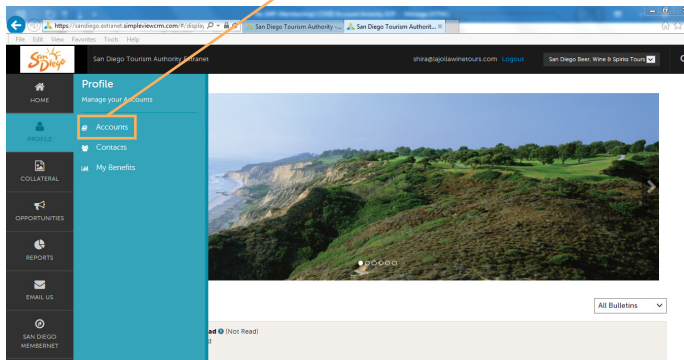


EXTRANET

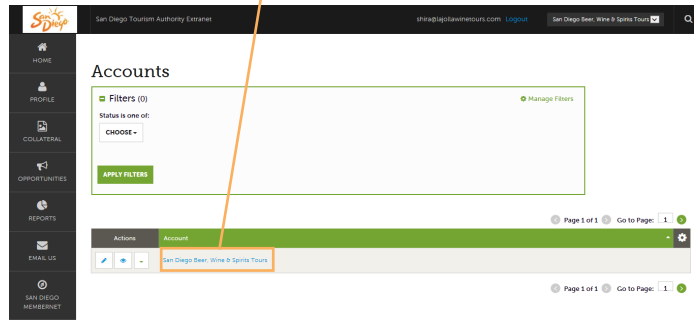
HOW TO UPDATE YOUR COVID 19 ACCOUNT AMENITIES

1 Log into the Extranet/Simpleview system <https://sandiego.extranet.simpleviewcrm.com>

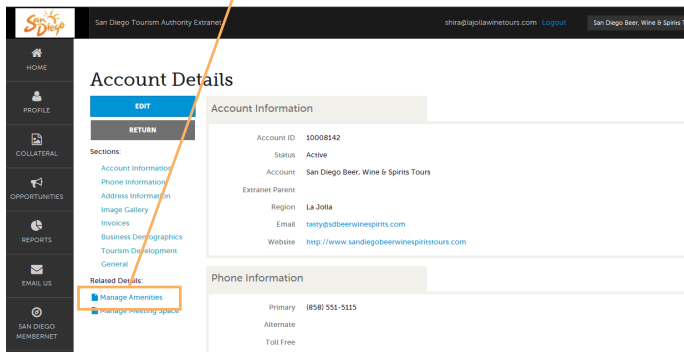
2 Select Profile -> Accounts



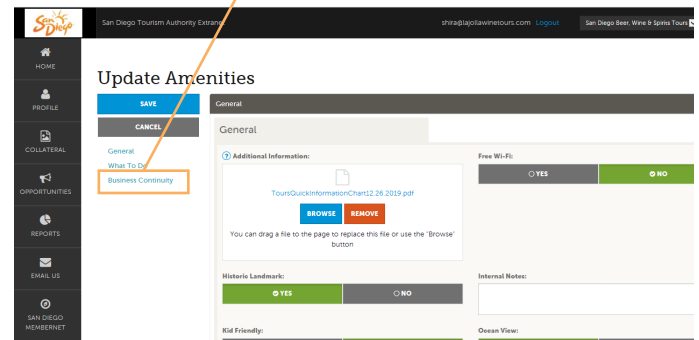
3 Select the Account Name



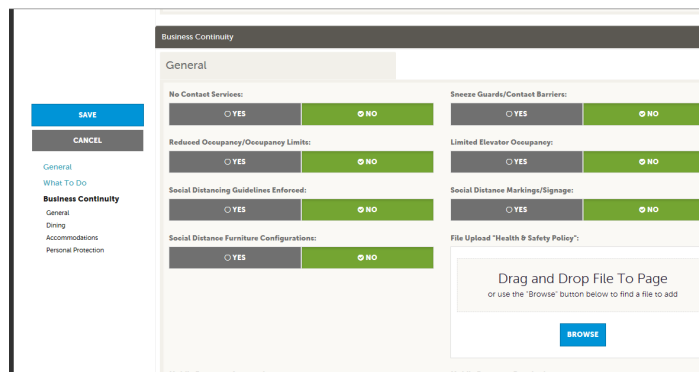
4 Select Manage Amenities.



5 Select Business Continuity.



6 Update details.



7 Click save once all changes are made.

