

How to update your business listing by responding to an Email Reminder:

Step 1:

- Open up the email received from the Montana Office of Tourism and click on the word “link”

This is the first of 4 quarterly reminders you'll receive from the Montana Office of Tourism encouraging you to review your listing on visitmt.com before it expires on **/**/****.

You have 12 months to review and update your listing. We encourage businesses to review their listing on a quarterly basis to see if there are any changes that need to be made to your listing. For example; a change in seasonal business hours, seasonal photo update from winter to summer, or any changes to contact person or information.

Please login to business.visitmt.com ([link](#)), review and update your listing as needed.

Your listing will expire on **/**/**** only if you haven't reviewed it by that date. You will get no more quarterly reminders before your listing expires and you can update your listing any time between those notifications as well.

If you have any questions, please call 406.841.2788 for assistance.

- Or your email may look like this and then you would click the word “here”

The Montana Office of Tourism has exciting news; you can now keep your information on visitmt.com up-to-date via our new business resource portal, <http://business.visitmt.com>. To get started, click the link at the bottom of this email, claim your listing and make updates. The link provided will direct you the Montana E-pass page where you will login using your Google, AOL, or Yahoo account or create a new one if you don't already have one.

Once logged in, it will automatically provide access to all the information that is currently being displayed on <http://visitmt.com>. If the link does not work, please copy the link and paste it into your browser.

Images are a powerful promotional tool and Visitmt.com is now featuring images in a larger format. Please remove all old historic images and upload 6 new high resolution photos to be displayed with your listing.

Review your description and update your social links. Moving forward, your listing will need to be reviewed once a year. That means you have one year to login to business.visitmt.com (link), review your listing and update any information as needed. If your listing does not require any updates, you must proceed to the bottom of the page and click the “Save” button. A dialogue box will appear for notes; in the notes please state, “no changes”. We'll send you a reminder, but if your listing is not reviewed within a year from today's date, it will expire and will no longer display on visitmt.com.

Again, please review and edit your listing with any updates, to make sure that your business continues to be displayed on VisitMT.com. If you have any questions, please call Jan Wirak at 406-841-2788.

Access your listing here [here](#)

Step 2:

This will take you to the online business resource tool, where you will create a login to the Montana e-pass system, or log into the Montana e-pass system:

MONTANA
OFFICE OF TOURISM LISTINGS

 **TOURISM INDUSTRY ACCESS**

SUPPORT CENTER

The Montana Office of Tourism has updated how we collect and store information about Montana tourism related businesses, attractions, and events. We now allow authorized business representatives to update their information online via a web browser.

Here you can manage all the information for any businesses you currently have listed on VisitMT.com, M.VisitMT.com, SkiMT.com or WinterMT.com, and create new listings for tourism related businesses, attractions and events.

PLEASE NOTE:The Office of Tourism will now only send paper

TO START:

First you must create a user account with Montana's ePass system.

[CREATE IT NOW](#)

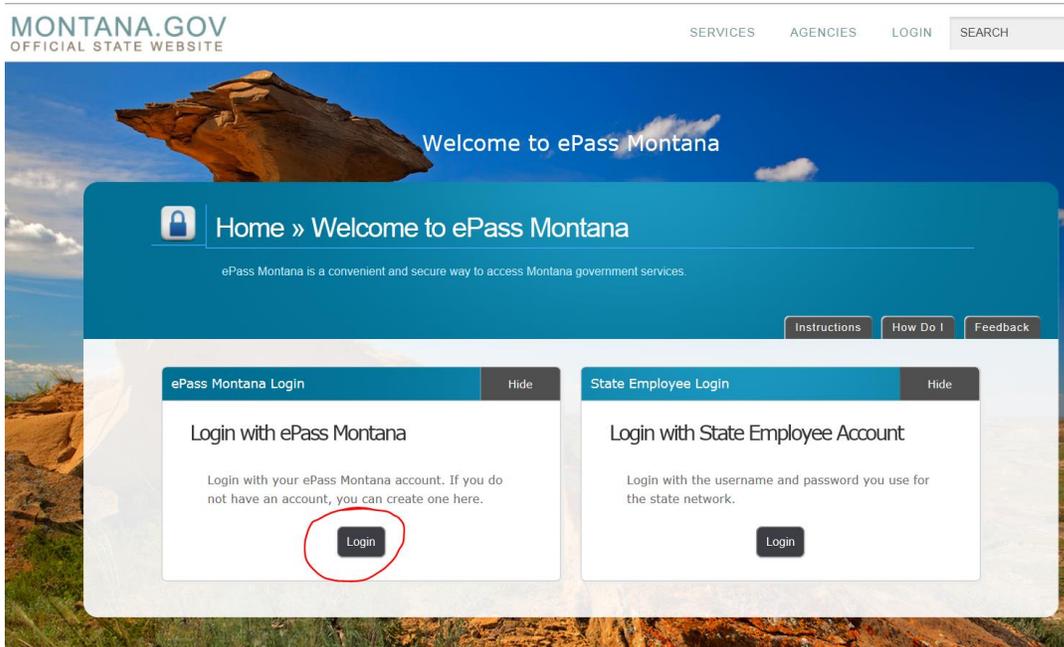
I already have one, log me in.

[LOG IN](#)

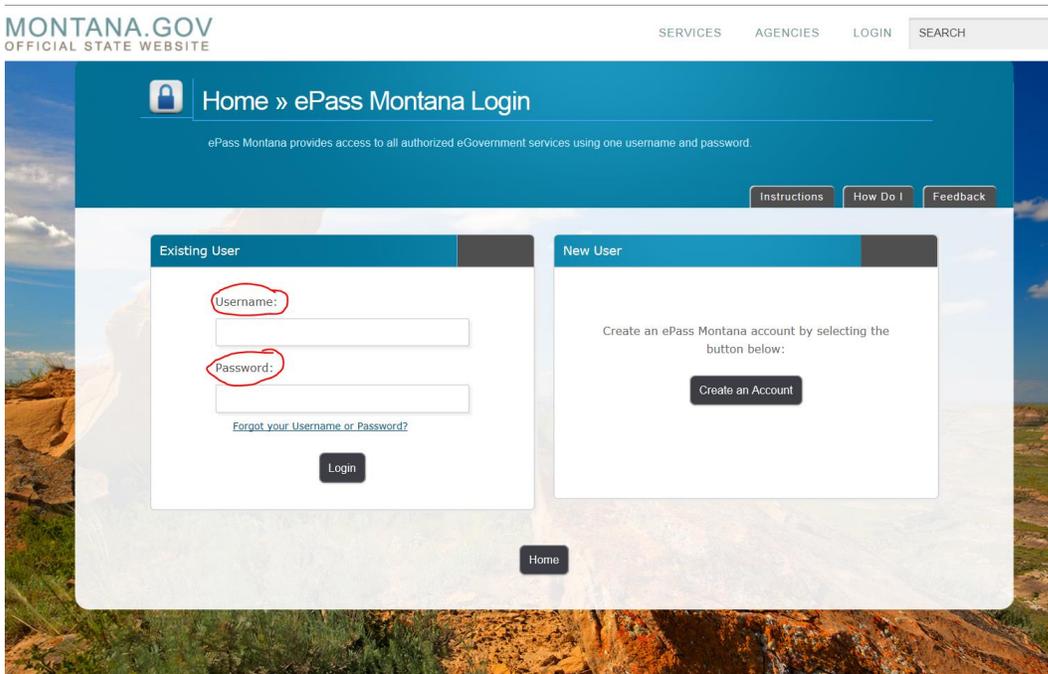
PLEASE NOTE: All new listing and existing listing updates will be reviewed and approved by the Office of Tourism's staff before the

Step 3:

Clicking either link will take you to the Montana e-pass page where you will select the Login with ePass Montana selection:



If you have used the Montana e-pass system before you will login with your existing username and password:



If you do not have a Montana e-pass you will create one:

Home » ePass Montana Login

ePass Montana provides access to all authorized eGovernment services using one username and password.

Instructions How Do I Feedback

Existing User

Username:

Password:

[Forgot your Username or Password?](#)

Login

New User

Create an ePass Montana account by selecting the button below:

Create an Account

Home

On the page where you create a Montana e-pass, it is important to fill in every box that is asterisked and when completed, click on the “save changes” button. Remember that your username must be at least 6 characters long; password must be at least 8 characters long, Password must use both letters and numbers, Password must be different than your username, Password is case sensitive. Save your created username and password for future use.

The screenshot shows the 'ePass Montana ID Details' form on the Montana.gov website. The form is divided into two main sections: 'Personal Information' and 'ePass Montana ID Details'. At the top, there are 'Cancel' and 'Save Changes' buttons. The 'Personal Information' section includes fields for *First Name, *Last Name, Daytime Phone, *Primary Email, *Verify Primary Email, and Alternate Email. The 'ePass Montana ID Details' section includes fields for *Username, *Password, *Verify Password, and *Password Hint. The background of the page features a scenic landscape of mountains and a river.

It is not necessary to fill out the Registered User Information box (it is for those who are already registered) and at the bottom of the page click on the button that says “Save Changes”

The screenshot shows two sections of the form: 'Security Info' and 'Registered User Information'. The 'Security Info' section contains three security questions with dropdown menus and text input fields. The 'Registered User Information' section is crossed out with a large red 'X' and contains fields for 'Registered User Login' and 'Registered User Password'. At the bottom of the page, there are 'Cancel' and 'Save Changes' buttons, with the 'Save Changes' button circled in red.

Step 4:

Completion of the Montana e-pass will automatically bring you back to the online business resource tool and under the tab “Edit My Listings” your listing should be in the box. Click on your business name:

[Logout](#)

MONTANA
OFFICE OF TOURISM LISTINGS

[CLAIM A LISTING](#) [FINALIZE A CLAIM](#) [EDIT MY LISTINGS](#) [CREATE NEW LISTING](#)

EDIT MY LISTINGS

email: jwirak@mt.gov

Edit the information for a business or attraction that is listed in the Montana Office of Tourism's websites, VisitMT.com, M.VisitMT.com, WinterMT.com and SkiMT.com.

Clicking the name of any of your listing will take you to the listing update page. All updates must be approved by the Montana Department of Tourism.

| LISTING NAME | SERVICE CITY | SURVEY TYPE | PRIMARY SITE TYPE | DATE LAST UPDATED |
|-----------------------------------|--------------|--------------------------|-------------------|-------------------|
| Boulder River Inn | BASIN | BED AND BREAKFAST SURVEY | BED AND BREAKFAST | 9/14/2015 |

Note:
Listings in **this color** are what is currently being displayed on MTOT websites.
Listings in **this color** are listings waiting for you to provide additional information.
Listings in **this color** are listings you updated and waiting for approval by MTOT.
Listings in **this color** are new listings waiting for approval by MTOT.

MESSAGES

Status messages if your updates were approved, rejected, or if additional information is requested.

No message found.

Step 5:

That should bring you to the page where you will review and update the information there. It is on this page that you will review the information and make updates.

[Logout](#)

MONTANA
OFFICE OF TOURISM LISTINGS

| | | | |
|---------------------------------|----------------------------------|----------------------------------|------------------------------------|
| CLAIM A LISTING | FINALIZE A CLAIM | EDIT MY LISTINGS | CREATE NEW LISTING |
|---------------------------------|----------------------------------|----------------------------------|------------------------------------|

EDITING LISTING

BED & BREAKFAST SURVEY

Site Id: 16932

Service City: *

Tourism Region: SOUTHWEST MONTANA

BED & BREAKFAST INFORMATION 16932

Bed & Breakfast Name: *

Owner: *Either Owner or manager, or both should exist

Manager: *

Service City: BASIN

Indian Reservation:

Of Rooms:

BED & BREAKFAST MAILING ADDRESS

Step 6:

To correct the location of the map indicator, put in your physical location (street address) and hit the update Lat/Long button

PHYSICAL BED & BREAKFAST LOCATION

Address

Zip Code

City

State

Map

Latitude

Longitude



*Mouse over map for instructions

If the address did not generate the correct location, click on the map indicator and drag it to the correct location and drop the locator (**do not use** the update Lat/Long button.) Dragging the locator automatically is changing the latitude and longitude.

Latitude

Longitude



*Mouse over map for instructions

Step 7:

Towards the bottom of the page there is a tool to edit/upload listing images, click on Open Image Tool:

EDIT/UPLOAD LISTING IMAGES

Open Image Tool

NOTES

Save

TOOL

UPLOAD IMAGE FILES

Click *Browse...* to select an image file to upload. You can upload a maximum of 6 jpeg files (files with the .jpg or .jpeg extension). If you select more files only the first 6 will be uploaded. Image size should be no smaller 1700 pixels wide by 1100 pixels tall.

IMAGE SPECIFICATION

- Photographs only. No logos, graphics or business cards.
- JPG or JPEG file format only.
- All images must be horizontal (landscape) format.
- Images should be no smaller than 1700 pixels wide by 1100 pixels tall. This is commonly referred to as 2 megapixel. They can be larger than this, but no smaller.
- Please indicate a default image.

Browse...

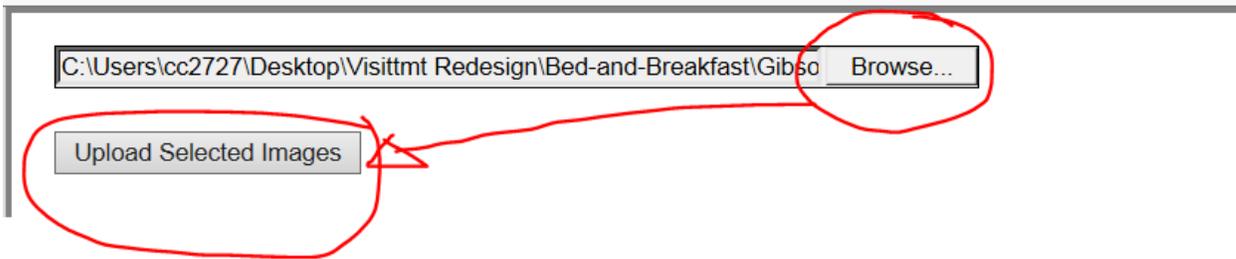
Upload Selected Images

YOUR VISITMT.COM LISTING REQUIRES UP TO SIX IMAGES. JPG OR JPEG FORMAT, 1700 PIXELS WIDE BY 1100 PIXELS TALL. THIS IS 9 TIMES LARGER THAN WHAT VISITMT.COM REQUIRED IN THE PAST. PLEASE DELETE YOUR OLD IMAGES BELOW AND ADD NEW LARGER IMAGES. THE UPLOAD TOOL WILL APPEAR AFTER YOU HAVE REMOVED YOUR IMAGES.

NO IMAGE FOUND FOR THIS SITE. CLICK CHOOSE FILES TO START SELECT FILES, THEN CLICK UPLOAD SELECTED IMAGES BUTTON.

Step 8:

The “Browse” button will allow you to browse to where your images are stored on your computer and upload them to your listing. Remember the images need to be horizontal and at least 1700 pixels by 1100 pixels. Once you have browsed to your image hit the “upload selected images” button



If you do not see a thumbnail image of an image that you have attempted to upload but instead see red text message reminding you that the size must be at least 1700 pixels by 1100 pixels that means your image did not upload and you will have to find a larger image.

Upload Selected Images

LIST OF UPLOADED OR FAILED TO UPLOAD FILES:

635696162551565916.jpg with size of 1985408 bytes



Gingerbread house 1.jpg with size of 243518 bytes

Images should
be no smaller
than 1700 pixels
wide by 1100
pixels tall

Step 9: When you are done uploading images, click on the Finish button at the bottom of the image tool:

Click Edit to edit the values of the item.



File Name: 635778384846832395.jpg

Is Default:

Small Height: 2032

Small Width: 2536

Large Height: 2032

Large Width: 2536

Winter Default:

Picture Order:

[Edit](#)

[Finish](#)

Step:10: You need to click on the Save button on the main page to save all the changes in the image tool as well as any other changes you have made.

EDIT/UPLOAD LISTING IMAGES

[Open Image Tool](#)

NOTES

[Save](#)

The first picture added will automatically be your default image. But if you would like to change the default or remove an existing image go back to the image tool

EDIT/UPLOAD LISTING IMAGES

Open Image Tool

NOTES

Save

And click on word "Edit" below the thumb image:

Click Edit to edit the values of the item.



File Name: 635778384846832395.jpg

Is Default:

Small Height: 2032

Small Width: 2536

Large Height: 2032

Large Width: 2536

Winter Default:

Picture Order:

[Edit](#)



File Name: 635778403046962559.jpg

Is Default:

Small Height: 2849

Small Width: 4288

Large Height: 2849

Large Width: 4288

Winter Default:

Picture Order:

[Edit](#)

Finish

The image will turn yellow and you can either make the image the default by clicking on the words default or delete by clicking on the words delete

Click Edit to edit the values of the item.



File Name: 635778384846832395.jpg

Is Default:

Small Height: 2032

Small Width: 2536

Large Height: 2032

Large Width: 2536

Winter Default:

Picture Order:

[Edit](#)



File Name: 635778403046962559.jpg

Is Default:

Small Height: 2849

Small Width: 4288

Large Height: 2849

Large Width: 4288

Winter Default:

Picture Order: 1-6

[Save](#) [Delete](#) [Cancel](#)

Finish

In this case, I want to make the fruit image the default. I select "Is Default" and hit the save button:



File Name: 635778408076247804.jpg

Is Default:

Small Height: 2849

Small Width: 4288

Large Height: 2849

Large Width: 4288

Winter Default:

Picture Order: 1 - 6.

Save Delete Cancel

I still will have to hit the "finish" button in the image tool.

Click Edit to edit the values of the item.



File Name: 635778384846832395.jpg

Is Default:

Small Height: 2032

Small Width: 2536

Large Height: 2032

Large Width: 2536

Winter Default:

Picture Order:

[Edit](#)



File Name: 635778408076247804.jpg

Is Default:

Small Height: 2849

Small Width: 4288

Large Height: 2849

Large Width: 4288

Winter Default:

Picture Order:

[Edit](#)

[Finish](#)

And then the save button at the bottom of the main page:

EDIT/UPLOAD LISTING IMAGES

[Open Image Tool](#)

NOTES

[Save](#)

You will see a tag on your listing that says your listing changes are now waiting for MTOT approval:

This Site is currently in staging and waiting for approval.

of National Geographic.

Several ghost towns are nearby as well as hiking trails.

Rooms include outside private entrance, queen and twin beds.

IMPORTANT NOTICE

Lodging Facilities Are Required To Provide Their Lodging Facility Tax ID Number to the State's Promotional Projects. If You Are Unsure Of Your Lodging Facility Tax ID Number, Please Contact J Salandi (Jsalandi@Mt.gov) At The Montana Department Of Revenue (406) 444-2222.

Facility ID: [406057-000157] *