


## GLCVB Member Portal Access Request Form

	Account Name:	
	Contact Name:	
	Title:	
	Email Address:	
	<p><i>Note: this is the email address the GLCVB will use for all communications with you. Please review the “how to add an email to your whitelist” in the partner bulletins section of the member portal to ensure these emails get through safely to your inbox.</i></p>	

Mark to request	<b>Permission Requested</b> – with definitions
	<b>Post Board</b> – can post on board for all members to see/respond
	<b>Update Member/Partner Records</b> – can view and edit account information
	<b>Amenity Access</b> – can update amenities (displayed on Lansing.org and LansingSports.org/printed in Greater Lansing Visitor Guide)
	<b>View Contacts</b>
	<b>Add Contacts</b>
	<b>Benefit Summary Access</b> – view details of member benefits
	<b>Receive Invoices</b> – view/print GLCVB Membership and Event related invoices
	<b>Listing Access</b> – Website listings for Lansing.org and LansingSports.org
	<b>Special Offer Access</b> – Create coupons and special offers accessible on above websites
	<b>Manage Calendar of Events</b> – Add public events to the lansing.org/lansingsports.org calendars
	<b>Media Access</b> – manage your account media (photos, videos, logos, etc.)
	<b>Allow Materials Requests</b> – Order Visitor Guides for pick up at GLCVB office
	<b>Sales RFP Catcher</b> – acts as internal lead distributor; receives all leads and notifications, assigns each to appropriate staff person for follow up
	<b>Sales RFP Contact</b> – Receives and responds to leads for meetings, conventions, sports
	<b>Tour RFP Contact</b> – Receives and responds to leads for tour operators
	<b>Media Lead Contact</b> – Receives and responds to leads for travel writers
	<b>View Reports</b> – Enables access to reports tab; currently limited to lead summary report for hotel/meeting facilities
	<b>Pickup Manager</b> – Hotels only; enters # of rooms utilized by group at conclusion of event
	<b>View Member/Partner Records</b> – View access to account information

By requesting access, you agree to keep your login information confidential and further agree that you will not share information obtained through that access with unauthorized parties.

Please return via fax to 517-487-5151 or via email to [bhoschner@lansing.org](mailto:bhoschner@lansing.org)