

Visit Huntington Beach Partner Portal Training Guide

How to Order Publications

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**”.

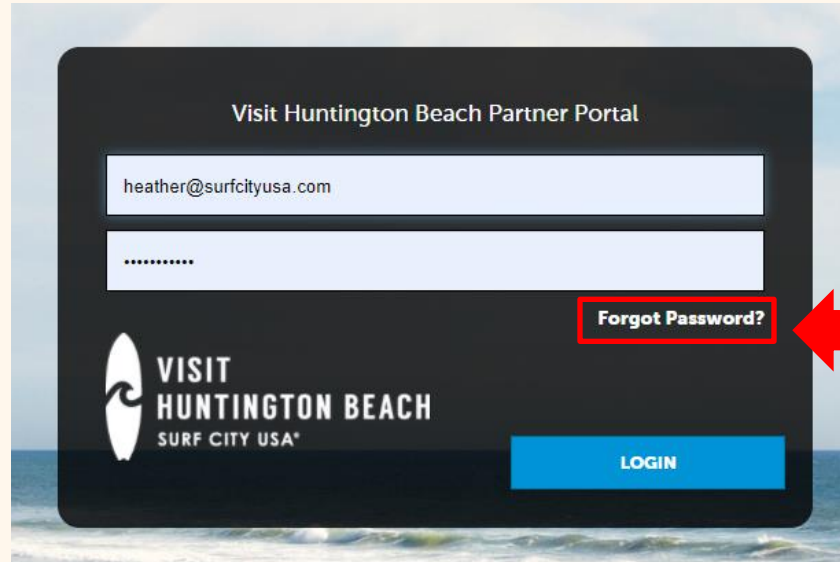
The screenshot shows the footer of the Visit Huntington Beach website. On the left is the logo for Visit Huntington Beach, Surf City USA. In the center, contact information is provided: 155 Fifth Street, Suite 111, Huntington Beach, CA 92648-5171, phone numbers 714.969.3492 and 800.729.6232, and email info@surfcityusa.com. Below the contact info are social media icons for Facebook, Twitter, Instagram, Pinterest, and YouTube. On the right, a vertical menu lists: MEETING PLANNERS, TRAVEL TRADE, FILM, MEDIA, PARTNERS, EVENT SPONSORSHIPS, and PARTNER PORTAL LOGIN. The 'PARTNER PORTAL LOGIN' link is highlighted with a red box and a red arrow pointing to it from the right.

[ABOUT US](#) | [CONTACT](#) | [SITE MAP](#) | [PRIVACY POLICY](#) | [WEB ACCESSIBILITY](#)

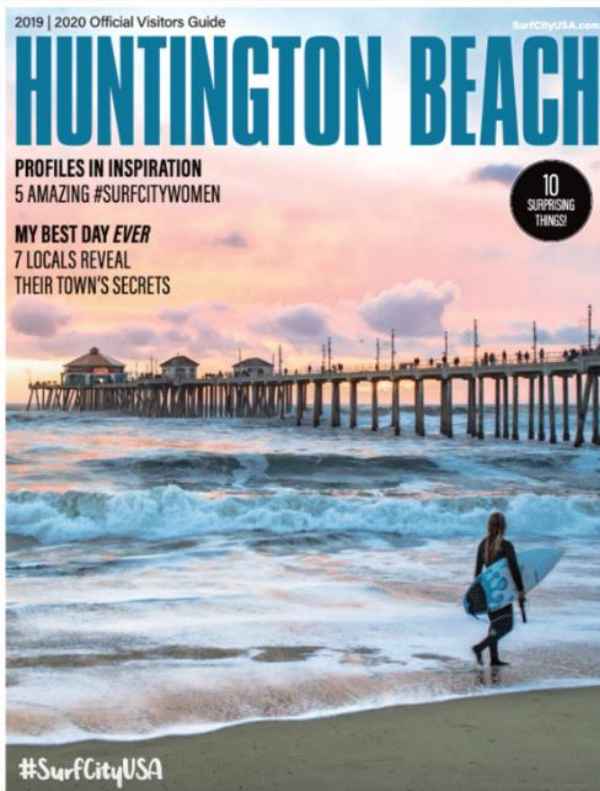


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Don't know your login info?



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.



Publications for Your Business

Visit Huntington Beach provides partners with **complimentary Huntington Beach Visitor Guides and Visitor Maps** for use at your business or event.

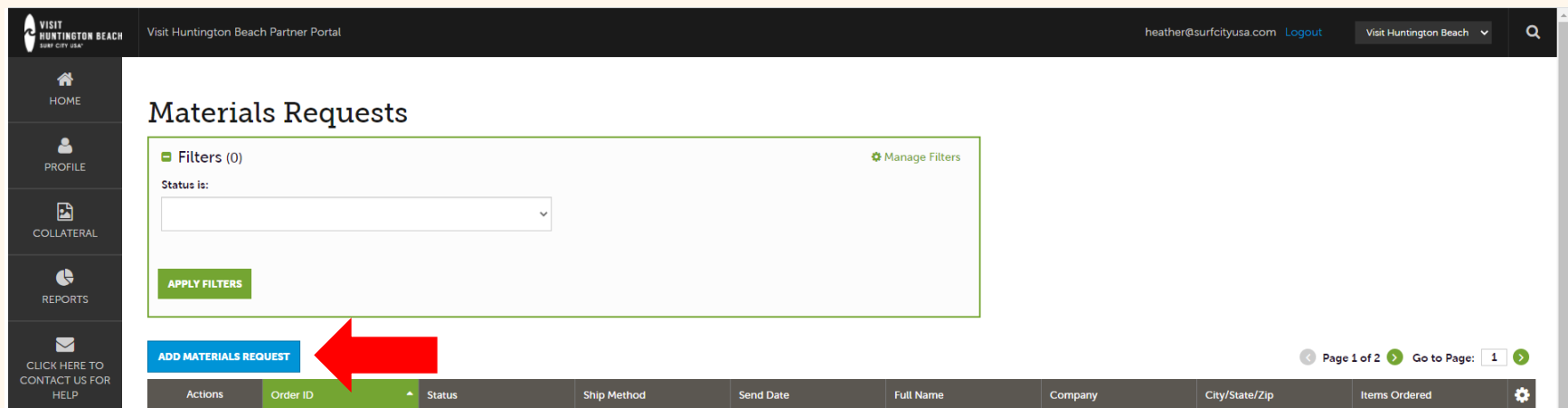
Delivery is free within the city of Huntington Beach. For deliveries outside of Huntington Beach, a staff member will be in contact with you to coordinate delivery.

Publications will be **delivered monthly**; please allow up to four weeks for delivery. If you need publications sooner, please contact Heather@SurfCityUSA.com.

How to Order Publications



Use the icons on the left-hand side of the screen to click **Collateral** and choose **Materials Request**. Then click the blue **Add Materials Request** button to continue.



VISIT HUNTINGTON BEACH
SURF CITY USA

Visit Huntington Beach Partner Portal

heather@surfcityusa.com Logout Visit Huntington Beach

HOME

PROFILE

COLLATERAL

REPORTS

CLICK HERE TO CONTACT US FOR HELP

New Materials Request

SAVE

CANCEL

Sections:

- Materials Request Information
- Attached To
- Order Recipient
- Order Address
- Order Detail

Materials Request Information

Special Instructions:

Attached To

Account: **Required** Visit Huntington Beach

Contacts: Heather Saez

Order Recipient

First Name: **Required** Heather

Last Name: **Required** Saez

Full Name: Heather Saez

Title: Tourism & Partner Services Manager

Company: **Required** Visit Huntington Beach

Phone: **Required** (714) 969-3492 Ext

Email:

Complete the fields in the New Materials Request screen. Include any delivery instructions in the Special Instructions box at the top.

Order Detail

Please select the quantities of each item you would like to receive. All items are complimentary and will be delivered on a monthly basis.

Image	Product	Price	Qty	Available
	Visitor Map - Box of 450	\$0.00	<input type="text" value="0"/>	-Unlimited-
	Visitor Map - Bundle of 50	\$0.00	<input type="text" value="0"/>	-Unlimited-
	Visitors Guide - Box of 50	\$0.00	<input type="text" value="0"/>	-Unlimited-

Visitor Maps can be ordered in boxes of 450 and Visitor Guides in boxes of 50.

We also offer Visitor Maps in a bundle of 50, but these would need to be picked up at the VHB office.

Enter in your order quantities and once you are finished, click the blue **Save** button.

Questions? Contact Heather@SurfCityUSA.com.