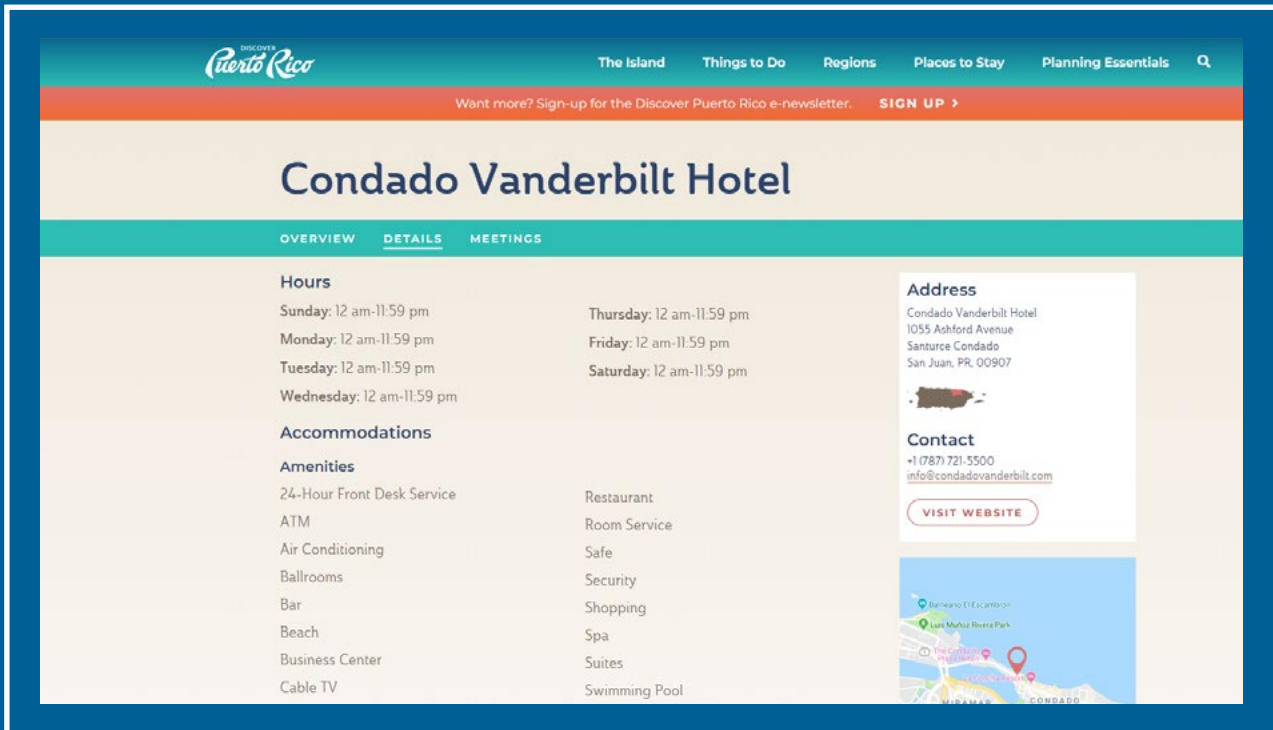


HOW TO EDIT YOUR LISTING'S DETAILS TAB?

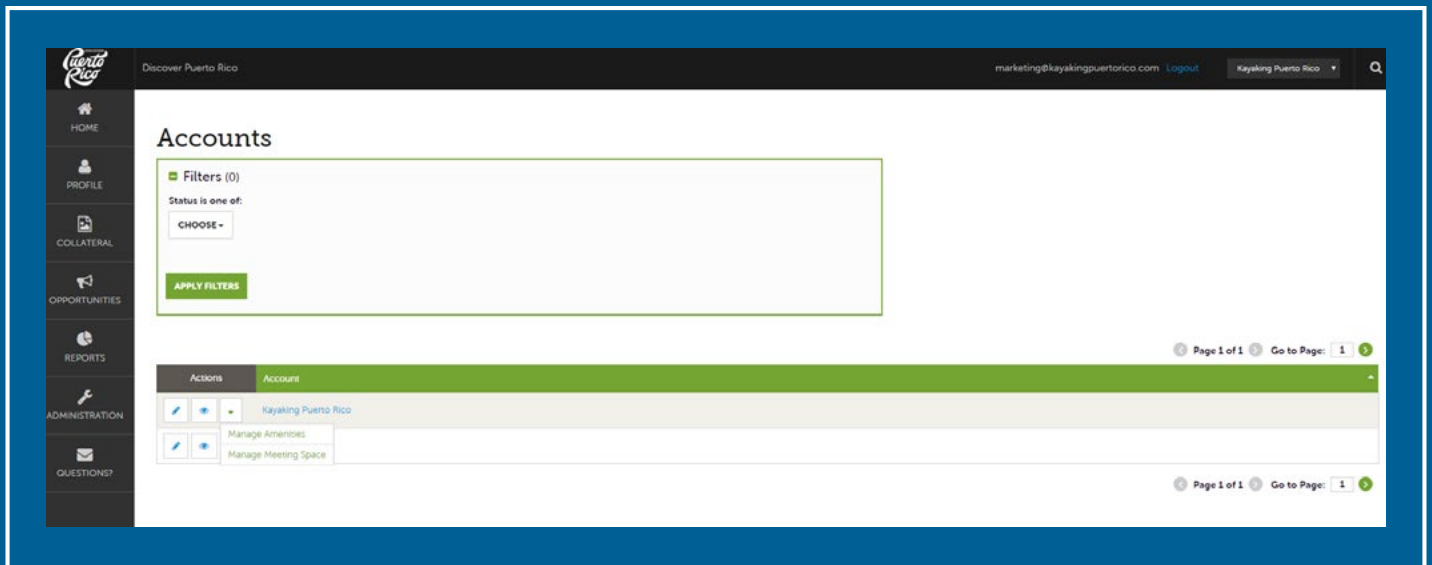
The details tab within your discoverpuertorico.com business profile houses your business' hours of operation, amenities, and characteristics. Once your business' main listing description and pictures have caught users' attention, this tab is where site visitors will click on to find out more about your business. Through our extranet, you have

the ability to manually fill out your hours of operation and select your business amenities and characteristics from a predetermined set of options. When editing these details, always double-check that your hours of operation are up-to-date and that the selected amenities and characteristics accurately represent your business.

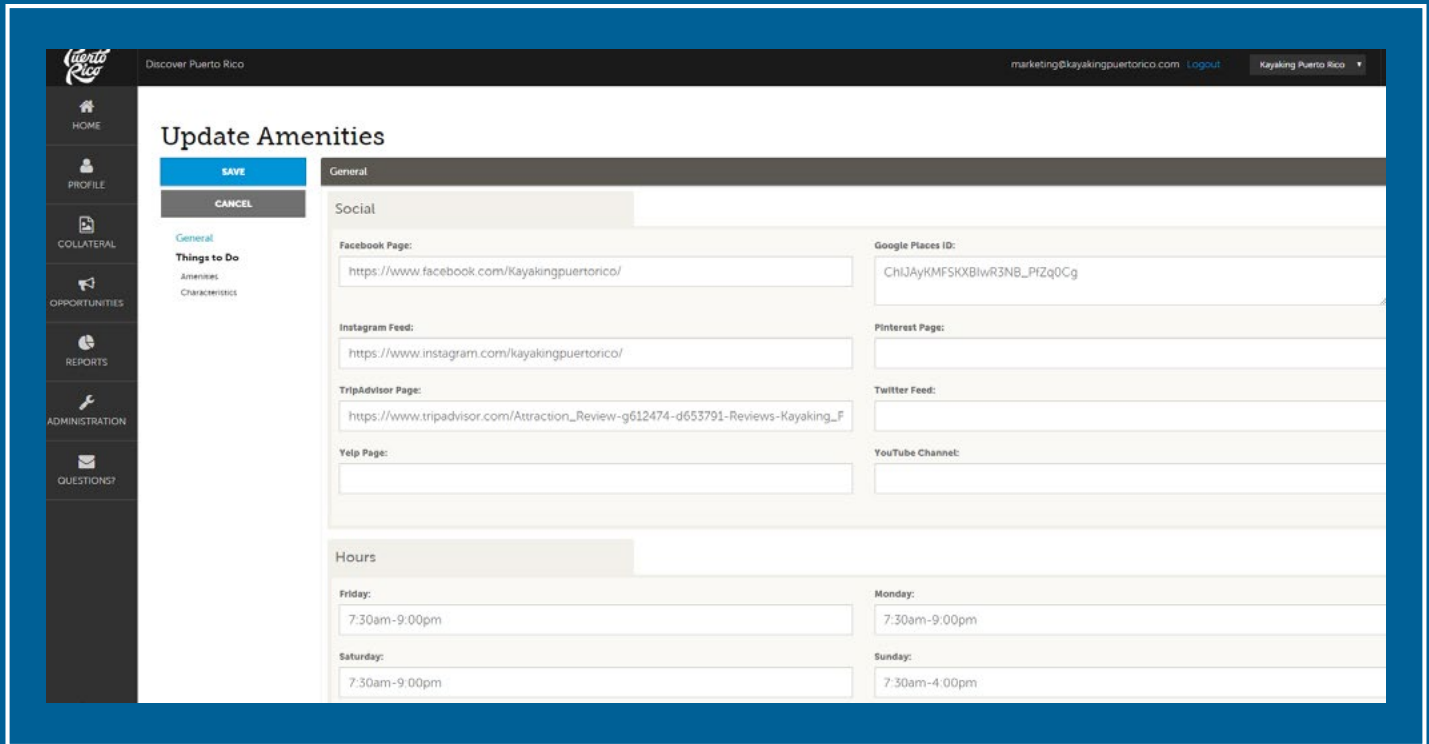


STEPS TO EDIT THE DETAILS TAB INFORMATION:

1. In the left-hand menu, click on "Profile."
2. In the pop-up menu that will appear, click on "Accounts."



3. Click on the green down arrow, that you'll find next to the name of the account that you wish to edit.
4. A pop-up menu with two options will appear, select "Manage Amenities."
5. Once you're in the "Update Amenities" page, you'll be able to edit your social media and review site profile links, hours of operation, characteristics, and amenities.
6. To update your social media and review site links, copy the links and paste them to the designated fields.
7. When adding your hours of operation, ensure that they're in the following format: 7:30am-9:00pm.
8. At the bottom of the page, you'll find a predetermined list of characteristics and amenities, please only select the ones that apply to your business.
9. A characteristic or amenity has been selected when the "YES" box is shown in green instead of grey.
10. Once you're done with your changes, click on the blue "SAVE" button that appears on the left-hand corner of the page.



Pro Tip:

If you have more than one location or businesses (e.g. multiple restaurants or vacation villas), but your current account set-up has only one “account” with one set of amenities, our team can help you change this set-up so that you can have a custom “details” tab per location or business. To request this adjustment, please reach out to us at website@discoverpuertorico.com.

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