

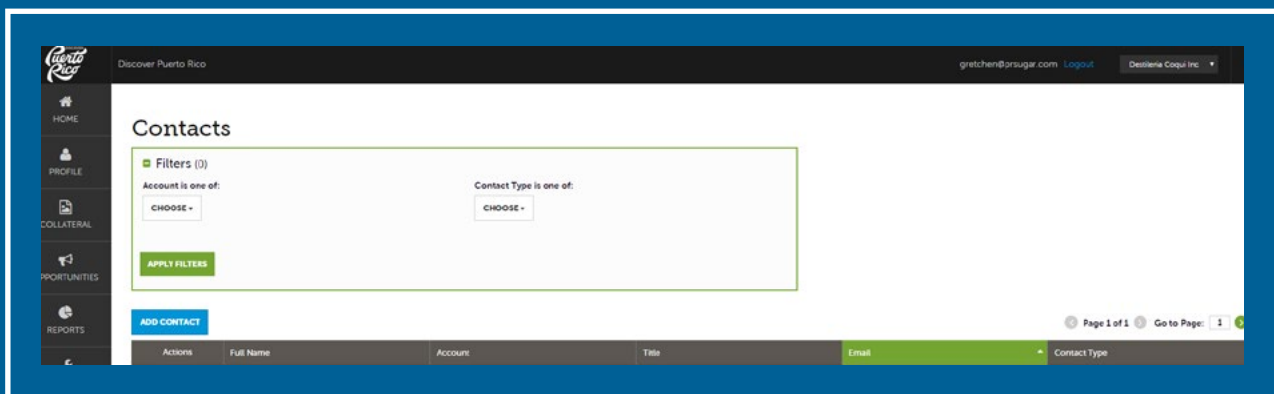
MANAGING YOUR ACCOUNT'S CONTACTS

Accounts housed within Discover Puerto Rico's database can have multiple saved contacts. While these contacts won't be visible on your discoverpuertorico.com listing, they are visible and highly useful for Discover Puerto Rico's internal staff. Additionally, only added contacts can receive access to the extranet and its full features. Through the extranet, you have the opportunity

of verifying/editing your account's saved contacts, as well as adding new contacts. However, it's important to note that only Discover Puerto Rico's web content team can delete existing contacts. So, if you are seeking to delete any contacts (e.g. employees that are no longer at your company), you must email us at website@discoverpuertorico.com.

MANAGING YOUR ACCOUNT'S CONTACTS:

1. In the left-hand menu, click on "Profile."
2. In the pop-up menu that will appear, click on "Contacts." You'll be redirected to the main page for adding or editing your contacts.



3. To add a new contact, click on the blue "add contact" button that you'll find above your contact list.
4. Once in the "new contact" form you'll find the fields to input the "contact information." The required fields are last name, first name, full name, title, and email.

5. If you have more than one account, please select under which account this new contact should be saved.
6. In this area, you are also directed to select the “contact type” (primary or secondary).
7. Under the fields for “Phone Information,” please add a phone number where this contact can be reached.
8. Once you’re done with your changes, click on the blue “SAVE” button that appears on the top left-hand corner of the page.

Pro Tip:

When you add a new contact to your account, they will not receive automatic access to the extranet. If you want this new contact to receive access to the extranet, you must email us at website@discoverpuertorico.com. Likewise, if an existing contact still hasn’t received their login credentials for the extranet, they must also [email us](#).

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