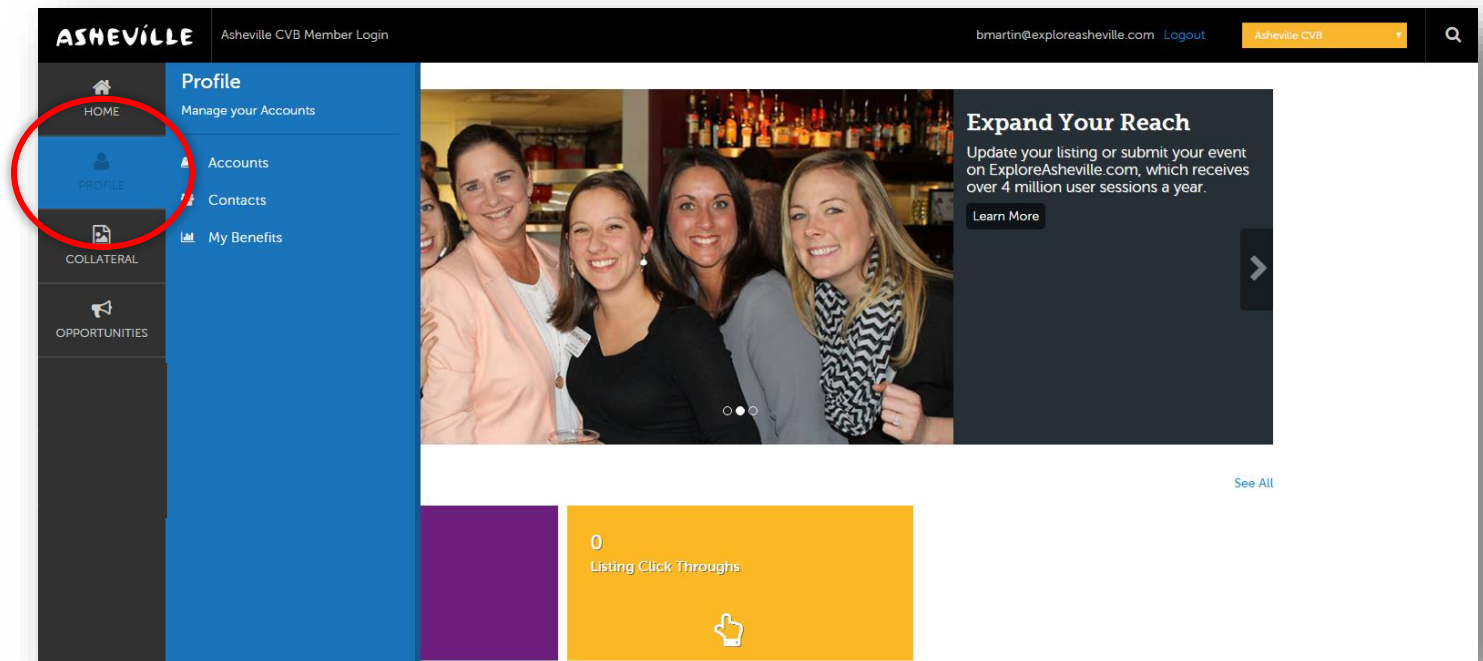# Extranet 4.0 Navigation Guide

The navigation and menu items in Extranet 4.0 are quite different than they were in Extranet 3.0 Below are the menu items along with a description of each.

PROFILE

- Accounts: Here you can view account information and edit your amenities and meeting space (if applicable). Please note that any changes needing to be made at the account level must be made by Explore Asheville. Please email Joseph Phelps at jphelps@ExploreAsheville.com with the changes you would like to make.
- Contacts: Here you can view and edit the contacts that belong to your account as well as add new contacts. If a contact no longer works with your company you can inactivate them. *Note that not all contacts have Extranet access (username & password). If you would like a contact to have Extranet access please contact Joseph Phelps at jphelps@ExploreAsheville.com.*
- My Benefits: This page contains all of your benefits statistics and data. Utilizing the filter on the left-hand side of the screen you are able to select a specific date range if you wish. Click See Details for a more in-depth look at each of them.

COLLATERAL
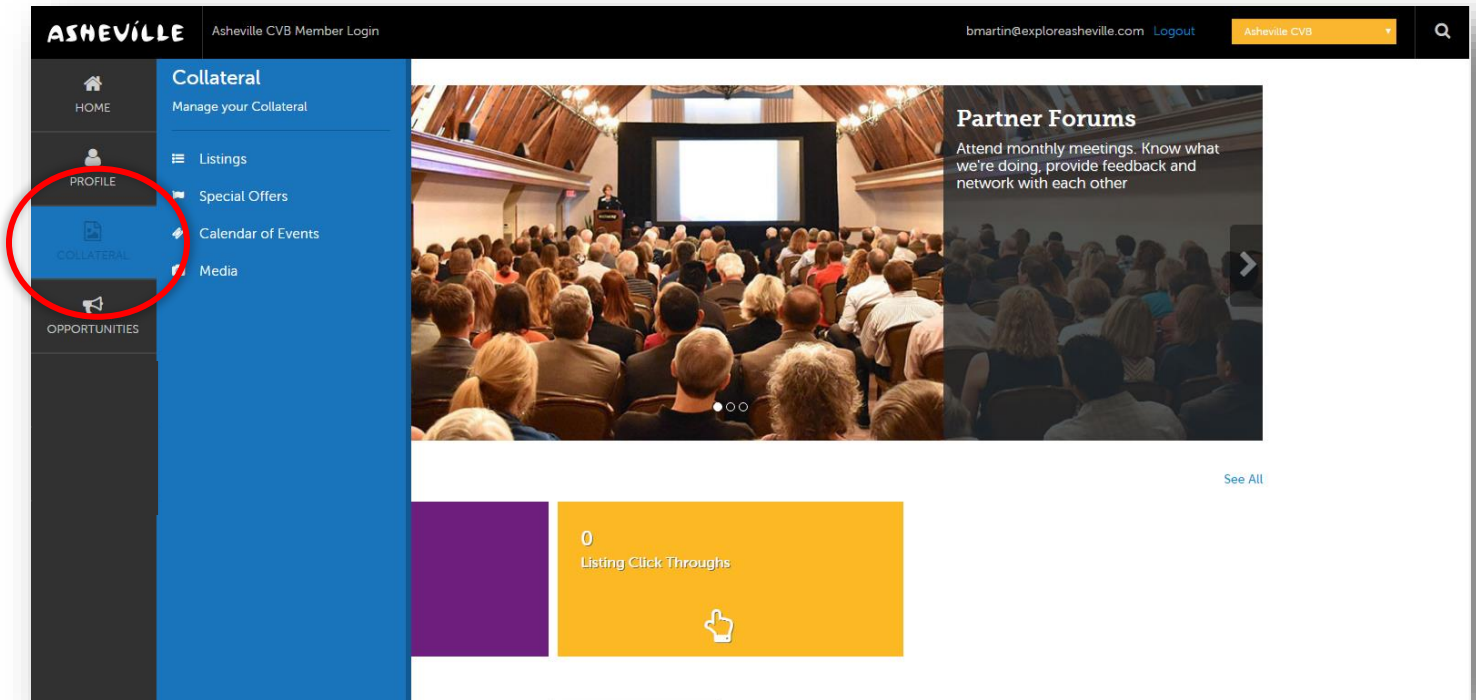
- Listings: Here you can edit your listing(s). Please see 'How To Update Your Listing on ExploreAsheville.com' for specific instructions.
- Special Offers: Here you can edit or add coupons and packages to appear on the Packages & Deals section of ExploreAsheville.com as well as attached to your listing(s). Please see 'How to Add Packages & Coupons to ExploreAsheville.com' for specific instructions.
- Calendar of Events: Here you can edit or add events to appear on the Event Calendar on ExploreAsheville.com as well as attached to your listing(s). Please see 'How to Add Calendar Events to ExploreAsheville.com' for specific instructions.
- Media: Here you can upload or delete images and videos to your account and link them to one or more listings and/or coupons and packages. Please see 'How to Add Images & Videos to Your Listing or Packages & Coupons'. NOTE: The minimum required size for images is 640 x 480 pixels prevents your images from displaying incorrectly.

OPPORTUNITIES
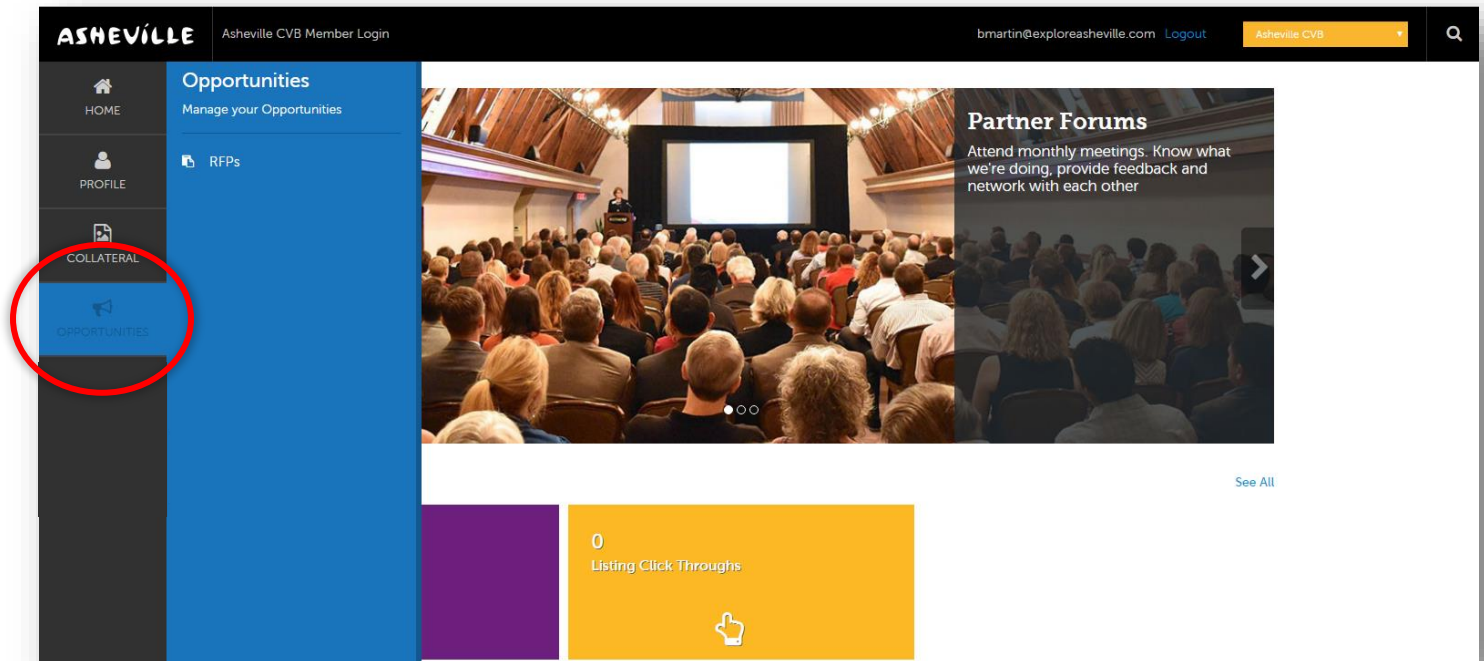
- RFPs: Here you can see and respond to leads sent by the Explore Asheville Sales Team. Please contact PartnerSupport@ExploreAsheville.com if you need training of this nature.

GENERAL INFORMATION

✓ Please note: Your changes will not automatically be visible on your listing, they will first go through an approval process that may take 48–72 hours. You will be notified via email when your changes are approved or denied.

Need help or have questions? Please contact us at PartnerSupport@ExploreAsheville.com.