

# Partner Portal Instructions

## ADDING OR EDITING YOUR COMPANY CONTACTS



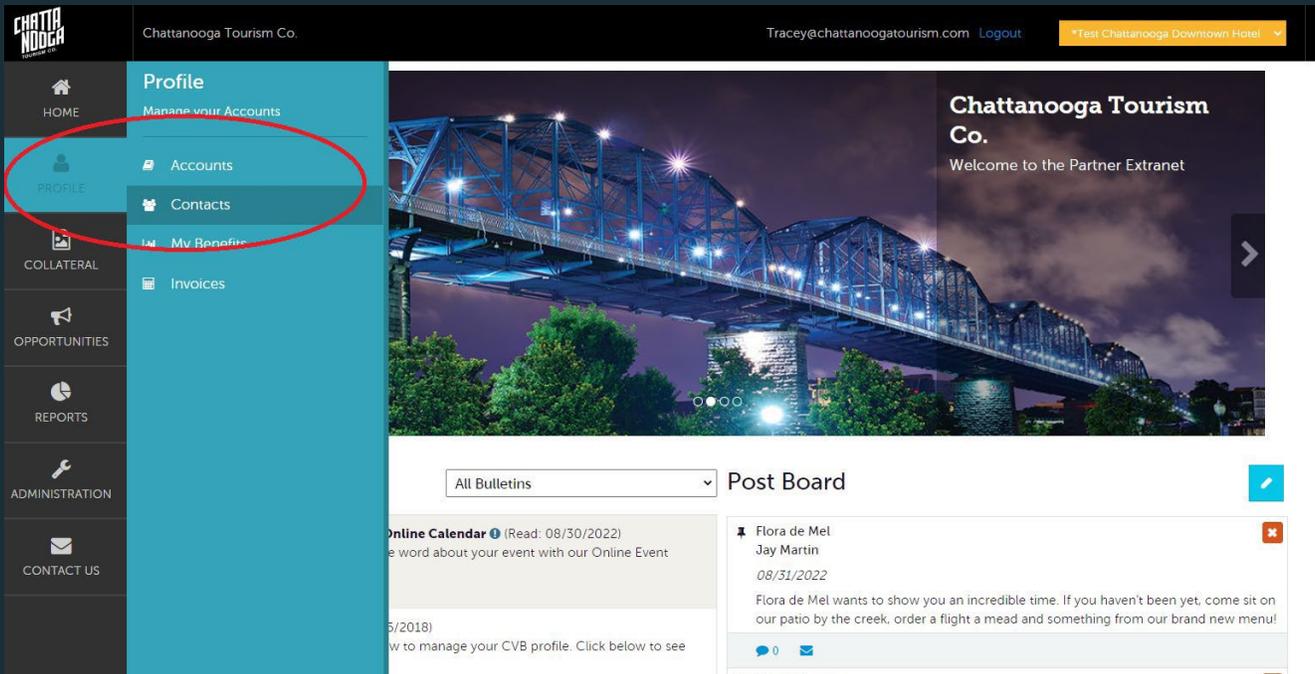
1. Login into your Chattanooga Tourism Co. Partner Portal using your username (your full email address) and your password and view your home page. Please contact Tracey Williams at [tracey@chattanoogatourism.com](mailto:tracey@chattanoogatourism.com) or 423-424-4457 if you need your password reset or need help updating your profile.

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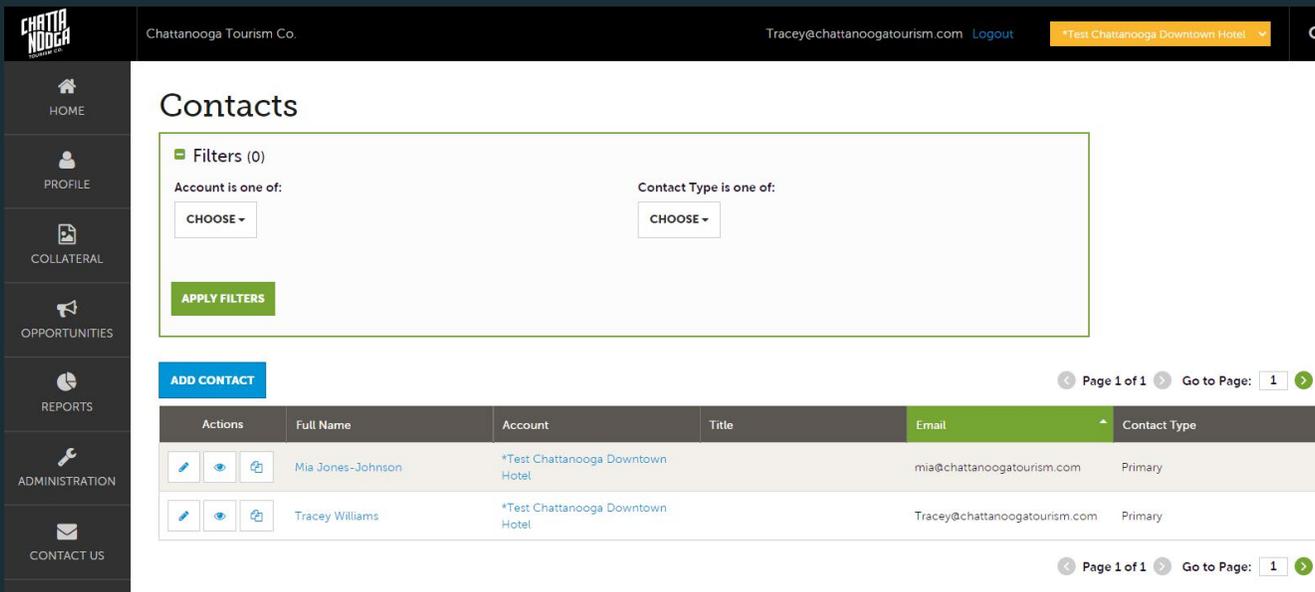
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### 2. Select "Profile" and "Contacts"



### 3. To add a contact click on "Add Contact."



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### 4. Fill in the fields with the information on the new contact

The screenshot shows a web form for adding or editing a contact. On the left is a dark sidebar with navigation icons and labels: PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION, and CONTACT US. The main content area has a top navigation bar with 'SAVE' and 'CANCEL' buttons. Below this is a 'Sections:' menu with links for Contact Information, Address Information, Phone Information, Social Media, and General. The 'Contact Information' section is highlighted in orange and contains the following fields: Account (dropdown menu with '\*Test Chattanooga Downtown Hotel'), Last Name (text input), Department (text input), Contact Type (dropdown menu with '--Choose One--'), Email (text input), First Name (text input), Full Name (text input), Title (text input), Preferred Contact Method (dropdown menu with '--Choose One--'), and Send Email (radio buttons for YES and NO). Below this is the 'Address Information' section, also highlighted in orange, with a 'Physical Address' sub-section containing Address 1 (Two Carner Plaza), City (Chattanooga), State/Province (TN), Zip/Postal Code (37402), and Country (UNITED STATES). A 'Billing Address' sub-section is also visible with Address 1 (Two Carner Plaza).

### 5. Navigate through the sections by clicking on the choices in blue type under "Sections."

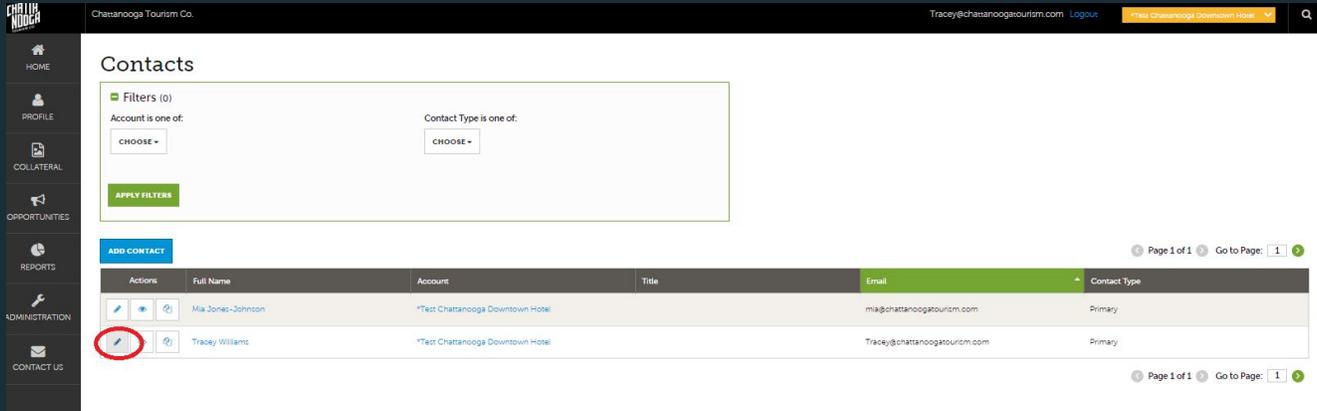
This screenshot shows the lower portion of the contact form. The 'Sections:' menu on the left is circled in red, with 'Phone Information' highlighted in blue. The 'Phone Information' section is highlighted in orange and includes: Primary Phone (text input with Ext dropdown), Mobile Phone (text input), Alternate Phone (text input with Ext dropdown), Fax (text input with Ext dropdown), and Send Fax (radio buttons for YES and NO). Below this is the 'Social Media' section, highlighted in orange, with a 'LinkedIn URL' (text input). The 'General' section is also highlighted in orange but is currently empty.

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6. To edit a contact, select the pencil icon.



You may edit all information in the listing. Click on the blue navigation items under “Sections” will take you to it.

7. You may make a former employee “inactive” by changing their contact type.

