

CATEGORY TAGGING INSTRUCTIONS

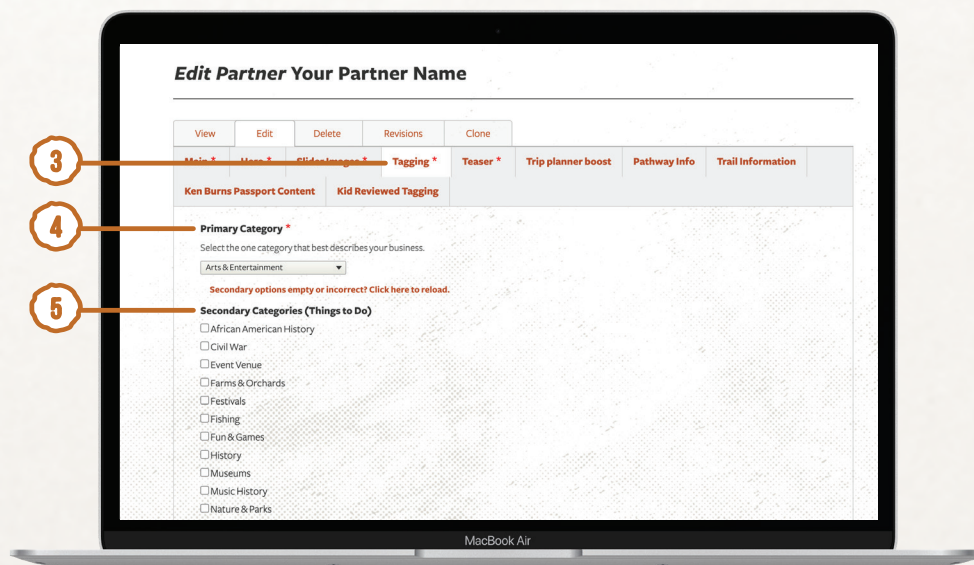
Tagging in the Partner Portal gives potential travelers a better experience on our site and make your partner page easier to find. You will need to choose a primary category to tag your page. Based on that selection, additional tagging options will be available.

Please log in and follow the directions below to update the tagging on your partner page. The process is simple and should only take a few minutes.

Note: If you do not update your page, we will eventually tag it for you with only the primary category and you will lose the benefits of additional tagging. Even if you've previously chosen a primary category, we will edit pages that have been tagged with subcategories not related to their primary category.

HOW TO TAG YOUR PAGE

1. Log in to the Partner Portal.
2. Click EDIT to the right of the page you want to update.
3. Scroll to the bottom of Essential information to the tagging section.
4. Choose one primary category that is most relevant to your business.
5. After selecting your primary category, additional subcategory tagging options will appear that are related to your selection.



CONTACT TOTO FOR HELP

If you need categories not currently provided, please contact your division manager.

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