1. **GO TO:** http://edits.nationalmap.gov/tnmcorps/

2. **CLICK ON THE LOGIN LINK—UPPER LEFT CORNER**

*Note:* take the tour of the site for a quick overview. It can be accessed by clicking on the “?”

**TIP: What the Tabs Mean:**

- **Home Tab**
- **Login/Profile Tab**
- **Search Tab**
- **Edit Tab**
- **Edit-History Tab**
- **Help Tab**

3. **SELECT YOUR PREFERRED EMAIL PROVIDER TO LOG IN.**

*NOTE:* If you are not sure if your email is Google or Microsoft-based, try both.

If that doesn’t work, you can either create a new email account with **Google**™ or **Microsoft**® or you can create an account with **ArcGIS® Online** and use your current email address.

4. **UPDATE PROFILE**

*Display Name (username)*

*Twitter Handle (if you have one)*

*Preferred Email Address (so we can contact you)*

*Click on the consent if we can use your username publically*

*Agree to contributor terms in order to edit*
**EDITING AND VERIFYING STRUCTURES** (click here for list)

### ADD A NEW STRUCTURE

1. **IDENTIFY A STRUCTURE TO ADD**
   
   Note: Make sure it is not already on the map.

   ![Identification Icon]

2. **CLICK AN ICON THEN CLICK CORRECT LOCATION** on the map
   
   Note: Place the icon on the center of the building.

   ![Map with Icon]

3. **ENTER INFORMATION ABOUT THE STRUCTURE**
   
   Populate the “Name” field with the structure’s name, as found from an authoritative source.

   ![Form with Name Input]

4. **CLICK THE “SAVE” BUTTON**

   ![Save Button]

*Acceptable ways to get name, address, and location information include: (1) official website of the feature (e.g., a school website), (2) phone call to confirm name and address, (3) local knowledge (e.g., you know the location and name of the library in your neighborhood), or (4) visual confirmation (e.g., in person).

### EDIT AN EXISTING STRUCTURE

1. **SELECT AN EXISTING STRUCTURE TO EDIT**
   
   Note: Existing unedited structures are icons with a RED outline.

   Note: The icon will highlight when you click on it, and attribute information (name, address, etc.) will pop-up on the left.

   ![Highlighted Icon]

2. **VERIFY THE STRUCTURE’S LOCATION AND PLACEMENT**

   **INCORRECT:** Icon not on building

   **CORRECT:** Icon on center of building

   ![Incorrect Location vs Correct Location]

3. **VERIFY ATTRIBUTES (INFORMATION ABOUT THE STRUCTURE)**

   Verify the structure’s name. Correct the name if needed (added “Post Office” in the example).

   Verify the structure’s address if you have an authoritative source. Correct address, if needed.

   ![Attribute Verification]

   IMPORTANT! Save even if you didn’t change anything. It shows the point was verified as correct.
Once you click on the edit icon on the left, you will see the view below.

Once you click on an actual icon (structure on the map), you will see the view below.

Choose the Role you wish to use. Beginners will only see Standard Editor here.