Visit Huntington Beach Partner Portal Training Guide
How to Add Images to Your Business Listing

Where to access the Partner Portal:

https://SurfCityUSA.Extranet.SimpleviewCRM.com/login/

You can also access this link at the bottom of any page on SurfCityUSA.com by clicking “Partner Portal Login”.

Don’t know your login info?

Try using the “Forgot Password” option to have your password reset and emailed to you. If you don’t know the email account that was used to create your account, email Heather@SurfCityUSA.com for assistance.
Images are one of the most important parts of your business listing. Not only do these images provide visitors and residents with what to expect when visiting your business, but images can be used in other areas of SurfCityUSA.com, newsletters, social media, media pitches, and marketing campaigns.

Images are also required if you create an event or special offer in the Partner Portal.

**Image requirements:**

High-resolution horizontal jpg photographs only. Flyers, logos, or other graphics will not be used.

Visit Huntington Beach reserves the right to use alternate photos if inappropriate photos are provided.
View and Edit Your Media

After logging into the Partner Portal, use the icons on the left-hand side of the screen to click **Collateral** and choose **Media**.
Here you can view all of the images in your account including the title, description, and whether or not they are associated with a business listing.
Add or Remove Images from Your Business Listing

You have the option to add or remove images from your business listing. You can also fully delete an image from your account.

To add a new image, click the blue Add New Media button.
Add New Media

Complete the fields and upload a photo from your computer. We can only accept high-resolution horizontal jpg photographs. Vertical images, flyers, logos, or other graphics will not be used.
If you want the image to be displayed on your business listing, use the **Listings dropdown box** at the bottom to select the appropriate listing. You have the option to select multiple listings if applicable to your business.

Don’t forget to click the blue **Save** button when finished.
Remove Media from a Listing

From the Media page under Actions, click the **blue pencil icon** of the image you want to remove from a listing.
Use the **Listings dropdown box** at the bottom to unselect the business listing you want to remove the image from. Click the blue **Save** button when finished.
Delete an Image

To completely remove an image from your account and business listing, use the red X.

Questions? Contact Heather@SurfCityUSA.com.