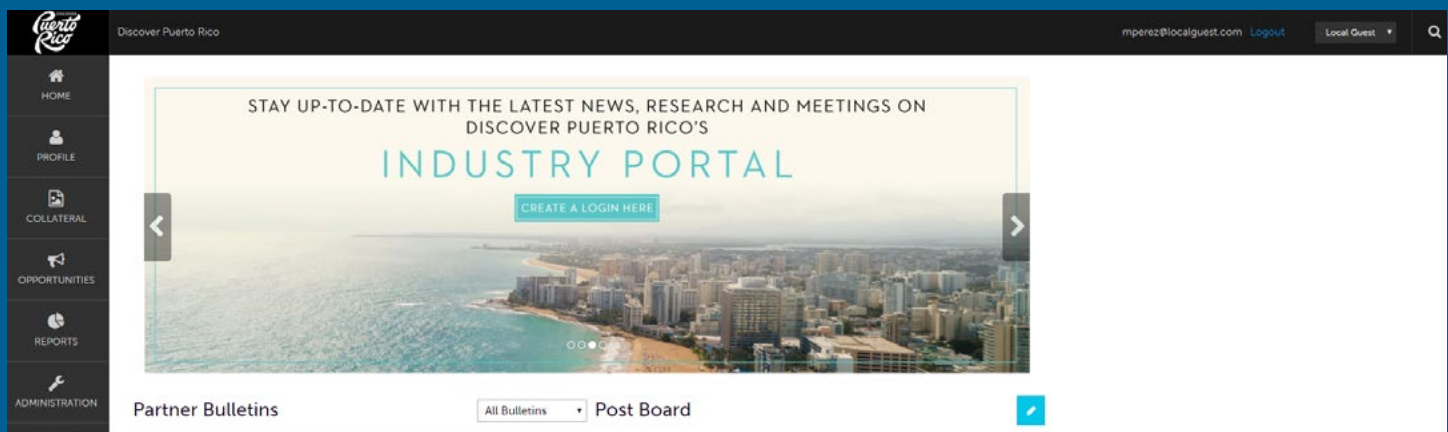


HOW TO ADD IMAGES TO YOUR LISTING?

Within Discover Puerto Rico's extranet, you can make your business listing stand out by adding attractive high-resolution images to your profile. Images used should always be horizontal and should not feature any logos or overlay text. When choosing which pictures to upload, always select photos that

accurately represent your business, never use stock imagery, and if your business doesn't have a physical location then use images that highlight the experience/services that you offer. More importantly, to avoid infringement to copyright laws, please always use images to which you have exclusive rights to.



ADDING IMAGES TO YOUR LISTING:

1. In the left-hand menu, click on "Collateral."
2. In the pop-up menu that will appear, click on "Media."
3. Click on the blue "Add New Media" button, you'll be redirected to the image upload page.
4. Select the image you wish to upload by clicking on the blue "Browse" button or by dragging it to the upload box.
5. On that screen, please fill out the mandatory fields:
 - A. Title: two to three-word description of the image (e.g. "Front entrance")
 - B. Type: choose from logo, image, or YouTube video

The screenshot shows the 'New Media' upload interface. On the left is a navigation sidebar with options like HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION, and QUESTIONS?. The main form area is titled 'New Media' and contains a 'Media Information' section. This section includes a 'SAVE' button, a 'CANCEL' button, and a 'Sections:' dropdown menu currently set to 'Media Information'. The form fields are: 'Account:' (required) with a dropdown showing 'Local Guest'; 'Title:' (required) with an empty text box; 'Type:' (required) with a dropdown showing '--Choose One--'; 'Sort Order:' with an empty text box; 'Description:' with a large text area; and 'Listings:' with a dropdown menu showing 'CHOOSE AMONG THE FOLLOWING...'. The top of the page shows the 'Discover Puerto Rico' logo and user information: 'mperez@localguest.com Logout Local Guest'.

6. The “Description” field is optional, but we recommend using it to offer site visitors a brief description of the image you’re sharing.
7. At the bottom of the upload screen, you’ll find a “Listings” dropdown menu. Accounts with just one listing will have just one option that they must choose. However, if you have more than one listing, then ensure you’re selecting the listing that corresponds to the image that you’re uploading.
8. Once you’ve completed these steps, click the blue “Save” button that appears on the left-hand corner of the page.

Tip Box:

Pro-tip: when uploading your images, you can determine the order in which they will appear on your business listing by filling out the “Sort Order” box. So, if you’re uploading a shot that’s worthy of the spotlight, then fill out the box with “1.”

For any further questions or queries, please reach out to us at website@discoverpuertorico.com and our team will get back to you.