Visit Huntington Beach Partner Portal Training Guide
How to Update 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.
What is a business listing?

Your business listing is a page on SurfCityUSA.com that provides information about your business.

Businesses listed on SurfCityUSA.com must be Huntington Beach-based visitor-serving businesses in the hotel, retail, dining, activity, attraction, and transportation categories or must be industry-serving resources for meetings and events.

Non-competitive activities and attractions located outside Huntington Beach will be considered on a case-by-case basis.
After logging into the Partner Portal, use the icons on the left-hand side of the screen to click **Collateral** and choose **Listings**.
Your current business listing(s) will appear here. Some accounts may see multiple listings depending on the type of business. For example, some hotels have multiple listings, one for tourist information and one for meetings & events information.

The information that is included in your listing will appear on the SurfCityUSA.com website so it is important to keep it accurate.

To view what is shown on your listing, click the blue eye icon under Actions.
If you need to update, add, or remove something on your listing, use the blue **Edit** button on the top left.

You can also edit your listing from the previous screen by using the blue pencil icon.
Complete the fields and click the blue **Save** button when finished.

When you view or edit a listing, you can quickly scroll to a section on the page by clicking the blue links on the left side of the page.

*Note that some sections require you to click on the heading to edit the content.*
Visit Huntington Beach reserves the right to edit your business listing for accuracy, grammatical errors, and tone of voice.

Any updates made to your listing need to be approved by Visit Huntington Beach. You will receive an approval or denial email once changes have been reviewed. Changes may take a few hours to appear on the website.

View our full website listing policy for more information.

Questions? Contact Heather@SurfCityUSA.com.