## **GLCVB Member Portal Access Request Form**

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Account Name:	
Contact Name:	
Title:	
Email Address:	

Note: this is the email address the GLCVB will use for all communications with you. Please review the "how to add an email to your whitelist" in the partner bulletins section of the member portal to ensure these emails get through safely to your inbox.

Mark to	Permission Requested – with definitions
request	
	Post Board – can post on board for all members to see/respond
	Update Member/Partner Records – can view and edit account information
	Amenity Access — can update amenities (displayed on Lansing.org and LansingSports.org/printed in Greater Lansing Visitor Guide)
	View Contacts
	Add Contacts
	Benefit Summary Access – view details of member benefits
	Receive Invoices – view/print GLCVB Membership and Event related invoices
	Listing Access – Website listings for Lansing.org and LansingSports.org
	Special Offer Access – Create coupons and special offers accessible on above websites
	Manage Calendar of Events – Add public events to the lansing.org/lansingsports.org
	calendars
	Media Access – manage your account media (photos, videos, logos, etc.)
	Allow Materials Requests – Order Visitor Guides for pick up at GLCVB office
	Sales RFP Catcher – acts as internal lead distributor; receives all leads and notifications,
	assigns each to appropriate staff person for follow up
	Sales RFP Contact – Receives and responds to leads for meetings, conventions, sports
	<b>Tour RFP Contact</b> – Receives and responds to leads for tour operators
	Media Lead Contact – Receives and responds to leads for travel writers
	View Reports – Enables access to reports tab; currently limited to lead summary report for
	hotel/meeting facilities
	Pickup Manager – Hotels only; enters # of rooms utilized by group at conclusion of event
	View Member/Partner Records – View access to account information

By requesting access, you agree to keep your login information confidential and further agree that you will not share information obtained through that access with unauthorized parties.

Please return via fax to 517-487-5151 or via email to <a href="mailto:bhoschner@lansing.org">bhoschner@lansing.org</a>