

Retail Tenants

Adding/Updating access in the directory

Table of Contents

a.

Overview of the SOP – This will guide you through adding or renewing publication subscriptions for the Retail Tenants directory.

Resources

Retail Tenants - Directory Access

Website: <https://directory.crittendenonline.com/>

Username: membership@crittendenresearch.com

Password: Crittenden123\$

Adding a NEW subscriber To Digital List

1. Log into directory.crittendenonline.com
2. Click on [Admin Dashboard] and/or [Global Admin] in the top right of the page. (wait for up to 60 seconds) * the background will be gray/black color
3. For New subscribers - click [New Subscriber] on the left menu.
 - a. Enter first & last name, a company name, phone (if available), and email address.
 - b. Add a new subscription below those fields.
 - i. Select Retail Tenants and set the start and end date accordingly
 - c. On the Edit / Change Password screen - select change password and set a simple password you can share with the subscriber (generally use Lastname and a number I.E. Johnson1)
4. For Existing subscribers - search below the list of names.
 - a. Once contact is found, click on their name - click edit or change password
 - i. On edit, you can change the subscription end date.