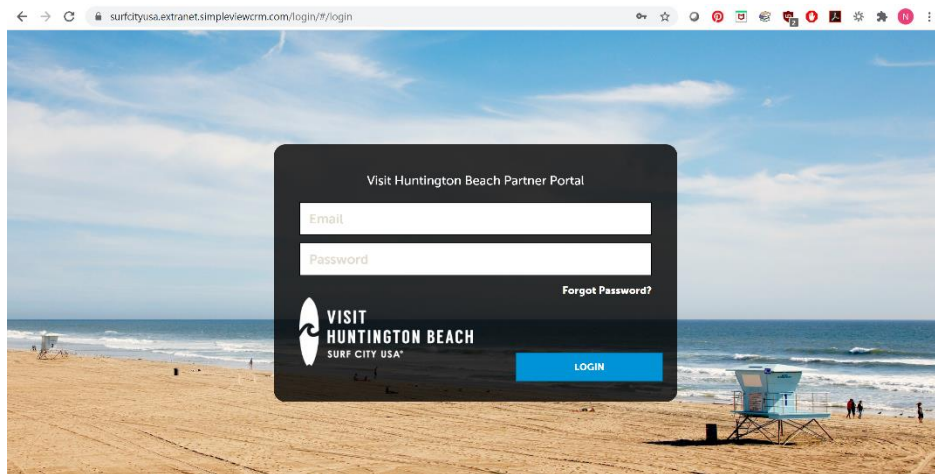


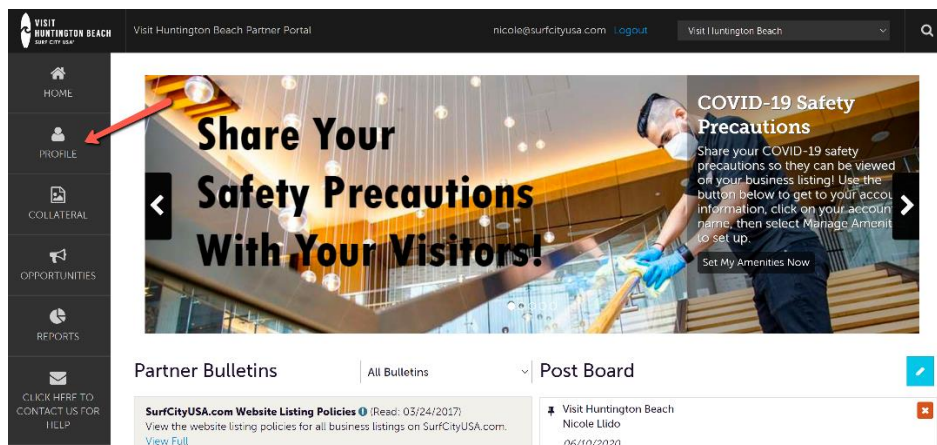
How To Share Your COVID-19 Safety Precautions On Your SurfCityUSA.com Business Listing

1. Log into the Visit Huntington Beach Partner Portal at <https://surfcityusa.extranet.simpleviewcrm.com>.

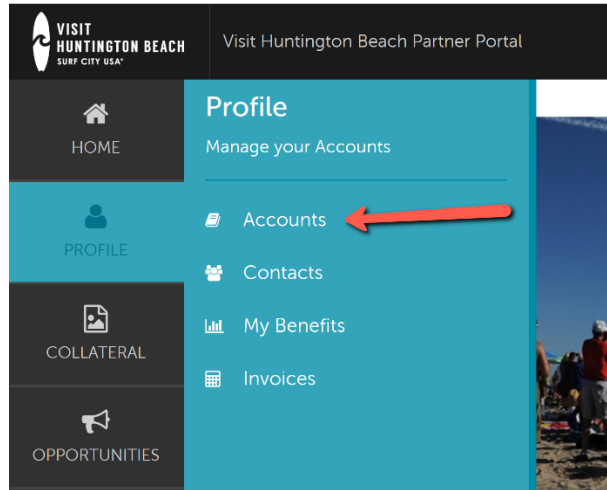
If you don't know your login, please contact Heather Saez at heather@surfcityusa.com to request one.



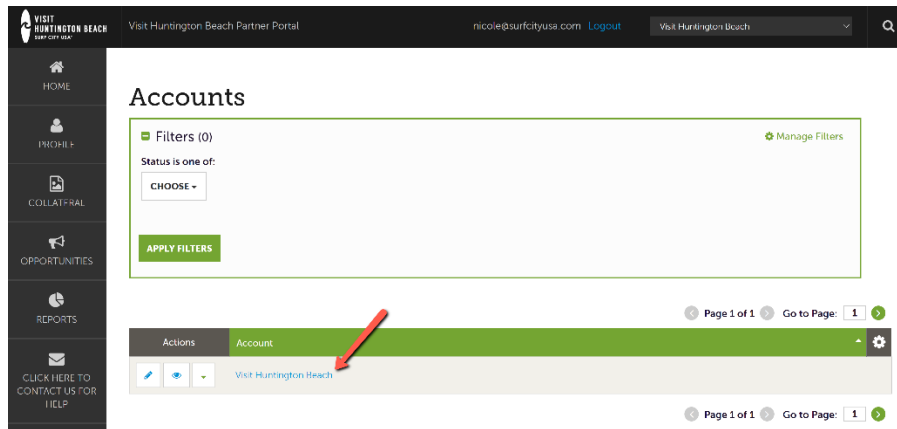
2. Click on Profile on the menu on the left side of the page



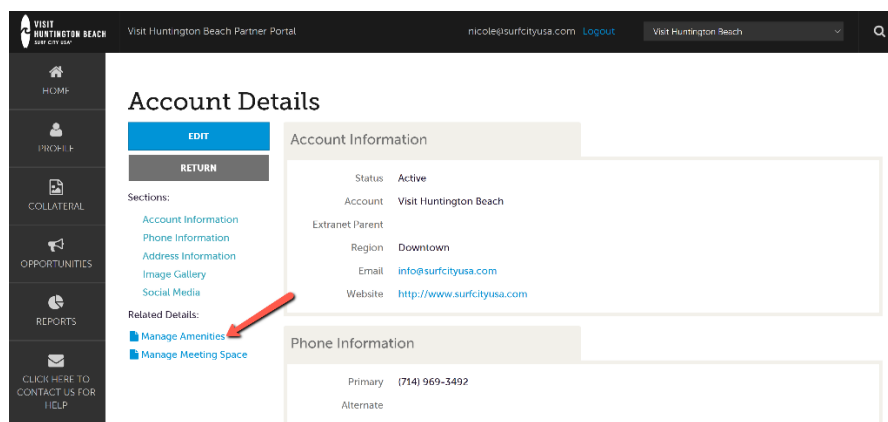
3. Click on Accounts



4. Click on the name of the account you want to manage (usually your business name) in the center of the page



5. Click on Manage Amenities on the left side of the page, underneath the Edit button



6. Scroll down until you get to the COVID-19 Safety Precautions section

The screenshot shows a web interface for 'COVID-19 Safety Precautions'. On the left is a dark sidebar with a help icon and text: 'CLICK HERE TO CONTACT US FOR HELP'. Below it are 'SAVE' and 'CANCEL' buttons. A breadcrumb trail reads 'Shopping > COVID-19 Safety Precautions'. The main content area is titled 'COVID-19 Safety Precautions' and has a 'General' section. It contains several rows of radio button options: '6' Physical Distancing Required' (YES selected), 'Clean Certification' (text input), 'Contactless Payment' (YES selected), 'Limited Elevator Occupancy' (NO selected), 'Open For Business' (YES selected), 'Reduced Occupancy/Occupancy Limits' (YES selected), 'Single Point Entry/Exit' (NO selected), and 'Temporarily Closed' (NO selected). A 'Personal Protection' section is partially visible at the bottom.

7. Set your precautions using the yes/no buttons.

a. Notes on specific fields:

- Clean Certification field
 - Type in the name of any certifications or programs you are following. For example: Hilton CleanStay. You may also include a link to a webpage detailing your clean program.
- File Upload “Health & Safety Policy”
 - Upload a pdf file showing your business’ entire health and safety policy.

8. Make sure to click Save when you’re done!

This screenshot is identical to the one above, but with a red arrow pointing to the 'SAVE' button in the top left navigation area.

9. Take the time to explore other sections of the Partner Portal and update your business information, if necessary.

10. Log Out