Visit Huntington Beach Partner Portal Training Guide
Managing your profile: Accounts, Contacts, and Benefits

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.
Managing Your Profile

Clicking the Profile icon displays a partner's information, such as account details, contacts, and information about interactions with Visit Huntington Beach.

From here you have the option to edit account information, view contacts, and view certain benefits.

Account information that can be updated includes:

- Website
- Business Email
- Business Phone Numbers
- Addresses
- Social Media Accounts
After clicking the **Accounts** button, click the **blue eye icon** under Actions. This will take you to view the Account Details screen.

If you see multiple account names, this is due to your Partner Portal account being associated with multiple businesses. If the accounts shown here are incorrect, please contact Heather@SurfCityUSA.com.
When you view or edit an account you can quickly scroll to a section on the page by clicking the links on the left side of the page.

To make changes to your account, click the blue **Edit** button. You can also edit your account by clicking the blue pencil icon on the previous screen.
Update Your Account

Make any necessary changes and click the blue Save button when you are finished. Note that some fields require you to click the blue pencil icon to make changes.
Click the **Profile** icon in the left navigation then **Contacts** to view the contacts associated with your account. You can use the **blue eye icon** under Actions to view more details about a specific contact.

At this time contacts can only be viewed. If you need to add or remove a contact, email [Heather@SurfCityUSA.com](mailto:Heather@SurfCityUSA.com).
E-Newsletter Subscriptions

At the bottom of the Contact Details screen, you can see which e-newsletters a specific contact is signed up for. If you want someone on your team to receive a specific newsletter, please email Heather@SurfCityUSA.com.

We recommend that all partners sign up for the Partner Newsletter, which includes our bi-weekly CEO newsletter from Visit HB President & CEO Kelly Miller.
Click the **Profile** icon in the left navigation then **My Benefits** to view some of the benefits associated with your account.

At this time, only Listings and Offers are updated by Visit Huntington Beach. We hope to be able to provide you with updated numbers for the other categories in the future.
Click **Listings** or **Offers** on the left-hand side of the screen to see details of the section you want to view. From this screen, you can see how many views and clicks your business listing or special offer has received on SurfCityUSA.com.

**Questions? Contact** [Heather@SurfCityUSA.com](mailto:Heather@SurfCityUSA.com).