

ReferenceUSAGov Database Instructions (revised 1/3/2023)

Reference USAGov (aka, Data Axel's ReferenceSolutions) is an online database containing records of over 79 million businesses.

If you need to use ReferenceUSA, please click on:
<http://www.referenceusagov.com/>

Click on the blue **LOG ON** button on the upper right side.

Username: **dol.all@labor.nc.gov**

Password: **laboref1!**

(NOTE: Please consider copying/pasting the above username & password into the appropriate fields as entering an incorrect username &/or password may result in locking up our account.)

Please do NOT click on the **Forget Your Password? link! Contact the librarian (dol.library@labor.nc.gov (919-707-7880)) to request the current password or if you need any assistance using this database. Do NOT share this password with anyone outside NCDOL.**

Once logged into the database, users may select a QUICK or CUSTOM search by clicking on the appropriate buttons.

If performing a QUICK SEARCH, you can search for a business or organization if you know the name, location (you do not need to know both the city and state), phone number, or executive's name. After you enter your search information, click on the blue "Search now" button. Select the record/s you wish to review. Please note that the record/s contain categories of information (e.g., LOCATION, MANAGEMENT DIRECTORY, INDUSTRY PROFILE)—and you will need to click on the EXPAND button in order to view this information.

If performing a CUSTOM SEARCH, you can create your search form by selecting all the criteria that apply to your search (e.g., company name, business type, geography, phone). "Click on the headings on the left to start your search". Once your search results have been generated, click on the VIEW RESULTS button.

You may print and/or download up to a maximum of 500 records at a time by clicking on the PRINT or DOWNLOAD buttons (please note the instructions/steps and levels of detail if choosing one of these options).

If you cannot find an organization by its name, try another variation of the name. For example: NC Department of Labor might be "Labor Department" or "North Carolina Department of Labor." If you're not sure how to spell the name of a company, etc. use an asterisk (*)—e.g., "Krog*" for *Kroger*.

Click on red **LOG OFF** button on the upper right side when you have finished using the database.