Visit Huntington Beach Partner Portal Training Guide
Home Screen Tour

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](mailto:Heather@SurfCityUSA.com) for assistance.
This is the view you will see upon logging in to the Partner Portal. This document will review each section of the Partner Portal home screen.
The large images at the top of the screen display important information such as upcoming Partner Education Series dates, marketing campaigns you can join, and a link to the Facebook group for Partners.

On the right side of the image, you’ll find relevant information about that topic, including a button you can click to take action.

We recommend checking these images regularly to stay up to date with all the things you can participate in. To scroll through the images, use the arrows on either side of the image.
The Partner Bulletins section is used for Visit Huntington Beach to communicate important information to Partners. This might include updates from the City, important reminders, notices, recordings from previous virtual training sessions, and more.

Very important bulletins will be marked with a blue and white exclamation mark. Use the drop-down arrow at the top to sort notices by category if necessary. Click View Full to see more details, including links to more information.
The Post Board is used for Partners to communicate with each other. Occasionally you will also see VHB staff create posts.

You can share things such as new business information, important updates, or anything else you would like other partners to know.

VHB reserves the right to moderate inappropriate posts on the Post Board.

To post a new bulletin, use the blue pencil button at the top. Type in your information and click Create Post. If you need to delete one of your bulletins, use the red X in the top right corner.

You can also comment on other bulletins or email a bulletin by using the small blue icons below it.
Home Screen Icons

The icons on the left-hand side of the screen take you further into the Partner Portal so you can do things like update your business listing, add images, deals, events, and more.

You can find individual training guides for each function here:

- How to add images
- How to update your business listing
- How to add a special offer for our deals page
- How to add an event to our event calendar
- How to update your business amenities
- How to order free publications
- How to manage your account, contacts, & benefits

Questions? Contact Heather@SurfCityUSA.com.