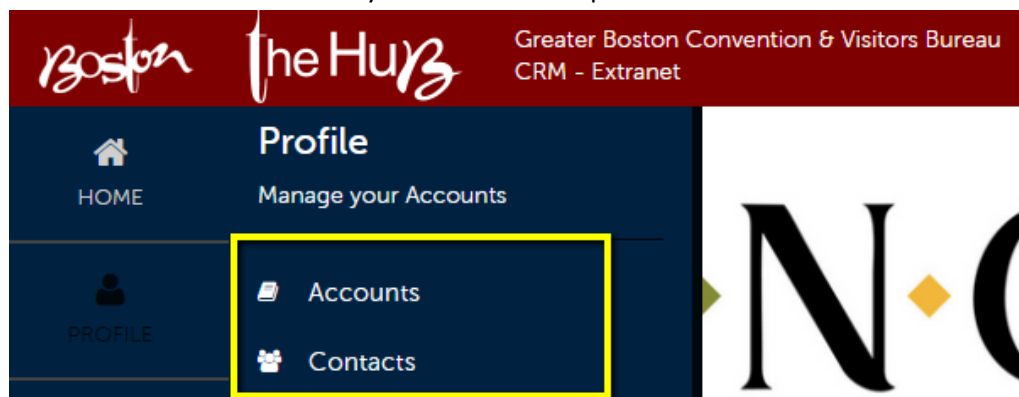


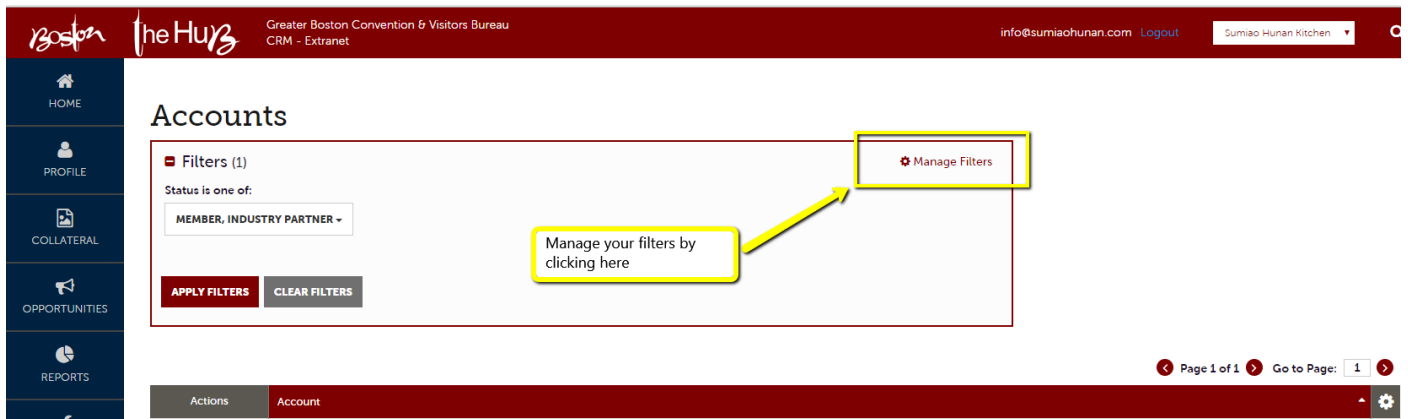


## Managing your Account on the Extranet

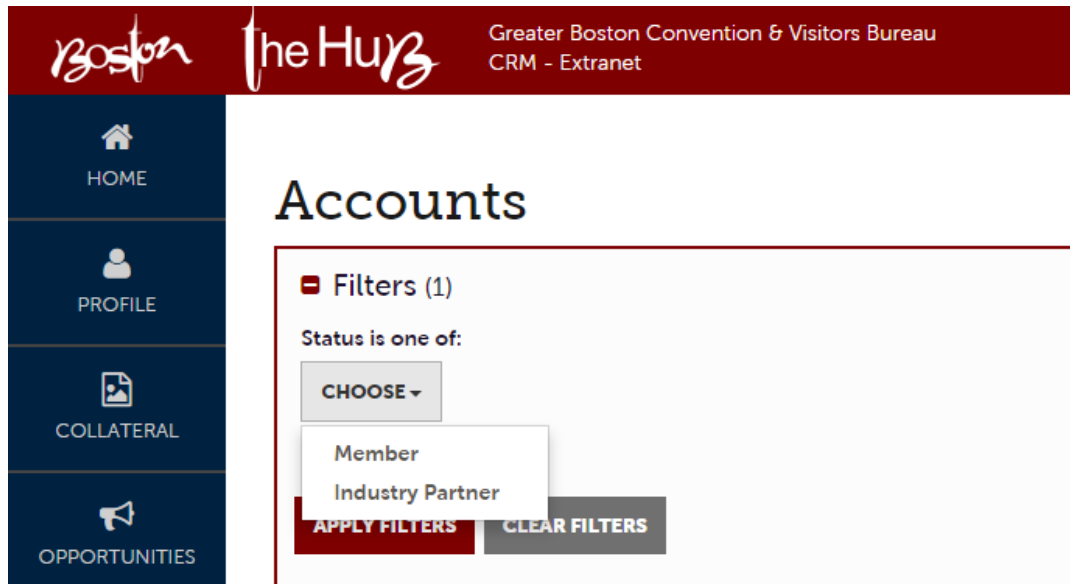
- Log in to the Boston Extranet at <https://boston.extranet.simpleviewcrm.com>
- Go to the Profile menu where you will have the option to select Accounts or Contacts.



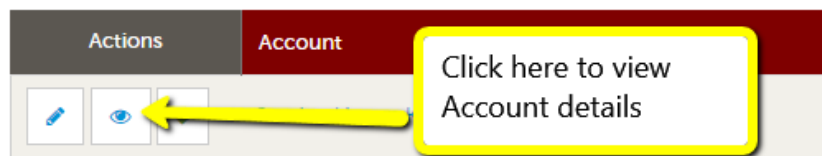
- When you select Accounts, your accounts will show up on a page in a grid with filter options above them. You can add or remove filters and change them to find different Accounts. For the grid you can sort by any column and you can also add or remove columns from the display.



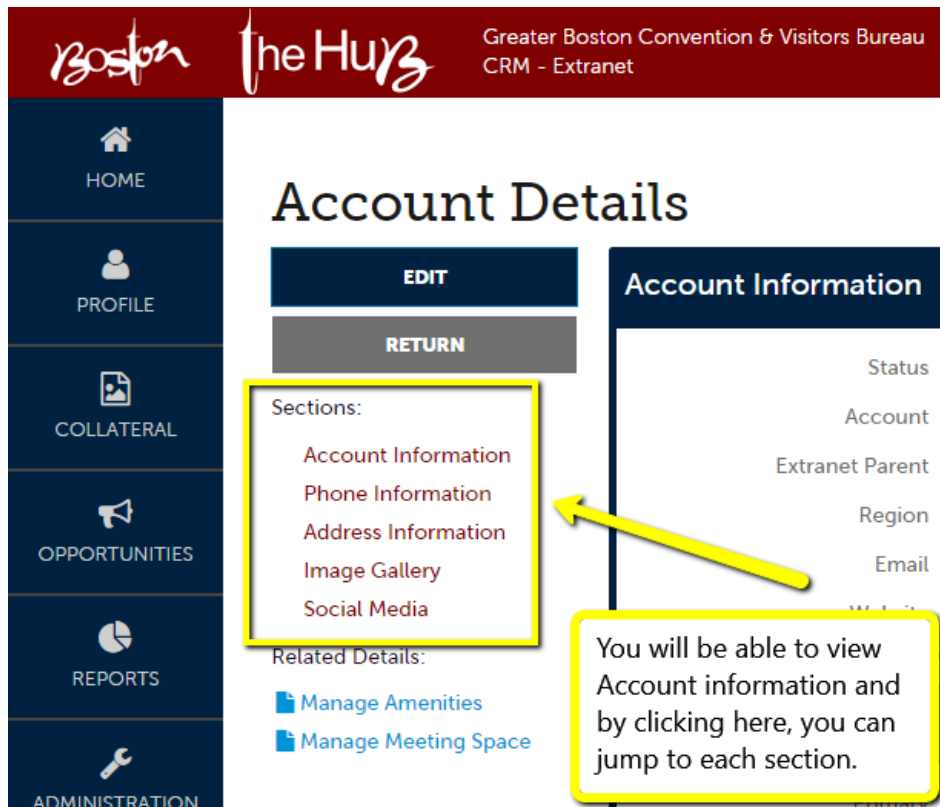
- Also, you will have some defaults set for filters, but you can change these. Remember to click 'Apply Filters' for the changes to take effect.



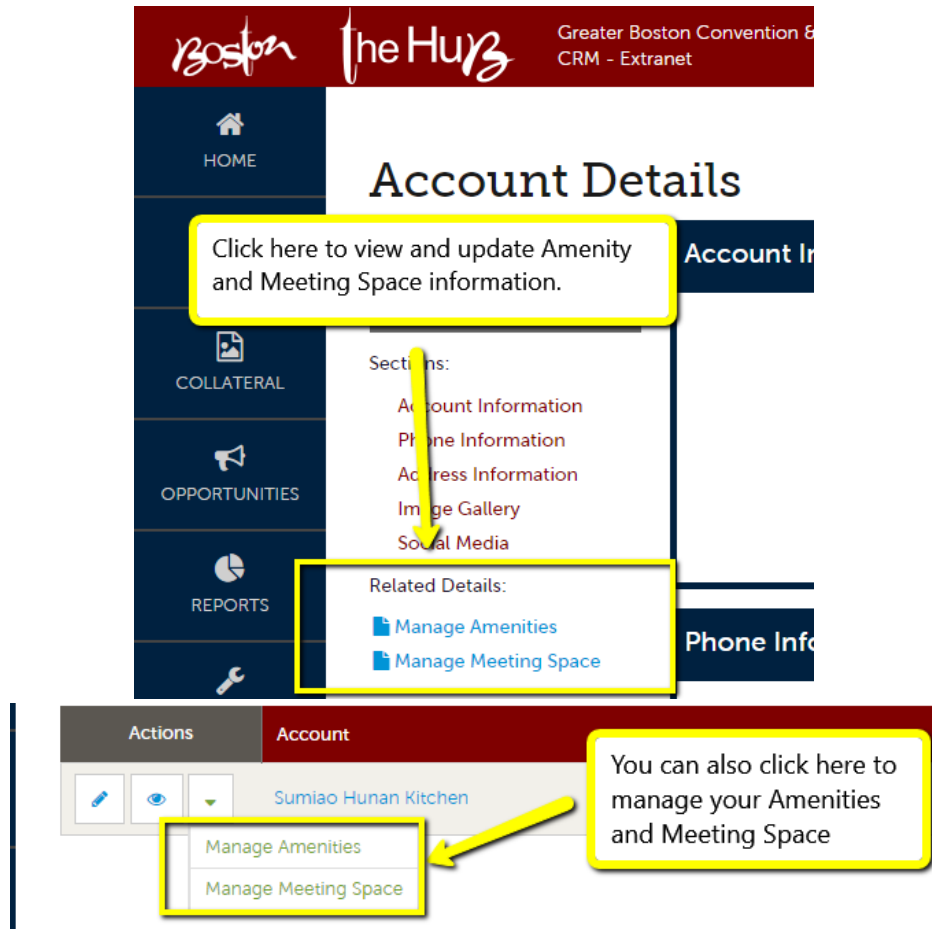
- To view the detail of the Account select the eyeball icon and it will take you to the Account Detail page.



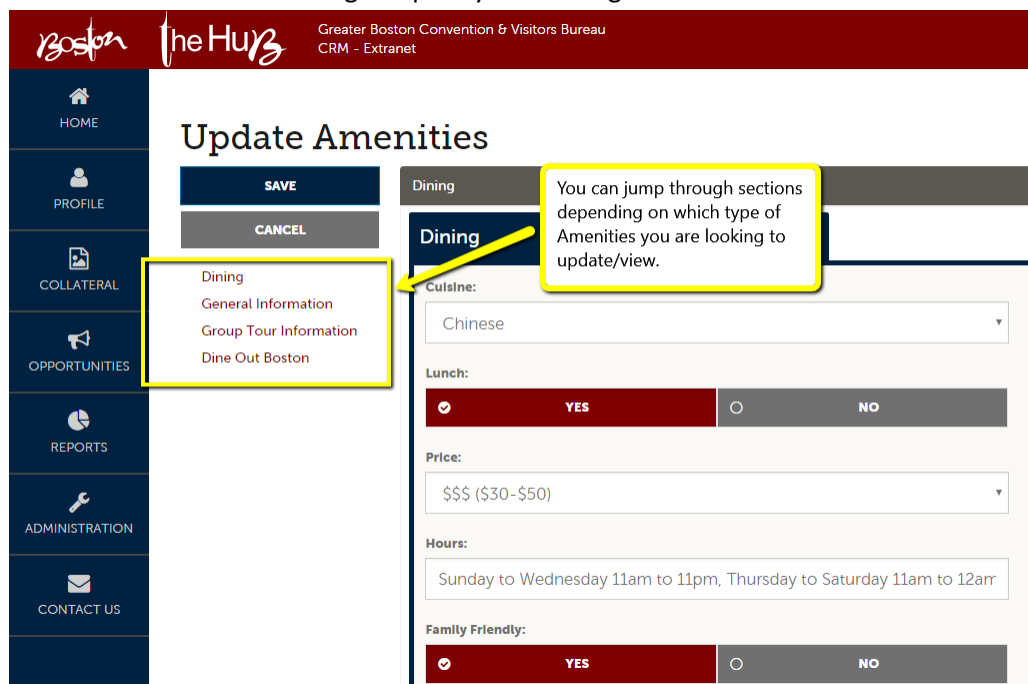
- You are able to view Account Information, Phone Numbers, Address Information, the Image Gallery and Social Media.



- To view and update your Amenity Information select 'Manage Amenities'. To view and update you Meeting Space information click on 'Manage Meeting space'.



- You can view what is selected for each Amenity and update them as needed. Use the sections listed on the left to help navigate quickly. Don't forget to save!



- You can view your facility details and update them as needed. Use the sections listed on the left to help navigate quickly.

Don't forget to save!

- To edit an Account, you will want to select the pencil icon on the grid showing the list of Accounts OR you can select edit from the Account Details page.

- Once you have selected edit, you are able to update Property Information, Phone Numbers, Address Information and Social Media. Don't forget to hit save!

**Boston The Hub** Greater Boston Convention & Visitors Bureau  
CRM - Extranet

## Update Account

**SAVE**  
**CANCEL**

**Sections:**

- Account Information
- Phone Information
- Address Information
- Social Media

**Account Information**

Please include https: with your website url

**Region:**  
Cambridge - Kendall Square  
Region based on physical locale, please contact Membership if this information is incorrect.

**Email:**  
info@bostonthehub.com

**Primary:**

You will be able to edit these different sections and can click on each section here to jump to the section you need to update!

\*Please note, if the name of your Company or Business has changed, please contact Membership to update the new name for you.