SIC Identification Tools | NAICS Association](#). Enter the key word of you industry (restaurant, trucking, entertainment, etc. this will list all possible options, choose the one that best suits you.

3. **Address:** The correct and current address should be listed.

4. **Phone:** You should have a dedicated Business telephone number located here. (The telephone number is extremely important; your company should have its own dedicated business line.)

5. **Email:** Your company should have a professional email address.

6. **Websites** are important in this day in age, everything is done online and can be used as a platform for better exposure for your business. [Free Website Builder | Create a Free Website | Wix.com](#) offers many different types of services and you can create an online business Identity for free through there site. All you need to have is Your Company Name, Contact Information, and a description of what the company does. Having a online presence will not only get you more exposure to the lenders you'll be able to meet underwriting guidelines for higher tiered lenders, get potentially higher credit limits and you will have better approval ratings.