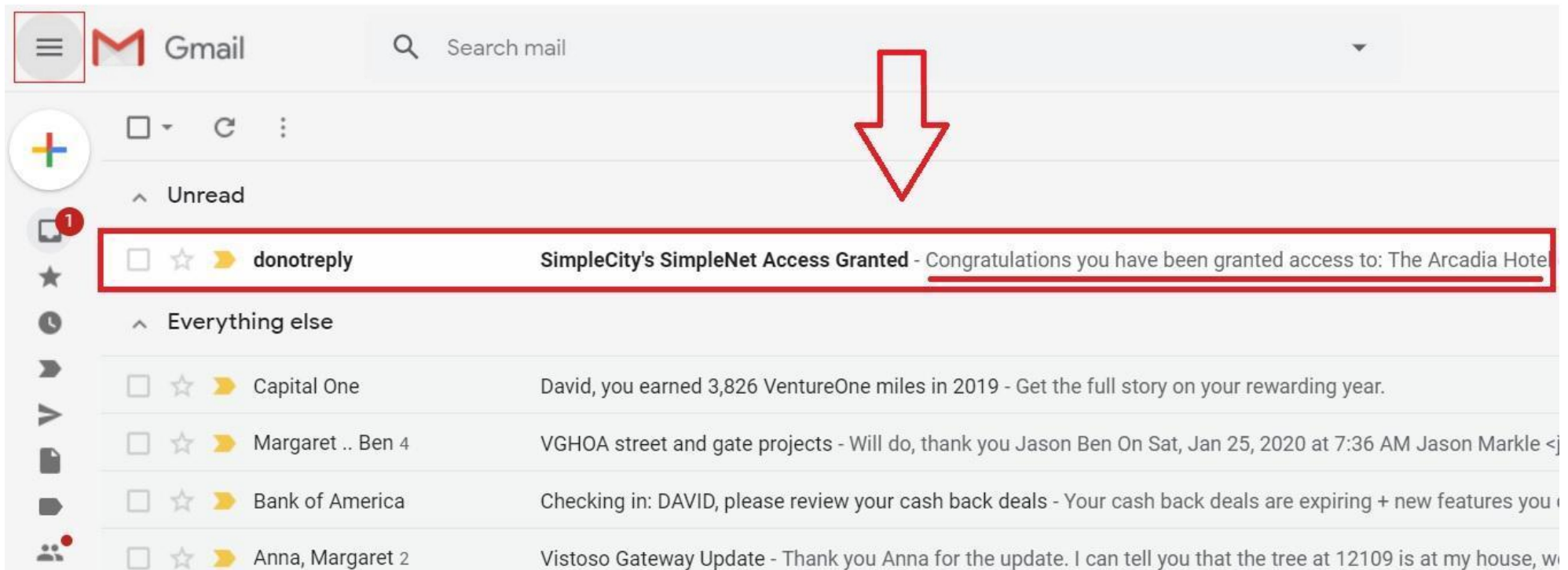


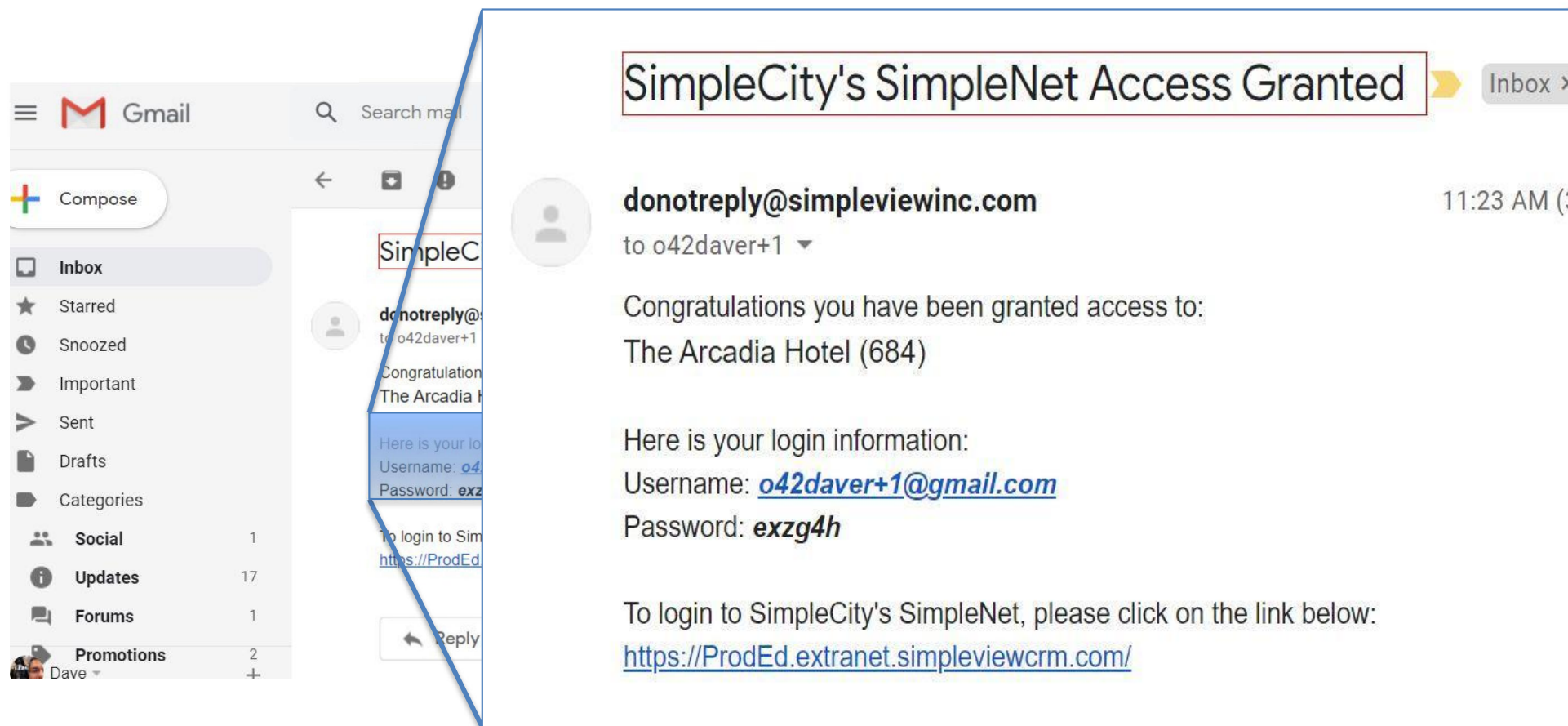
How Do I Access the Partner Portal?

The **SimpleCity's** staff has granted (or will grant) you access by updating your contact record in their Simpleview CRM. Once that happens you will receive an email.




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Profile

The screenshot shows the Simpleview website interface. The top navigation bar includes the Simpleview logo and the text "SimpleCity's SimpleNet". The left sidebar contains several menu items: HOME, PROFILE (highlighted with a green border), COLLATERAL, OPPORTUNITIES, REPORTS, and a link to "CLICK HERE FOR SIMPLENET HELP". The main content area features a large banner image of a golf course with a red umbrella and a glass of water. To the right of the banner is a promotional text for "Member Mixer at National Resort". Below the banner, there are sections for "Marketplace" and "Partner Bulletins". The "Marketplace" section includes a dropdown menu for "All Promotion Types" and a link to "Restaurant Week 2020". The "Partner Bulletins" section includes a link to "All Bulletins" and a "Partner Portal Training" announcement.

simpleview  SimpleCity's SimpleNet

HOME

PROFILE

COLLATERAL

OPPORTUNITIES

REPORTS

CLICK HERE FOR SIMPLENET HELP

Member Mixer at National Resort

Enjoy 2 for 1 drinks and meet your Member Ambassador!

Marketplace

All Promotion Types

Partner Bulletins

All Bulletins

Restaurant Week 2020

Partner Portal Training (Read: 01/28/2020)

Join us for Partner Portal Training on February 18th!

View Full

Clicking the **Profile** icon displays and provides access to your Account information, Contacts, and My Benefits section.

Note: These options are available or limited by the Bureau.



Manage Profile - Accounts

Accounts

Filters (0) [Manage Filters](#)

Account is one of:

CHOOSE ▾

APPLY FILTERS

Page 1 of 1 Go to Page: 1

Actions	Account
  ▾	Simpleview Hotel and Conference Center
<div>Manage Amenities</div> <div>Manage Meeting Space</div>	

Page 1 of 1 Go to Page: 1

After you click the Profile icon and then Accounts, you will be presented with your account name and various actions you can perform. If you see multiple account names, this is due to your property being associated with another property. The pencil icon will allow you to edit your property information. By clicking the eyeball icon, you can view your property information. The down arrow icon will allow you to view and edit your amenity and meeting space information.



Manage Profile - Accounts (cont'd)

The screenshot displays the 'Manage Profile - Accounts' interface. On the left is a dark sidebar with icons for a list, a bell, a pie chart, and a wrench. The main content area has a top bar with a blue 'SAVE' button and a grey 'CANCEL' button. Below these is a 'Sections:' list with links: 'Account Information', 'Phone Information', 'Address Information', 'New Group', 'Hotel Incentive Fund', 'Social Media', and 'General'. A yellow arrow points to the 'Account Information' link. The 'Account Information' section is active, showing a form with the following fields: 'Account:' (text input with 'Simpleview Hotel and Conference Center'), 'Region:' (dropdown menu with 'North' selected and a red 'Required' label), and 'Website:' (text input with 'www.simpleviewinc.com'). Below this is the 'Phone Information' section, which contains two groups of input fields: 'Primary:' and 'Alternate:'. Each group has a text input, a grey 'Ext' button, and another text input.

When you view or edit your property information, you can quickly scroll to a section on the page by clicking the links on the left of the page. If you are viewing the account , the top left will display an Edit button. If you are editing the account , the top left will display a Save button. You must click the Save button before changes are applied!



Manage Profile - Contacts

Contacts

Filters (0) [Manage Filters](#)







Account is one of:

Contact Type is:

[APPLY FILTERS](#)

[ADD CONTACT](#)

Page 1 of 1 Go to Page:

Actions	Full Name	Account	Title	Email	Contact Type
  	Angel Berry	Simpleview Hotel and Conference Center		aberry@simpleviewinc.com	Primary
  	Alena Chaika	Simpleview Hotel and Conference Center		achaika@simpleviewinc.com	Secondary

After you click the Profile icon and then Contacts, you will be presented with a list of all the contacts associated with your property. On this page you can Add, Edit, View, or Clone (i.e. duplicate) a contact depending upon your Partner Portal permissions.



Manage Profile - Contacts (cont'd)

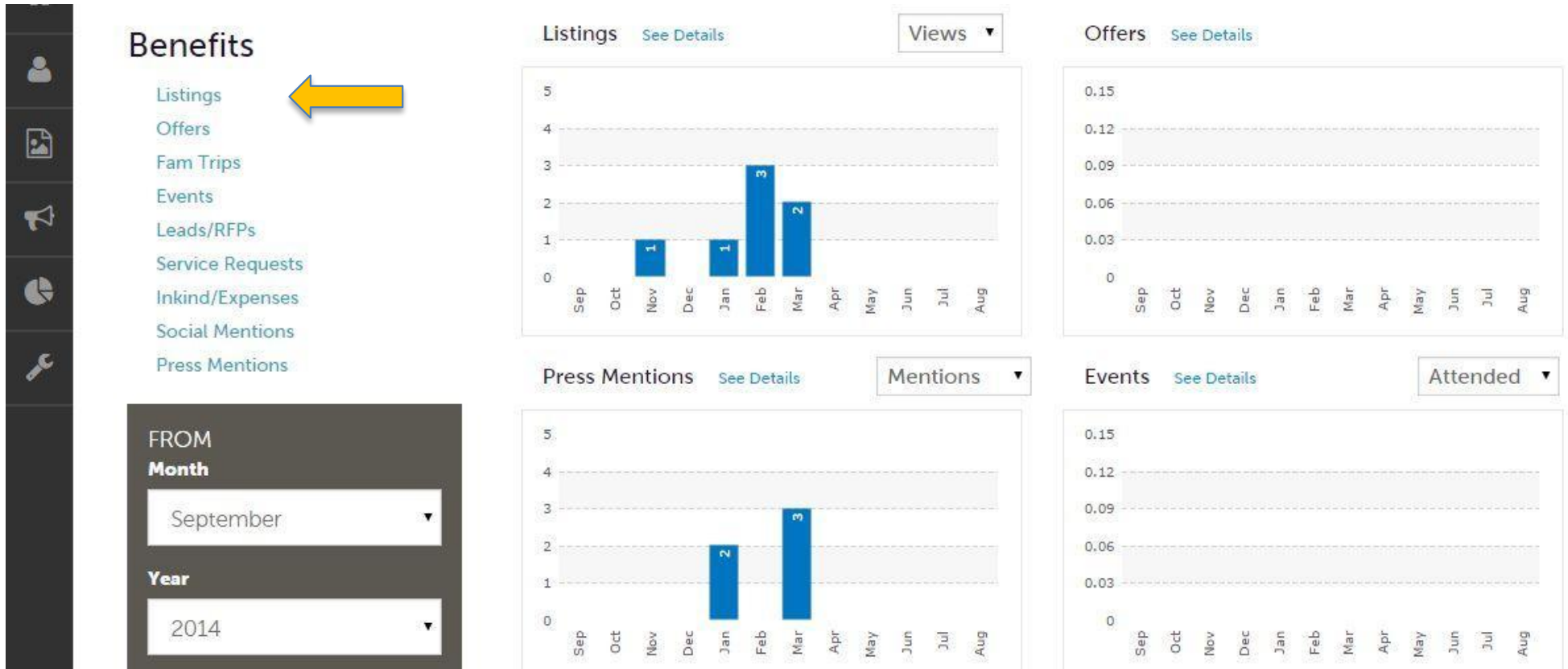
The screenshot shows the 'Update Contact' interface. On the left is a dark sidebar with icons for user, document, alert, chart, and tools. The main content area has a header 'Update Contact' with a yellow arrow pointing to a blue 'SAVE' button and a grey 'CANCEL' button. Below these are 'Sections:' with a list of links: 'Contact Information' (highlighted with a yellow arrow), 'Address Information', 'Phone Information', 'Additional Information', 'ecomm', 'Social Media', and 'General'. The main form is titled 'Contact Information' and contains several fields: 'Account:' (dropdown with 'Simpleview Hotel and Conference Center'), 'First Name:' (text input with 'Angel'), 'Last Name:' (text input with 'Berry'), 'Full Name:' (text input with 'Angel Berry'), 'Department:' (empty text input), 'Title:' (empty text input), 'Contact Type:' (dropdown with 'Primary', highlighted with a yellow arrow), and 'Preferred Contact Method:' (dropdown with 'Email'). Red 'Required' labels are present for Account, First Name, Last Name, Full Name, and Contact Type.

When you view or edit a contact, you can quickly scroll to a section on the page by clicking the links of the left of the page. If you are viewing a contact, the top left will display an Edit button. If you are editing a contact, the top left will display a Save button. You must click the Save button before changes are applied!

IMPORTANT NOTE: If a contact has left your property it is your responsibility to notify the Bureau and/or change their contact type to “Inactive”.



Manage Profile - My Benefits



After you click the Profile icon and then My Benefits, you will be presented summary reports based on the Bureau's interaction with your property. The information you see on this page is specifically related to your property.

