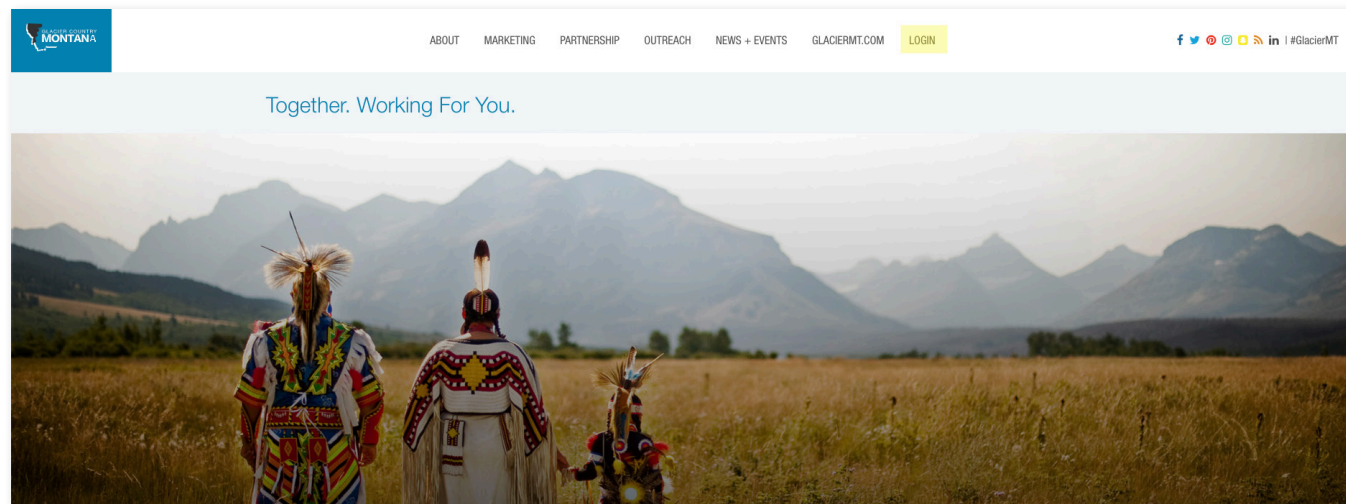
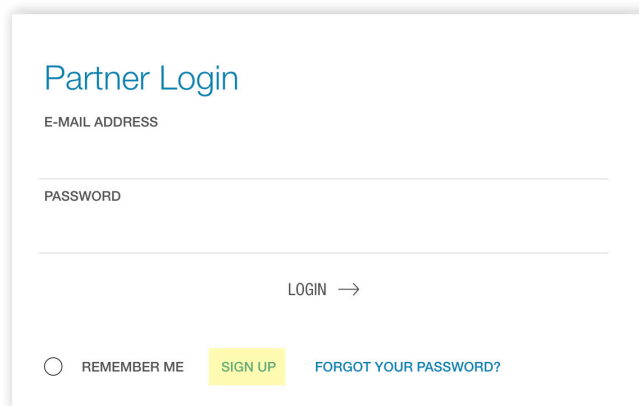


## CREATING AN ACCOUNT

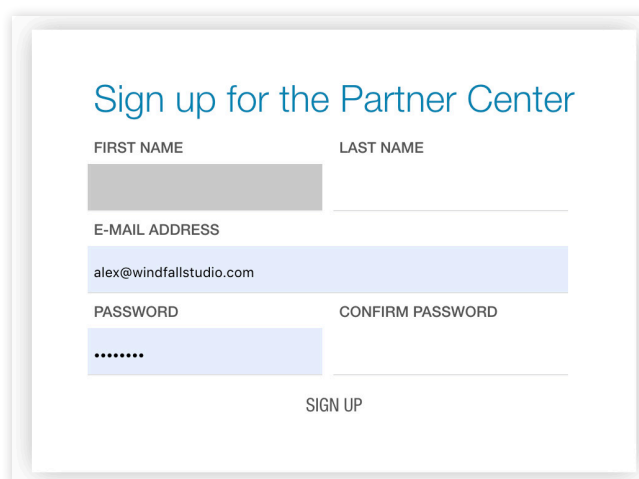
1. In the top navigation, click “Login.”



2. Click “Sign Up.”

A screenshot of the "Partner Login" form. It has a title "Partner Login" and two input fields: "E-MAIL ADDRESS" and "PASSWORD". Below the fields is a "LOGIN →" button. At the bottom, there is a radio button for "REMEMBER ME", a yellow "SIGN UP" button, and a link for "FORGOT YOUR PASSWORD?".

3. Fill out your information and click “Sign Up.”

A screenshot of the "Sign up for the Partner Center" form. It has a title "Sign up for the Partner Center" and several input fields: "FIRST NAME", "LAST NAME", "E-MAIL ADDRESS" (with the example "alex@windfallstudio.com"), "PASSWORD", and "CONFIRM PASSWORD". Below the fields is a "SIGN UP" button.

4. A confirmation code will be sent to the email address associated with your Glacier Country Tourism partner account. The Partner Center will prompt you to type in the code you received. In the future, you will type in your email address and newly created password and click “Login.”

### Partner Login

E-MAIL ADDRESS


PASSWORD

LOGIN →

☐ REMEMBER ME
 [SIGN UP](#)
[FORGOT YOUR PASSWORD?](#)

5. Pick which business you would like to manage.


Which business would you like to manage?



Windfall Inc


ACTIVE

- a. Once you have made your selection, the business's website listing will appear.



[HOME](#)
[ABOUT](#)
[MARKETING](#)
[PARTNERSHIP](#)
[OUTREACH](#)
[NEWS + EVENTS](#)
[GLACIERMT.COM](#)
[LOGOUT](#)

[f](#)
[t](#)
[g+](#)
[v](#)
[in](#)
[i](#)
[#GlacierMT](#)



WINDFALL INC

EDIT: [BUSINESS INFORMATION](#) [IMAGES](#) [EVENTS](#) [DEALS](#)

LISTING OPTIONS

- Information
- Images
- Events
- Deals

MY ACCOUNT

- My Business
- Bill Pay
- Order Guides
- B2B Leads
- Consumer Leads
- Partner Badges
- Photo Gallery

FORUMS

### Windfall Inc

ACTIVE

**DESCRIPTION**

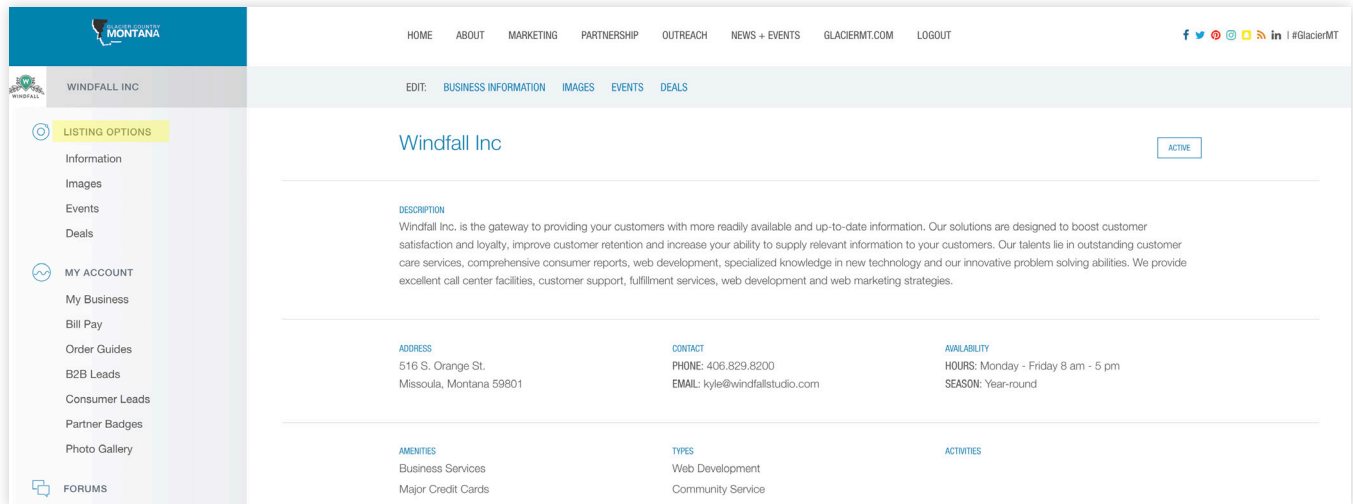
Windfall Inc. is the gateway to providing your customers with more readily available and up-to-date information. Our solutions are designed to boost customer satisfaction and loyalty, improve customer retention and increase your ability to supply relevant information to your customers. Our talents lie in outstanding customer care services, comprehensive consumer reports, web development, specialized knowledge in new technology and our innovative problem solving abilities. We provide excellent call center facilities, customer support, fulfillment services, web development and web marketing strategies.

<p><b>ADDRESS</b></p> <p>516 S. Orange St. Missoula, Montana 59801</p>	<p><b>CONTACT</b></p> <p>PHONE: 406.829.8200 EMAIL: kyle@windfallstudio.com</p>	<p><b>AVAILABILITY</b></p> <p>HOURS: Monday - Friday 8 am - 5 pm SEASON: Year-round</p>
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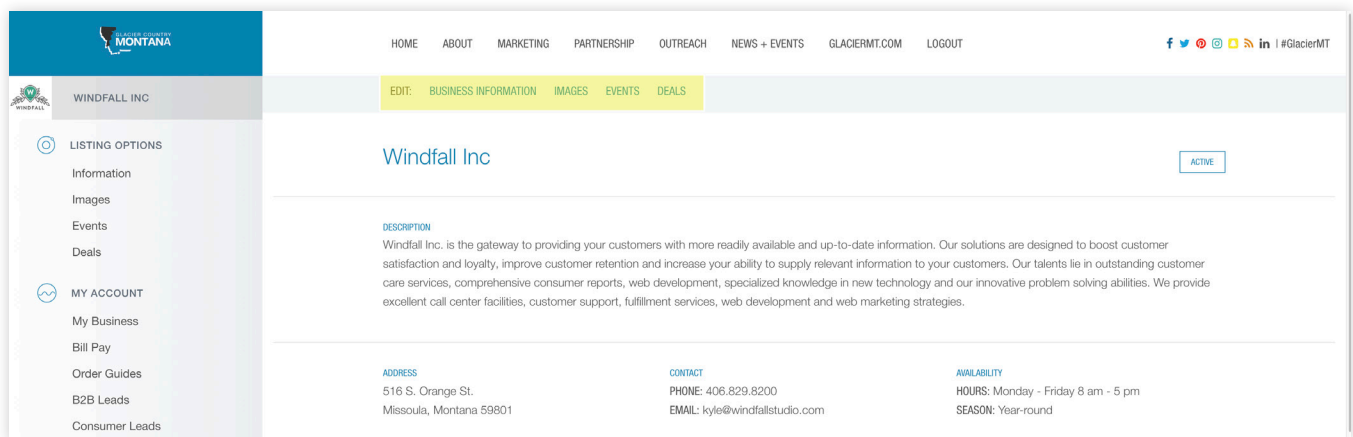
<p><b>AMENITIES</b></p> <p>Business Services Major Credit Cards</p>	<p><b>TYPES</b></p> <p>Web Development Community Service</p>	<p><b>ACTIVITIES</b></p>
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## HOW TO UPDATE WEBSITE LISTINGS

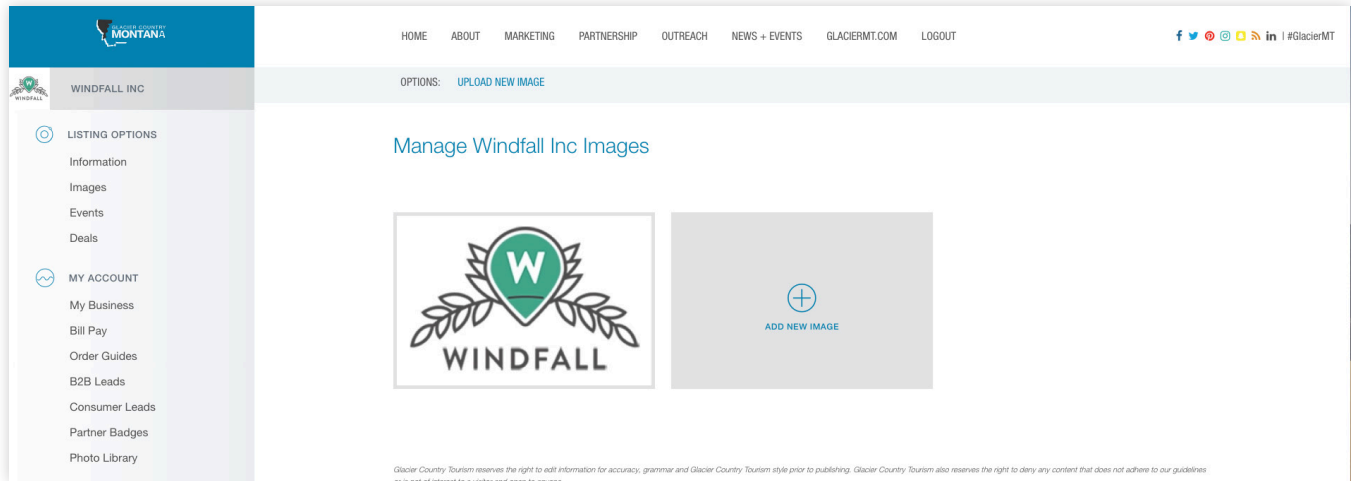
1. Under “Listing Options” on the left side navigation bar, you can update your website listing, add or delete website listing images, and add events and deals. Glacier Country Tourism reserves the right to edit this information to match our style guide for consistency, length and clarity. All revisions must be approved by Glacier Country Tourism. They will be reviewed within two businesses days and can be tracked on the bottom of the webpage under “Revisions.”



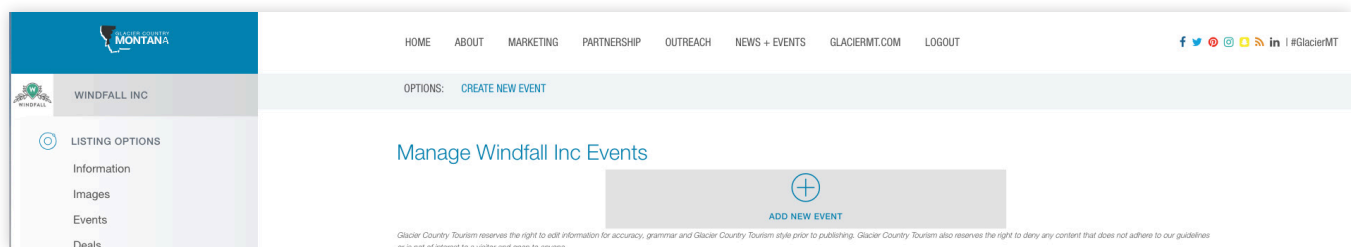
2. To the right of the business name, next to “EDIT,” click on the corresponding information to change. Click “Business Information” to update your website listing.\* Note that changes made on the Partner Center only apply to your website listing, not your Glacier Country Travel Guide listing. Contact your partnership specialist [holly@windfallstudio.com](mailto:holly@windfallstudio.com) if you would like to make changes to your travel guide listing.



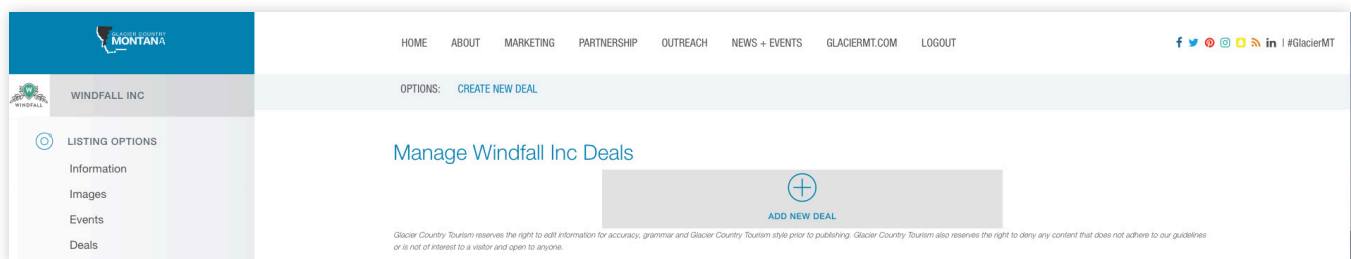
3. Click “Images” to upload or delete website listing photos. Mouse over an image for the chance to delete it.



4. Click “Events” to add an event listing to [glaciermt.com/events](http://glaciermt.com/events).



5. Click “Deals” to add a special offer to [glaciermt.com/deals](http://glaciermt.com/deals).



6. All updates will go through an approval process, so your changes may take up to two days to appear on the site.

\*To change your business community, type, activities, amenities, or payment methods, please contact your partnership specialist [holly@windfallstudio.com](mailto:holly@windfallstudio.com).

## HOW TO MANAGE YOUR ACCOUNT

1. Under “My Account” on the left side navigation bar, you can pay bills, order guides and access leads, partner badges and the photo library.
2. Click “Bill Pay” to pay your bills with a credit card.

The screenshot shows the 'Make a payment' page. On the left is a navigation menu for 'WINDFALL INC.' with options: LISTING OPTIONS, MY ACCOUNT, and MY BUSINESS. 'MY BUSINESS' is expanded, showing 'Bill Pay' (highlighted), Order Guides, B2B Leads, Consumer Leads, and Partner Badges. The main content area is titled 'Make a payment' with a note: 'All fields are required to make a payment.' Below this is a 'Purchaser Information' form with fields for First Name, Last Name, Business Name, Email, Address, City, State, and Zip Code.

3. Click “Order Guides” to have Glacier Country Travel Guides shipped to your location free of charge.

The screenshot shows the 'Order Travel Guides in Bulk' page. The left navigation menu is the same as in the previous screenshot, but 'Order Guides' is highlighted under 'MY BUSINESS'. The main content area is titled 'Order Travel Guides in Bulk' and includes a 'QUANTITY OF BOXES (39 GUIDES PER BOX)' field. Below this is a 'Shipping Information' section with fields for First Name, Last Name, Physical Address, City, State, Postal Code, and Country. A 'SUBMIT ORDER' button is at the bottom. On the right, a sidebar titled 'MY GLACIER COUNTRY' lists links: Partner Login, Partner Benefits, Apply for Membership, Add an Event, Order Travel Guides, and Make a Payment.

4. Click “B2B Leads” for free access to business-to-business leads from travel trade shows.

The screenshot shows the 'Business to Business Leads' page. The left navigation menu is the same, but 'B2B Leads' is highlighted under 'MY BUSINESS'. The main content area is titled 'Business to Business Leads – Group Tour, International, Meetings and Conventions'. It contains text about Glacier Country Tourism's experience with group tours and international travel, and a note about privacy laws (GDPR). A sidebar on the right titled 'MY GLACIER COUNTRY' lists links: Partner Login, Partner Benefits, Apply for Membership, Add an Event, Order Travel Guides, and Make a Payment.

5. Click “Consumer Leads” and fill out the form to request low-cost consumer leads.

The screenshot shows the 'Request Qualified Leads' page. On the left is a sidebar with a menu: LISTING OPTIONS (Information, Images, Events, Deals), MY ACCOUNT (My Business, Bill Pay, Order Guides, B2B Leads, Consumer Leads, Partner Badges, Photo Library), and FORUMS. The 'Consumer Leads' option is highlighted. The main content area has a title 'Request Qualified Leads' and a paragraph: 'Partners can purchase qualified consumer leads from the 200,000+ consumer leads we generate each year. Each lead costs \$.10, and you can either request a certain number of leads or request a dollar amount worth of leads.' Below this is a form with two sections. The first section asks 'How many leads would you like to receive?' with input fields for MINIMUM and MAXIMUM. The second section asks 'What is your budget range?' with input fields for MINIMUM and MAXIMUM. There is a 'Comments' text area and a blue 'SUBMIT' button at the bottom. On the right side, there is a 'MY GLACIER COUNTRY' section with links: Partner Login, Partner Benefits, Apply for Membership, Add an Event, Order Travel Guides, and Make a Payment.

6. Click “Partner Badges” to download a Glacier Country logo to place on your website.

The screenshot shows the 'Partner Badges' page. The sidebar is the same as in the previous screenshot, with 'Partner Badges' highlighted. The main content area has a title 'Partner Badges' and a paragraph: 'Choose the right badge color to complement your webpage design. Glacier Country Tourism has seven different colors to meet your needs.' Below this is a list of color options: Brown, Blue, Green, Yellow, White, Light Gray, and Gray. A preview of the 'GLACIER COUNTRY MONTANA PARTNER' badge is shown. Below the preview is a code snippet: `<a href='http://www.glaciermt.com?ref=257' target='_blank'><img src='http://member'...`. On the right side, there is a 'MY GLACIER COUNTRY' section with links: Partner Login, Partner Benefits, Apply for Membership, Add an Event, Order Travel Guides, and Make a Payment.

7. Click “Photo Library” to access regional photos you can use in your marketing materials.

The screenshot shows the 'Photo Library' page. The sidebar is the same as in the previous screenshots, with 'Photo Library' highlighted. The main content area has a title 'Photo Library' and a paragraph: 'Promote your business with Glacier Country Tourism's high-quality regional imagery. The following instructions will teach you how to access and use our extensive photo library to help your business reach visitors.' Below this is a thumbnail image of a photo gallery. On the right side, there is a 'MY GLACIER COUNTRY' section with links: Partner Login, Partner Benefits, Apply for Membership, Add an Event, Order Travel Guides, and Make a Payment. At the bottom of the page, there is a section titled 'Creating an Account' with a paragraph: 'Creating a user account will allow you to access our photo library. The information you provide will not be shared with third parties; it will only be used to give you access to relevant photos. Follow these instructions:'.



Holly Kuehlwein  
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and Partnership Specialist

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406.829.8200