

Visit Huntington Beach Partner Portal Training Guide

How to Update Your Business Amenities

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**”.



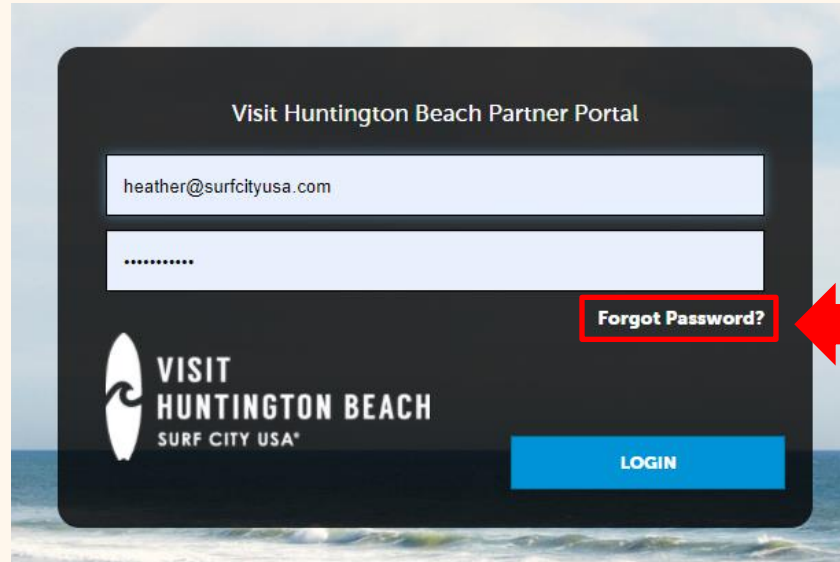
The screenshot shows the footer of the Visit Huntington Beach website. On the left is the logo for Visit Huntington Beach, Surf City USA. In the center, contact information is provided: 155 Fifth Street, Suite 111, Huntington Beach, CA 92648-5171, phone numbers 714.969.3492 and 800.729.6232, and email info@surfcityusa.com. Below this 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. A red arrow points to the PARTNER PORTAL LOGIN button.

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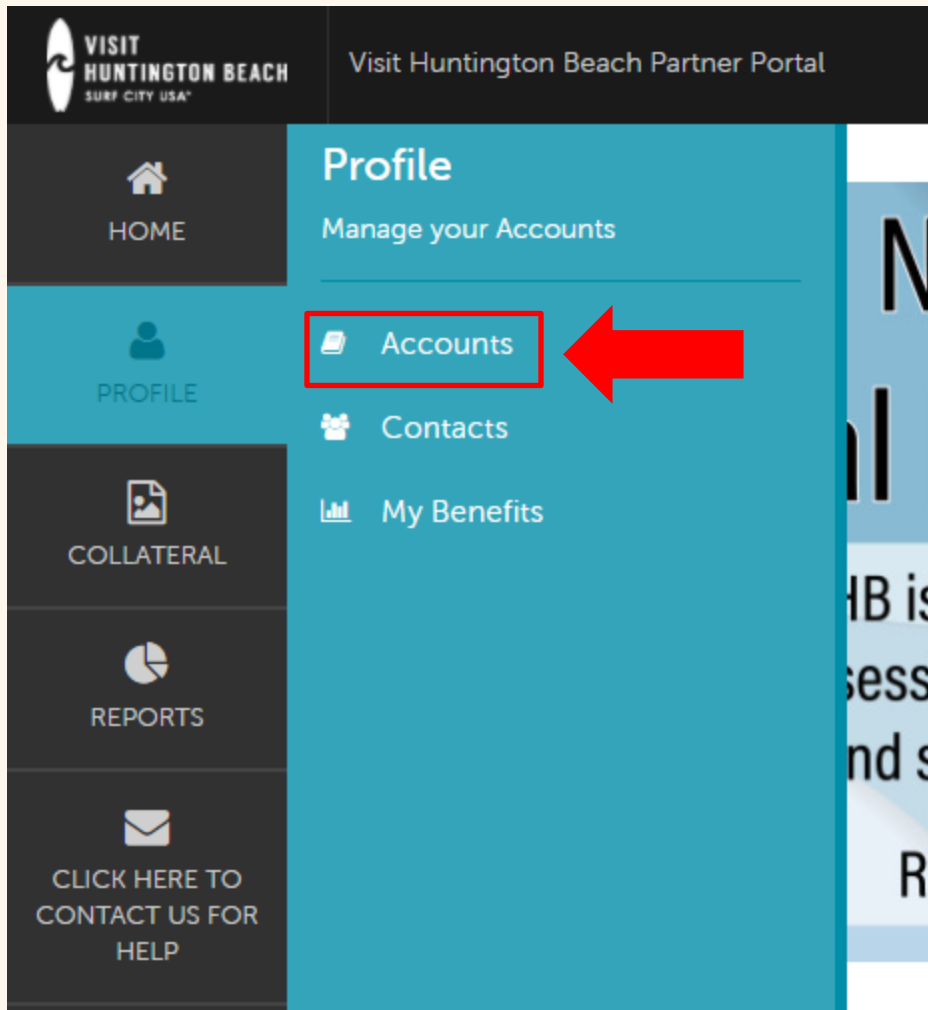


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Don't know your login info?



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.



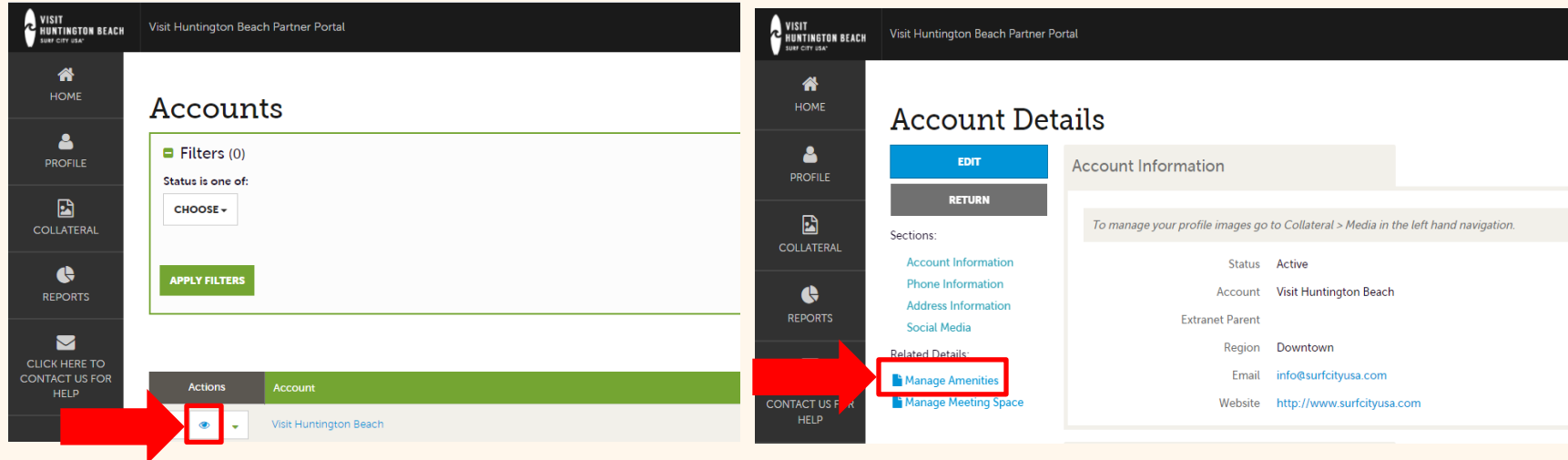
Business Amenities

Your business listing on SurfCityUSA.com includes a section called “Features”, which displays the type of amenities available at your business.

Examples of amenities include whether your store is located in an indoor or outdoor mall, if your restaurant offers a kids menu, and what COVID-19 safety precautions your business is taking.

To update your amenities, navigate to **Profile** then click **Accounts**.

Update Your Amenities



In the Accounts screen under Actions, click the **blue eye icon** for your account. This will take you to the Account Details screen. Then click **Manage Amenities** under Related Details.

Visit Huntington Beach Partner Portal

heather@surfcityusa.com Logout Visit Huntington Beach

Update Amenities

SAVE

CANCEL

Shopping

COVID-19 Safety Precautions

General

Indoor Mall: YES NO

Outdoor Mall: YES NO

Outlet: YES NO

COVID-19 Safety Precautions

General

6' Physical Distancing Required: YES NO

Clean Certification:

Contactless Payment: YES NO

Limited Elevator Occupancy: YES NO

Open For Business: YES NO

Reduced Occupancy/Occupancy Limits: YES NO

Single Point Entry/Exit: YES NO

Temporarily Closed: YES NO

Depending on the type of business you have, you may see different features on this screen. Toggle between the **YES and NO buttons** to answer each question about your business. Make any necessary changes and click the blue **SAVE** button when you are finished.

Questions? Contact Heather@SurfCityUSA.com.