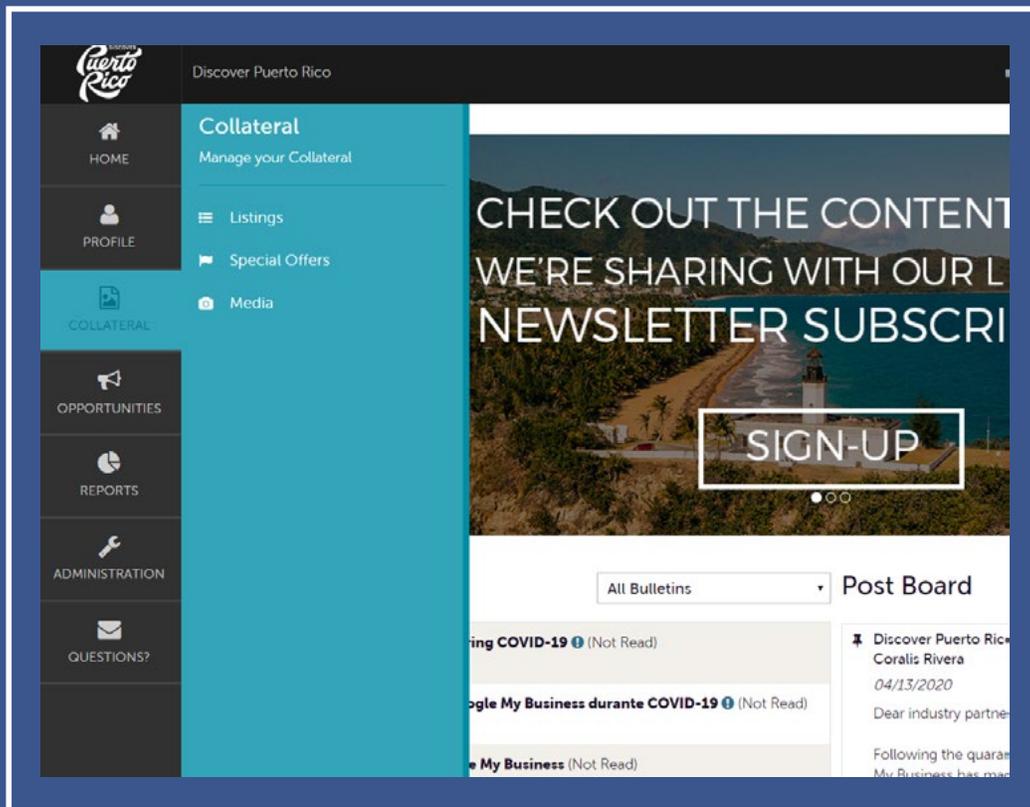


## HOW TO ADD A SPECIAL OFFER TO YOUR LISTING VIA THE EXTRANET

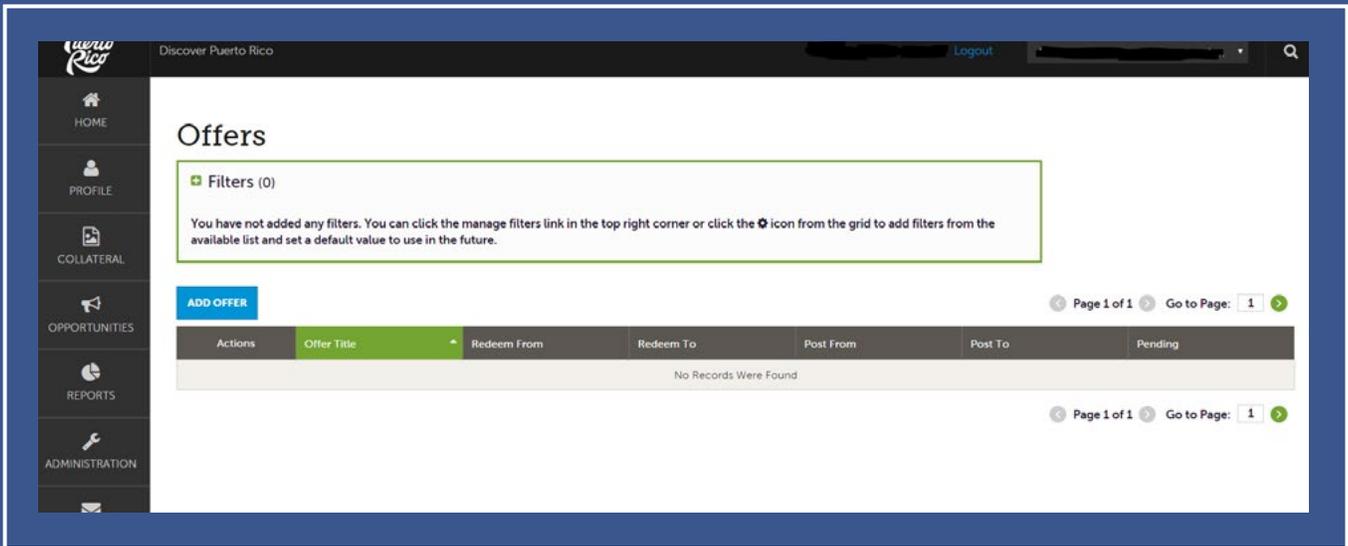
Through the extranet, you now have the ability to add and manage special offers that you'd like to offer to our island's visitors. These deals will live in an "offers directory" on the **DiscoverPuertoRico.com** site, as well as on your business listing. Keep in mind that only accommodations, tourist attractions, DMCs, and tour operators can add special offers

at this time, and they must all adhere to Discover Puerto Rico's deals and special offers **guidelines**. Your business listing will display up to three offers at a time, so be aware of this when adding offers through the extranet. At this time, the "special offers" section is limited to deals targeting only the leisure traveler.



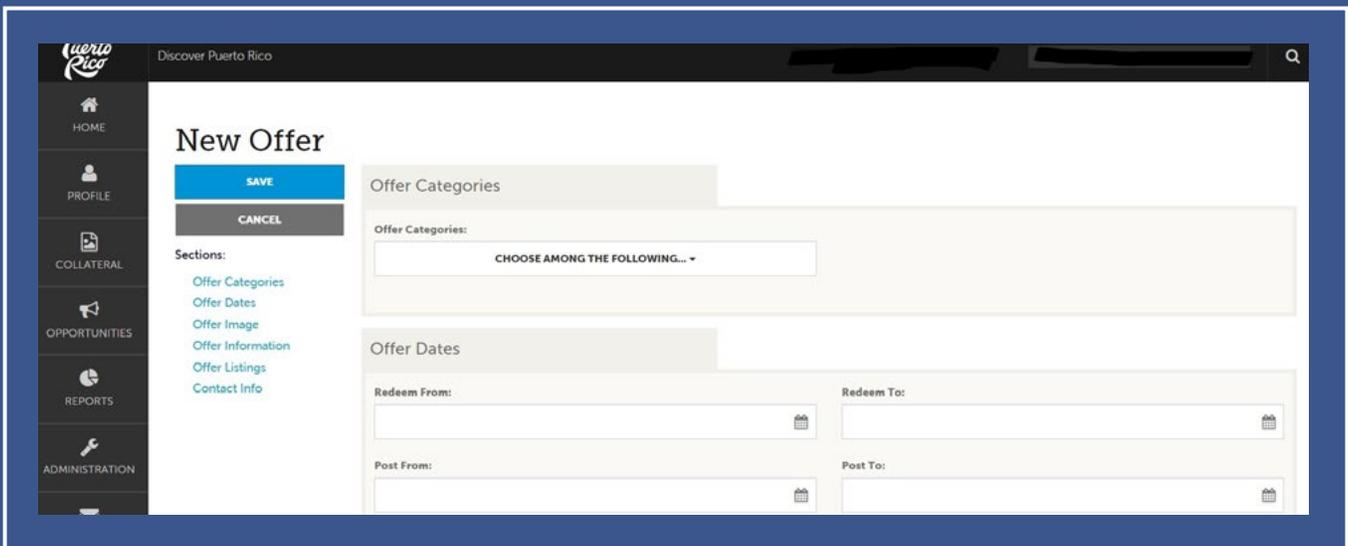
### STEPS TO ADD A SPECIAL OFFER TO YOUR LISTING:

1. In the left-hand menu, click on "Collateral."
2. Then in the pop-up menu that will appear, select "Special Offers." You'll be redirected to the "Special Offers" page, where you'll be able to add your deals.



3. To add an offer, click on the blue button that reads “Add Offer.”

4. Once you’re in the “Add Offer” page, you’ll be prompted to select your offer category. You can choose from four options: accommodations, attractions, DMCs, or tours.

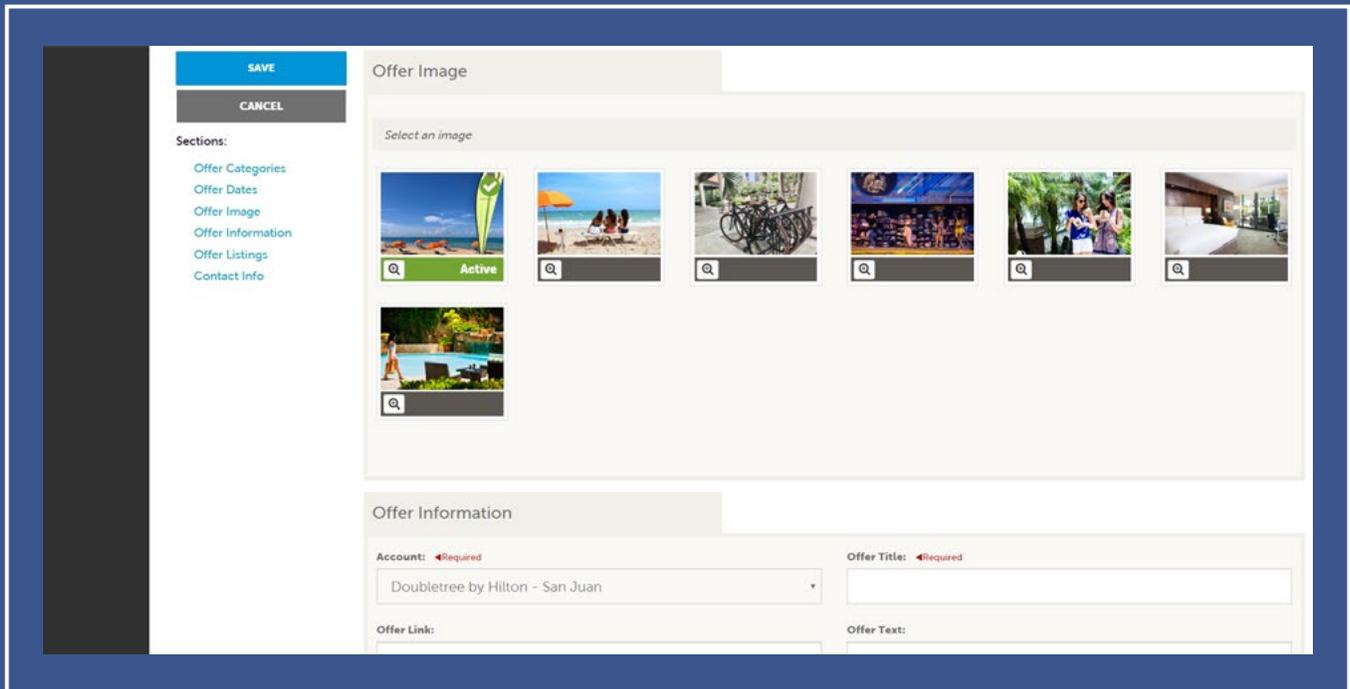


5. Afterward, move on to adding the “Offer Dates.” This component is not mandatory, but if you’d like to add a redeem period to your offer, it’s important to have this information readily visible to visitors.

6. The post’s “from” and “to” fields indicate the period that you’d like for the offer to be active on your listing. For example, if you set it to be active from May 30th to December 31st, the offer will only be visible on the DiscoverPuertoRico.com site starting on May 30th and ending on December 31st.

7. The next section, “Offer Image,” will display all of the images that are currently uploaded to your listing. Select one image that you’d like to associate with your offer by clicking on it. You’ll know you have selected the image when the thick grey line at the bottom changes from grey to green, and the word “Active” is displayed.

Note: If your listing does not have any images uploaded to it yet, you won’t have any images to choose from in the offers section. To add images to your listing, follow the steps outlined in the **Extranet Training Manual**.



8. If you have more than one account, ensure that you’ve selected the correct one under the “Offer Information” portion.

9. Proceed to fill out the rest of the “Offer Information” fields: offer title, offer link, and offer text.

10. For businesses with more than one listing (e.g., hotel, restaurant, etc.), a can’t-miss step is selecting the listing to which the offer will be assigned.

11. Next, add an email and phone number where visitors can contact you about the offer.

SAVE

CANCEL

Sections:

- Offer Categories
- Offer Dates
- Offer Image
- Offer Information
- Offer Listings
- Contact Info

Offer Listings

Offer Listings:

CHOOSE AMONG THE FOLLOWING... ▾

Contact Info

Phone number to redeem deal:

Email address to redeem deal:

12. Finally, ensure that you've saved your offer by clicking on the "Save" blue button that you'll see at the top of the screen.

Note: The offer will not be immediately published. First, it must be approved by Discover Puerto Rico's team. Once the deal's been approved, you will receive an email notification. After the approval, it'll take at least 24 hours for the system to sync with the website.

For any further questions or queries, please reach out to us at [website@DiscoverPuertoRico.com](mailto:website@DiscoverPuertoRico.com) and our team will get back to you.