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 or 423-424-4457 if you need your password reset or need help updating your profile.**
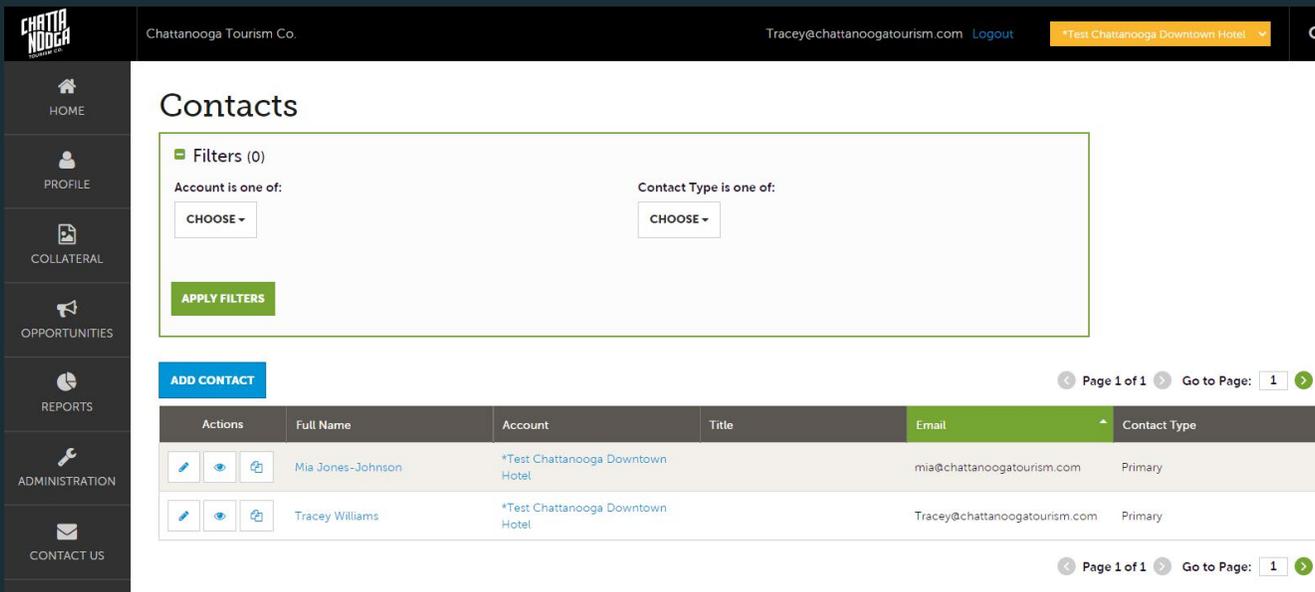
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2. Select "Profile" and "Contacts"
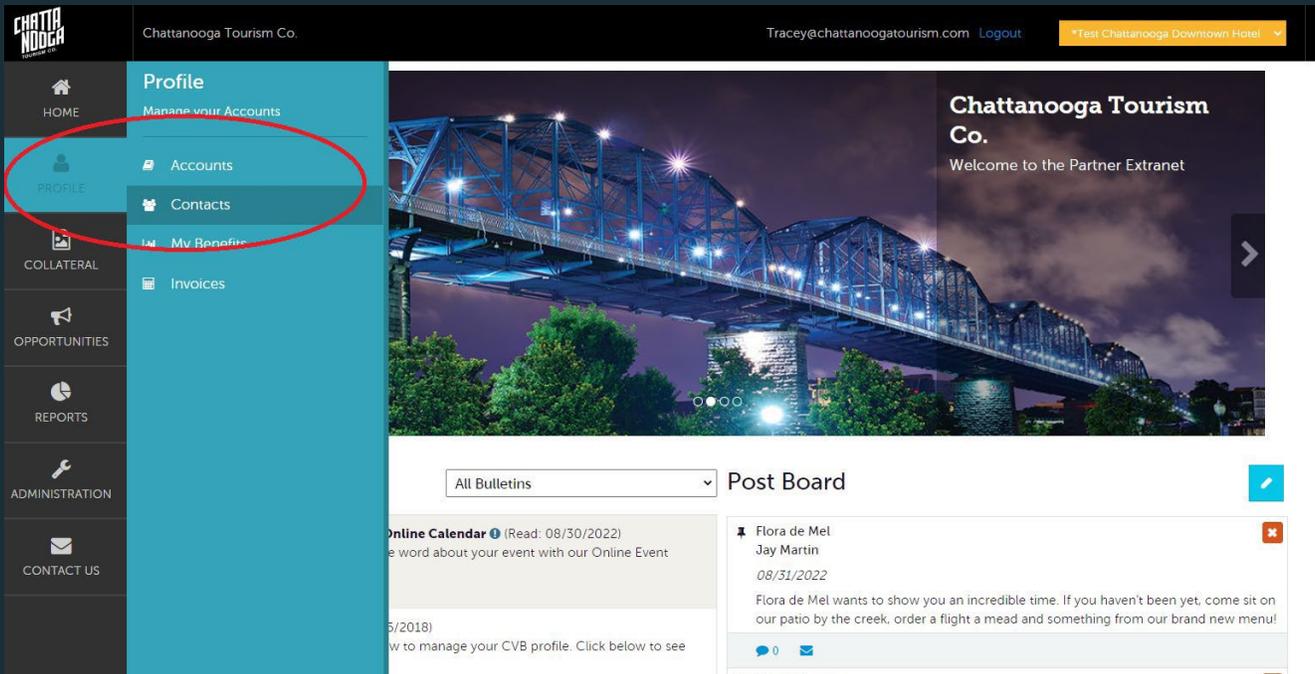
3. To add a contact click on "Add Contact."

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

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

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6. To edit a contact, select the pencil icon.
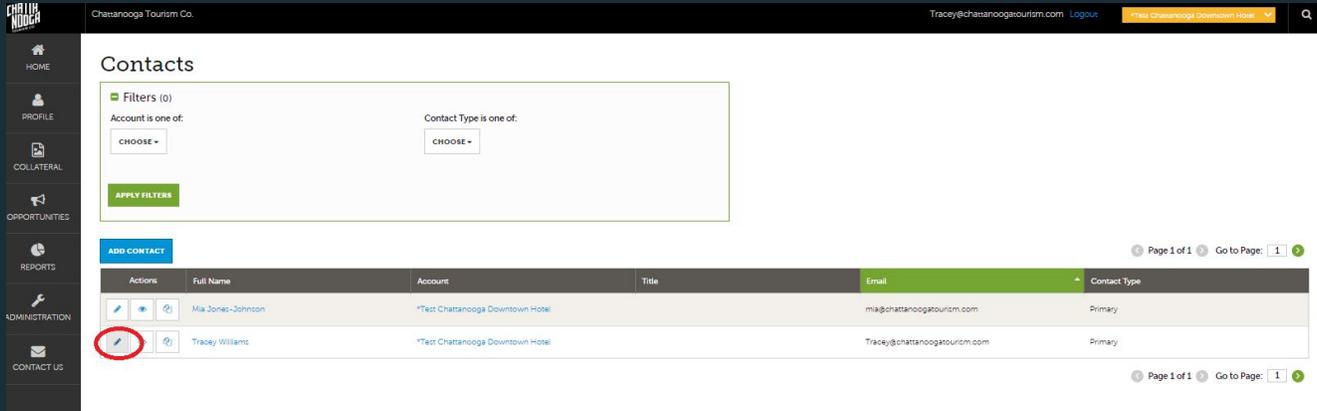
You may edit all information in the listing. Click on the blue navigation items under "Sections" will take you to it.

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