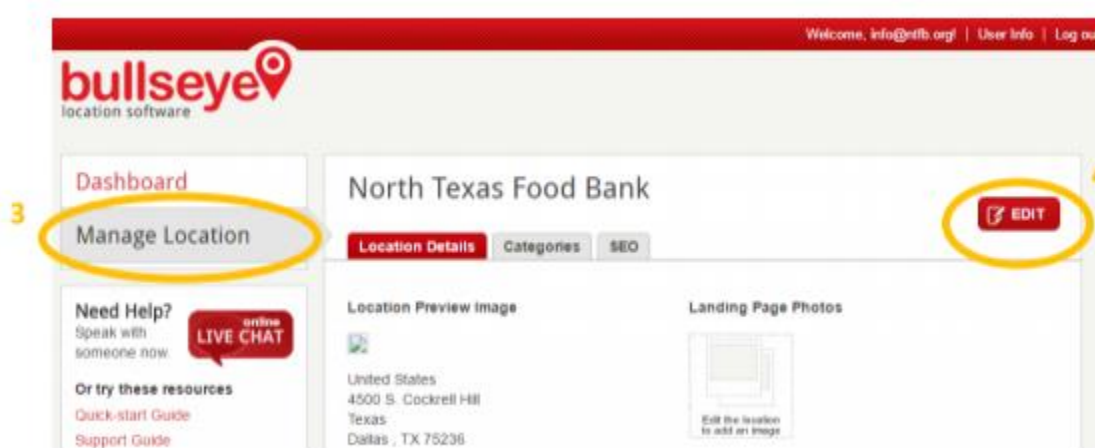


## How to Update Agency Contact info in NTFB's Mapping Feature

Note: All changes you make within Bullseye will be sent to NTFB staff for review/approval prior to them going live on the mapping site. If your edits are not approved, NTFB will contact you with additional details. For questions, please contact your NTFB Agency Partner Resources Rep.

1. Go to <https://app.bullseyelocations.com/Admin/Login.aspx>
2. Use the log-in previously provided to you. In most cases, your username is your email address, and your password is your agency number. Please try all retrieving options before contacting your Agency Partner Resources Rep if you are having difficulty logging in. \*Click forgot my password\*
3. On the left side menu, click "Manage Location".
4. At the top, click the "Edit" button.



5. Edit your organization's details on the "Location Details" tab. Click "Save" when complete. \*
6. Key areas to ensure information is complete as this is helpful information available to the clients looking for service.
  - Drive thru distribution: enter hours of operation for drive thru in Address 4 field to show on client view when searching for service
    - Ex: Monday & Friday: 8 am to 11 am
  - Add any social media links: this is helpful when you have additional actions for the clients or have more detail on those platforms
    - Add website (URL). Facebook, Twitter, etc.
  - Add business hours: Extremely helpful information for clients to know when your agency is open and keep updated
  - Location images: Add logos, pics of your building, etc.
  - Additional Information: super helpful to include as much about your agency for those clients to see and get as much as information as possible.
    - Service Area – include all the zip codes you serve

- Services description – include any information like application specifics, what they will need to bring if receiving additional services

7. Update your billing information: this information is not visible to the general public and is only visible to the CPR team. Keeping this updated is vital to receive the most up to date invoices and statements.

- Please enter the email address of the billing contact that wishes to receive an electronic copy of statement. NTFB will automatically place the primary contact email address on file as a secondary email contact.

6

Billing Contact Name	<input type="text"/>
Billing Contact Title	<input type="text"/>
Billing Contact Email	<input type="text"/>
Executive Name	<input type="text"/>
Executive Title	<input type="text"/>
Executive Email	<input type="text"/>

7

Cancel

8. Update your Executive or main contact: this information is vital to ensure that we have the most up to date information.

9. Click “save location” to submit your updates or changes. NTFB will now be able to review your edits and approve them or request more information from you as needed.

10. Once approved, your changes will be live at <http://web.ntfb.org/find-an-agency>