

Partner Locator

Partner Locator Overview

The Partner Locator is a site accessible which displays basic information about RSA Partners. When a person searches based on location, the search results display Partners that reside in or cover a specific location.

View Partner Locator Information

Partner Locator information is derived from the Partner profile in the PRM Connect Tool. The information displayed in the Partner Locator can be updated directly in PRM Connect. Partner Locator information can be viewed using the *My Public Profile* tab.

Follow the steps below to view your Public Profile:

1. Click on the **My Public Profile** tab. The screen below displays. (Fig. 1)

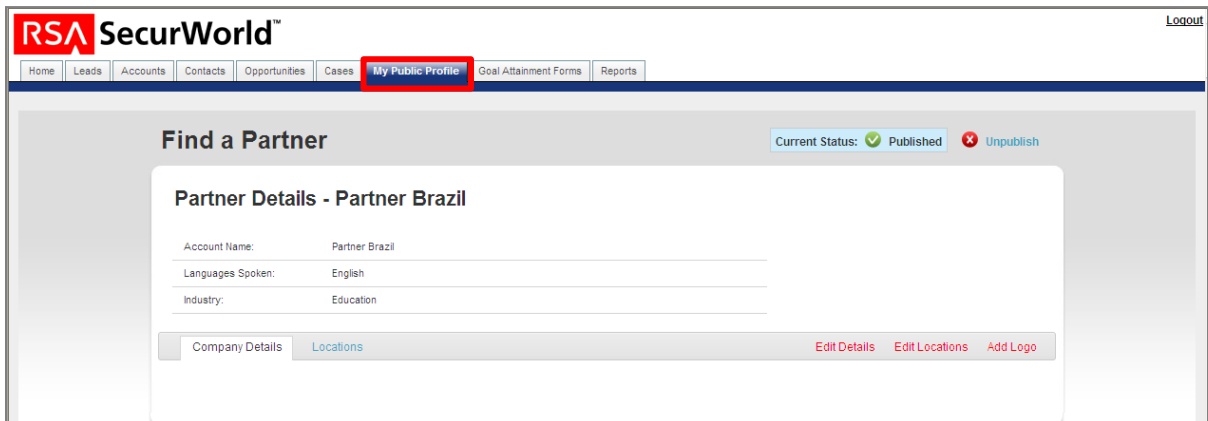


Fig. 1

Add or Remove Self from Partner Locator

Partners can choose whether they want to appear in the Partner Locator. The PRM Connect Admin and the Primary Contact at the Partner Account can add or remove their Account from the Partner Locator.

Follow the steps below to expose or remove your Account information from the Partner Locator:

1. Click on the **My Public Profile** tab
2. Select the **Publish** button to expose your Partner information on the Partner Locator or select **Unpublish** to remove your Partner information from appearing in the Partner Locator (Fig. 2)

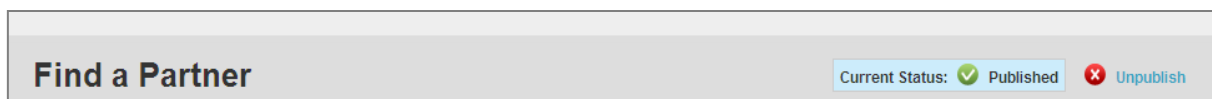


Fig. 2

Edit Partner Locator Information

Information captured on the Public Profile can be updated by the PRM Connect Admin and the Primary Contact at the Partner Account.

Follow the steps below to update your Public Profile:

1. Click on the **My Public Profile** tab
2. Click on the **Edit Details**, **Edit Locations** or **Add Logo** link (Fig. 3)
3. Enter updates
4. Click on the **Save** button

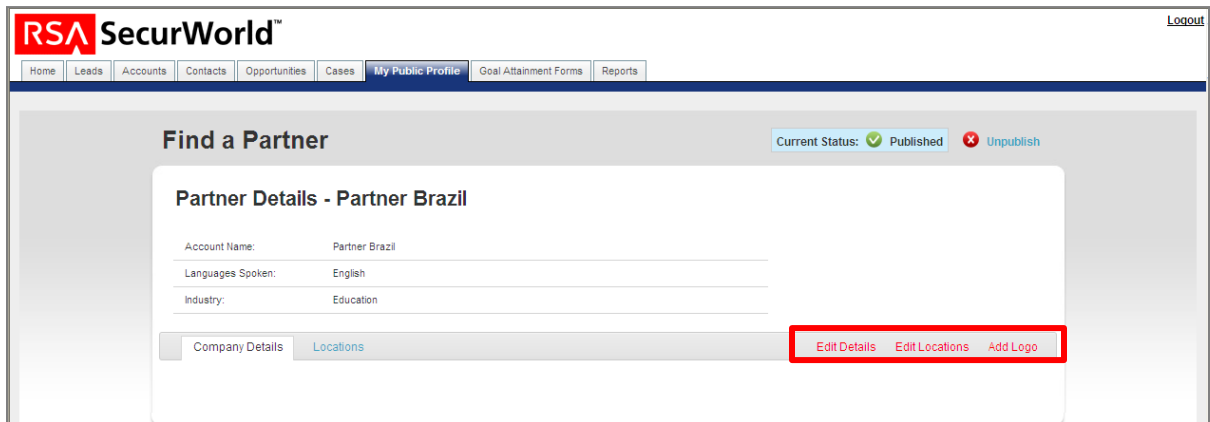


Fig. 3

Add Partner Locations

When a search is conducted using the Partner Locator, the results return Partners that reside in or cover a specific location. Partners can have multiple locations in the Partner Locator.

Follow the steps below to add a location or coverage to your Public profile:

1. Click on the **My Public Profile** tab
2. Click on the **Edit Locations** link
3. Click on the **Add New Location** link
4. Enter applicable information on the screen (Fig. 4)
5. Click on the **Next** button (Fig. 4)

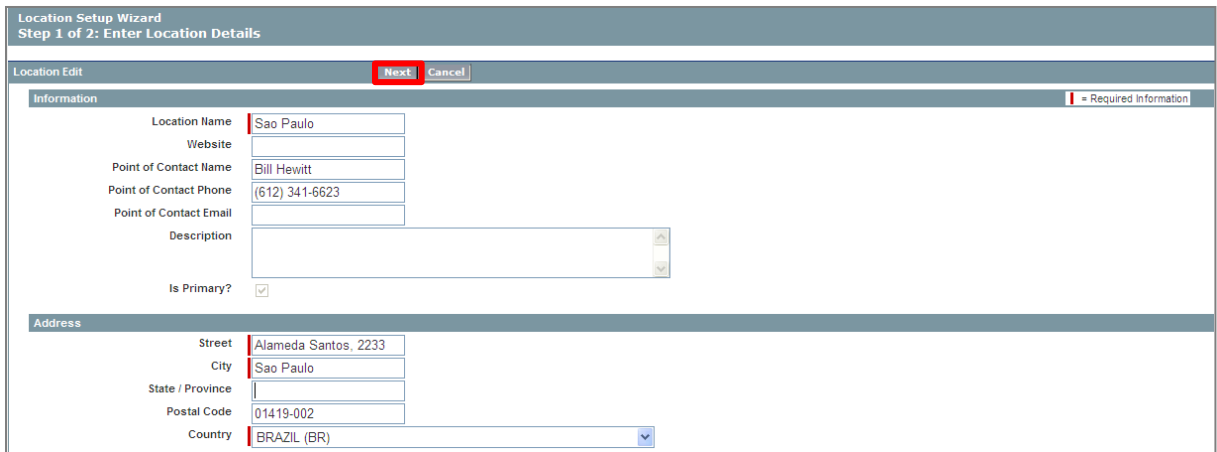


Fig. 4

Google maps will load a map of the location.

6. Verify that the location on the map is correct. If it is not correct, drag the red location arrow to the correct location (Fig. 5)
7. Click on the **Save** button (Fig. 5)

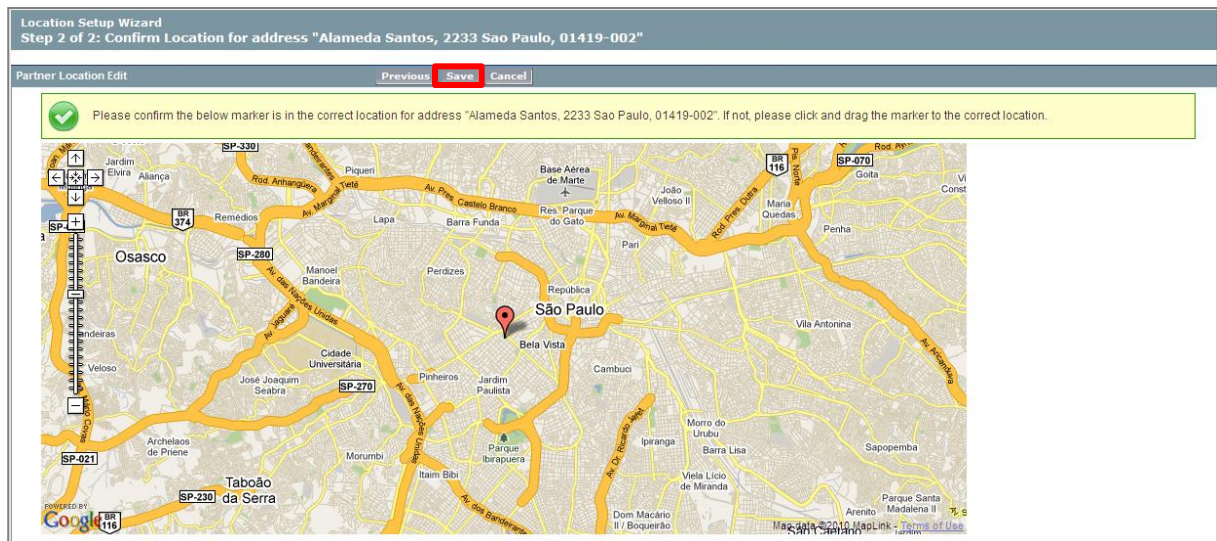


Fig. 5