Washington Wine Industry Portal Instructions
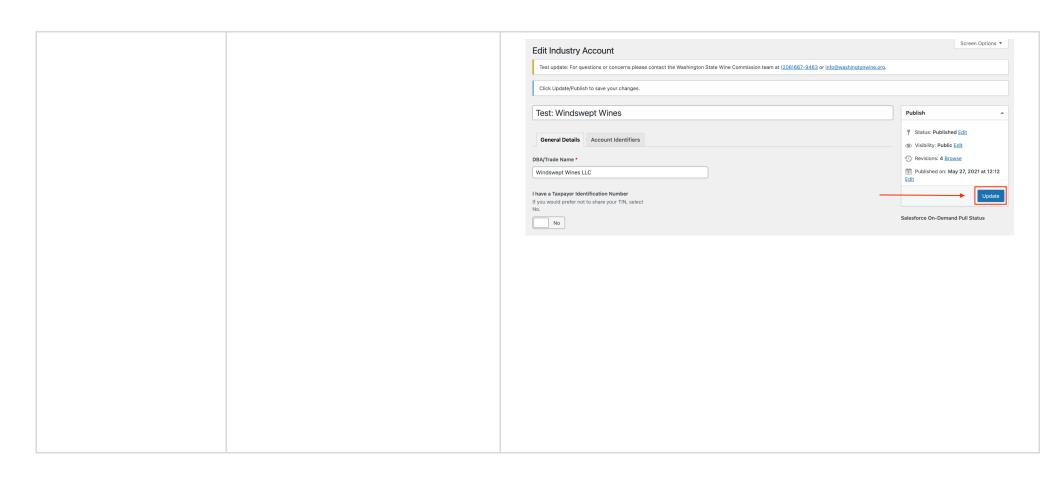
Login & Register		
Login	Login using the password reset link emailed to you or select **"Lost your Password?"**	WA ——— 46°N WINE Username or Email Address Password 👁 ☐ Remember Me Log In Register | Lost your password? ← Go to Washington State Wine Commission

Update Your Business Account

Complete and Review your Business Account Details	1. Click on **"Business Details"** in the side navigation
	2. Click on the Account you'd like to edit

	3. Complete all sections:
	    a. General details
	    b. Account Identifiers

	4. Click **"Update"** to save

🏠 Washington State Wine Commission   🇬🇧 English ❓

🏠 Account Home

📁 **Business Details**

🍷 Your Wine Brands

🏪 Your Locations

🖧 Wine Brand Locations

🎫 Your Events

👤 Your Contacts

🖧 Contact Roles

◉ Collapse menu

Industry Accounts

All (899) | Published (899)

[Bulk actions ⌄] [Apply]   [All dates ⌄] [Filter]

☐	Title	Account Description	City
☐	**Test: Windswept Wines**		Burien
☐	Title	Account Description	City

[Bulk actions ⌄] [Apply]

Test: Windswept Wines

[**General Details**] [Account Identifiers]

DBA/Trade Name *

Windswept Wines LLC

I have a Taxpayer Identification Number
If you would prefer not to share your TIN, select No.

[No]

Business Website *   **Business Phone** *

🌐 http://google.com/   5552901829

Screen Options ▼

Edit Industry Account

Click Update/Publish to save your changes.

Test: Windswept Wines

Publish ▲

General Details   Account Identifiers

📍 Status: **Published** Edit

👁 Visibility: **Public** Edit

🕐 Revisions: **4** Browse

📅 Published on: **May 27, 2021 at 12:12**
Edit

DBA/Trade Name *

Windswept Wines LLC

Update

I have a Taxpayer Identification Number
If you would prefer not to share your TIN, select
No.

Salesforce On-Demand Pull Status

No

Add Your Wine Brands

Add your Wine Brand(s)	1. Click on **"Your Wine Brands"** in the side navigation	
	2. Click on **"Add New"** to add a new Brand	

	3. Complete all sections:
	    a. Wine Details
	    b. Wine Brand Identifiers
	    c. Online Presence
	    d. Additional Details	

	4. Click **"Update/Publish"** to save	

Side navigation:
- 🏠 Account Home
- 🗂 Business Details
- 🏪 Your Wine Brands ◀
- 👥 Your Locations
- 🔗 Wine Brand Locations
- 🎟 Your Events
- 👤 Your Contacts
- 🔗 Contact Roles
- ◀ Collapse menu

Wine Brands — Add new

1 post moved to the Trash. Undo

All (48) | Published (48) | Trash (1)

All dates ▾ Filter

☐ Title	Wine Description	Account
No Wine Brands found		
☐ Title	Wine Description	Account

Add new Wine Brand

Test update: For questions or concerns please contact the Washington State Wine Commission team at (206)667-9463 or info@washingtonwine.org.

Click Update/Publish to save your changes.

Add new Wine Brand Name

Account *

Test: Windswept Wines ✕ ▾

| Wine Details | Wine Brand Identifiers | Online Presence | Additional Details |

Wine Description *

Enter a description or story of your wine brand here. This will appear on your public profile.

Add new Wine Brand

Test update: For questions or concerns please contact the Washington State Wine Commission team at (206)667-9463 or info@washingtonwine.org.

Click Update/Publish to save your changes.

Windswept Platinum

Account *
Test: Windswept Wines

| Wine Details | Wine Brand Identifiers | Online Presence | Additional Details |

Wine Description *
Enter a description or story of your wine brand here. This will appear on your public profile.

Publish

Save Draft

📌 Status: **Draft** Edit
👁 Visibility: **Public** Edit
🗓 Publish **immediately** Edit

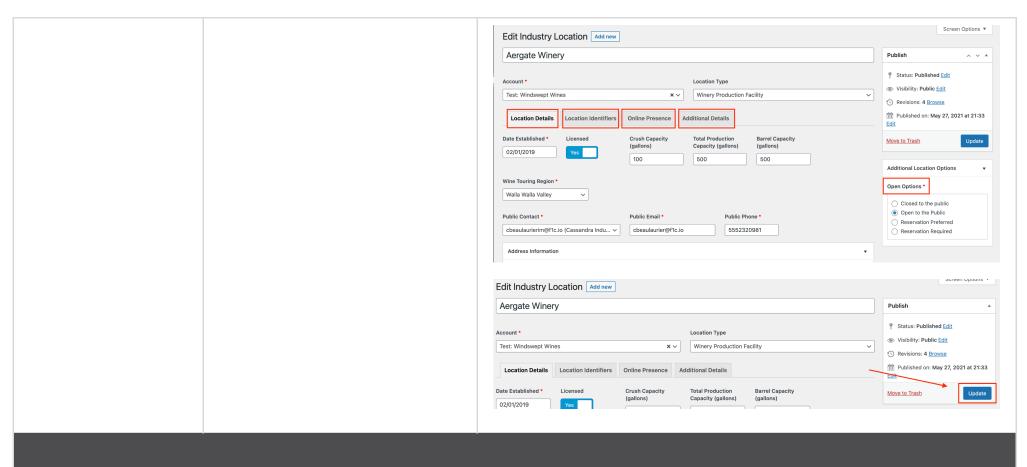Move to Trash   **Publish**

Update Your Locations (Don't have any locations listed? Skip to the next step to **add** a location.)

| 4. Review and Update Your Location(s) | 5. Click on **"Your Locations"** in the side navigation | |

5. Click on **"Your Locations"** in the side navigation

6. Click on the **Location Name** to review and update the location's information:
   a. Location Details
   b. Location Identifiers
   c. Online Presence
   d. Additional Details
   e. OpenOptions

7. Click **"Update"** to save

Washington State Wine Commission 🇬🇧 English ❓

Industry Locations Add new

All (843) | Mine (1) | Published (842) | Draft (1)

Title	Location Type	Account	Location Description	City	State	Public Contact
☐ Aergate Winery	1. Winery Production Facility	Test: Windswept Wines	This is the description that will show on the...	Walla Walla	Washington	Cassandra Industry Member
☐ Zephyr Steppes Edit | Trash	1. Tasting Room	Test: Windswept Wines	Crema, caramelization steamed, cup...	Spokane	Washington	cbeaulaurieredito r@f1c.io
☐ Millmeadows Vineyard	1. Vineyard	Test: Windswept Wines	Ut, aromatic rich acerbic, steamed iced extraction,...	Woodinville	Washington	Cassandra Industry Member
☐ Title	Location Type	Account	Location Description	City	State	Public Contact

Account Home
Business Details
Your Wine Brands
Your Locations
Wine Brand Locations
Your Events
Your Contacts
Contact Roles
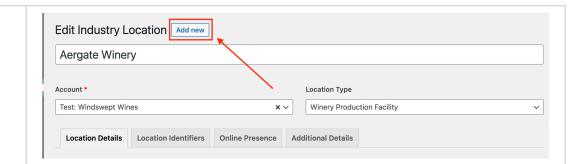Collapse menu

Add a New Location

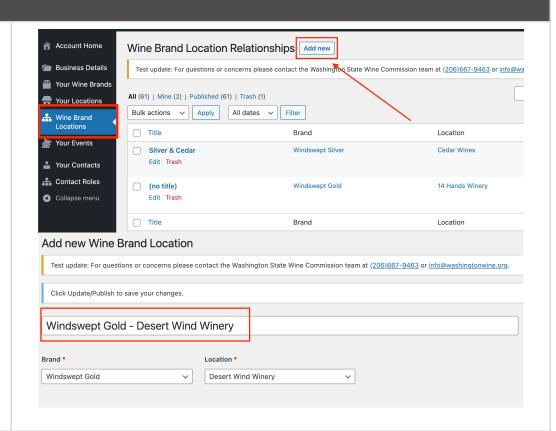| Add a New Location	8. Click **"Add New"** to create New Locations from the *Industry Locations List View* or *Edit Industry Location view*	Industry Locations List View:

Edit Industry Location View:

Connect Your Wine Brands to Locations

Create a Wine Brand Relationship to identify the locations where a brand is sold.

1. Click on **"Wine Brand Locations"** in the side navigation

2. Click **"Add New"**

3. Add a Description for your Wine Brand Location *(This will show as the Title. We recommend using the brand & location name)*

4. Select the Brand from the drop down list

5. Select the Location where the Brand is sold from the drop down list.

6. Click **"Update/Publish"** to save

Add new Wine Brand Location

Test update: For questions or concerns please contact the Washington State Wine Commission team at (206)667-9463 or info@washingtonwine.org.

Click Update/Publish to save your changes.

Windswept Gold - Desert Wind Winery

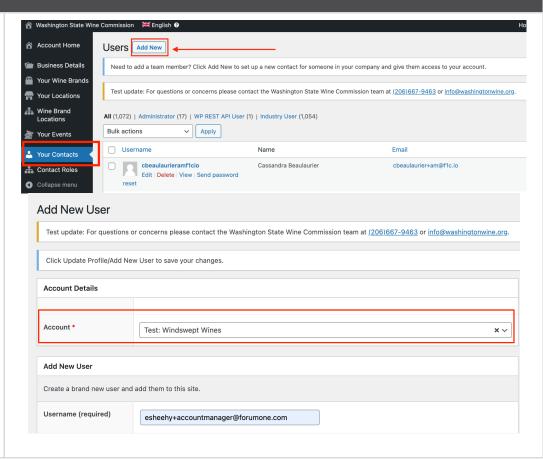| Brand *	Location *
Windswept Gold	Desert Wind Winery

Add Additional Contacts to Your Account

Add new contacts that can view/manage your account information

1. Click on **"Your Contacts"** in the side navigation

2. Click **"Add New"**

3. Select the Account you would like to add the contact to

4. Fill out the required fields for the contact *(We recommend keeping the username and email address the same)*

5. After filling out all required fields, click **"Add New User"**

Washington State Wine Commission   🇬🇧 English ❓

🏠 Account Home
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Users   Add New ←

Need to add a team member? Click Add New to set up a new contact for someone in your company and give them access to your account.

Test update: For questions or concerns please contact the Washington State Wine Commission team at (206)667-9463 or info@washingtonwine.org.

All (1,072) | Administrator (17) | WP REST API User (1) | Industry User (1,054)

Bulk actions   Apply

	Username	Name	Email
☐	cbeaulaurieramf1cio	Cassandra Beaulaurier	cbeaulaurier+am@f1c.io
	Edit | Delete | View | Send password reset		

Add New User

Test update: For questions or concerns please contact the Washington State Wine Commission team at (206)667-9463 or info@washingtonwine.org.

Click Update Profile/Add New User to save your changes.

Account Details

Account *	Test: Windswept Wines ✕ ⌄

Add New User

Create a brand new user and add them to this site.

Username (required)	esheehy+accountmanager@forumone.com

Add New User

Test update: For questions or concerns please contact the Washington State Wine Commission team at (206)667-9463 or info@washingtonwine.org.

Click Update Profile/Add New User to save your changes.

Account Details		Add New User
Account *	Test: Windswept Wines ✕ ▾	[Add New User]

Assign a Role to your Contact(s)

Give your contact(s) a role to manage their level of access:

Unassigned: *No access.* This user will <u>not</u> be able to login to the Industry Portal until assigned a role.

Industry Member: *View only permission.* This user can view account details, profiles, and contacts.

Account Editor: *Create, edit, and delete permissions.* This user cannot view, edit, or create Grape Reports

Account Manager: *Full Permissions.* Can, view, edit, delete information and view/create/edit Grape Reports.

1. After creating a contact, Click on **"Contact Roles"** in the side navigation

2. Click **"Add New"**

3. Add a Relationship Name *(we recommend Role-Contact Name)*

4. Select the Account and Contact from the drop down

5. Assign a role to the user

6. Click **"Publish"** to save

🏛 Washington State Wine Commission 🇬🇧 English ❓   Howdy,

👤 Account Home

🏢 Business Details

🏬 Your Wine Brands

🏪 Your Locations

🔗 Wine Brand Locations

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🔗 **Contact Roles** ◄

Collapse menu

Industry Accounts & Contacts Relationships [Add new]

Test update: For questions or concerns please contact the Washington State Wine Commission team at (206)667-9463 or info@washingtonwine.org.

All (1,014) | Mine (2) | Published (1,014)

Bulk actions ▾	Apply	All dates ▾	Filter		Search In...
☐ Title		Account	Contact	Author
☐ Unassigned Edit | Trash		Test: Windswept Wines	Windsinger Vineyard Owner	
☐ Account Manager Edit | Trash		Test: Windswept Wines	Cassandra Manager Again	

Add new Industry Account & Contact Relationship

Test update: For questions or concerns please contact the Washington State Wine Commission team at (206)667-9463 or info@washingtonwine.org.

Click Update/Publish to save your changes.

Account Editor- Cassandra   ⟵

Account *	Contact *	Role *
Test: Windswept Wines ▾	cbeaulaurieramf1cio (Cassandra Beaul... ▾	Account Editor ✕ ▾