



FARMERS®

getting started with your new  
website user manual

# your agent website user manual



FARMERS®

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## 1. My Agency Info

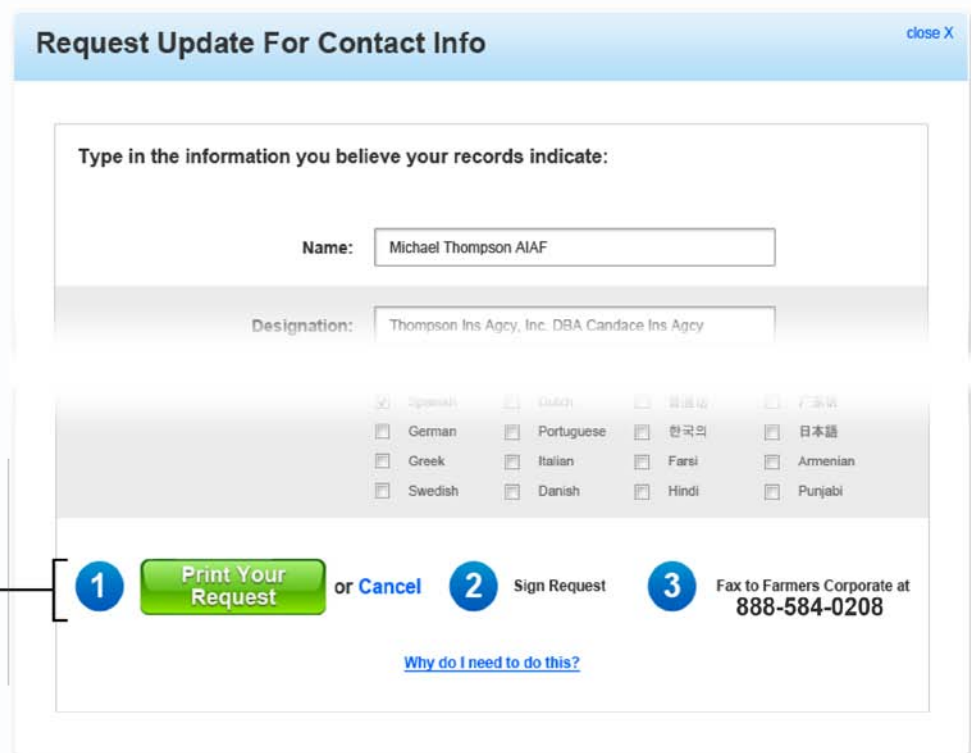
### A. Contact Change Request

#### Q. How do I change my contact information?

A. In order to change your contact information, fill out the contact change request form, print it, sign it and fax it to 888-584-0208. Once it's reviewed, the site will be updated with your new information.

This is how you can find your contact change request form:  
Move your mouse cursor to the top blue navigational bar. Click on "My Website" > Under the "Overview" tab > click the [Edit] link next to "Contact Info".

Click here to save and print your request. You must then sign and fax the printed document to Farmers Corporate.



#### Q. Why do I have to do this?

A. In order to request an update to Farmers Corporate, your submission must be signed by the Agent and faxed to Farmers Agency Services to be processed. This process helps Farmers keep Agents' information accurate.

## B. About Me

### Q. How do I update the About Me section?

A. To add content to the About Me section, click on the About Me link on the overview tab of your website editor. The About Me editor will pop up, and here you can add/edit a headline and body text. Once you've added/edited your headline and body text, click "Save Edits" which will produce a request visible in your dashboard.

This is how you can find the About Me editor:

Scroll to the top blue navigational bar. Click on "My Website" > Under the "Overview" tab > click the [Edit] or [Add Page] link next to "About Me".

Here is where you can enter your text. You can compose the text with our editor or through HTML.

Click "Save Edits" to save.

## C. Click to Call

### Q. How do I change my Click to Call number?

A. To change your Click to Call number click on "Edit Click to Call" on your website editor page. The Click to Call editor will pop up, and here you can change your number and display name. Once you've added your number and display name, click "submit name" or "submit number" which will produce a request visible in your dashboard.

This is how you can find the Click to Call editor:  
 Scroll to the top blue navigational bar. Click on “My Website” > Under the “Edit My Website” tab > click the on the “Edit Click to Call” link.

### Q. How do I add another Click to Call number?

A. If you are a Premium Gold subscriber, you have the ability to add additional Click to Call numbers. If you’d like to upgrade, you may do so either online or by calling 888-311-7161 to speak with a representative.

## D. Products

### Q. How do I add additional products to my offerings?

A. From the Overview tab of your website editor, click the Product link. The Product editor will pop up where you can click which products you offer. Some products are already pre-set by Farmers, and you are limited on the products that you can display. If you offer affiliate products like health and/or travel, click on the radio button and a text field will appear where you can add the corresponding url.

Your request will be sent to Farmers Corporate for approval, and you will be notified once it’s been reviewed.

This is how you can find the Products editor:

Scroll to the top blue navigational bar. Click on “My Website” > Under the “Overview” tab > click the [Edit] link next to “Products”.

If you offer health or travel, click on the check box and a text field will appear where you can add the corresponding url.

## E. Awards

### Q. How do I change which awards appear on my site?

A. From the Overview tab of your website editor, click the Awards link. The Awards editor will pop up, here you can select which awards you would like to display. Once you have chosen your awards and clicked “Submit Request”, a request will be sent for approval and will be visible in your dashboard.

This is how you can find the Awards editor:

Scroll to the top blue navigational bar. Click on “My Website” > Under the “Overview” tab > click the [Edit] link next to “Awards”.

Select the awards you believe your records indicate.

## F. My Team

### Q. How do I add team members to my site?

A. From the Overview tab of your website editor, click the My Team link. The My Team editor will pop up and enable you to add, edit and/or delete team members.

This is how you can find the My Team editor:

Scroll to the top blue navigational bar. Click on “My Website” > Under the “Overview” tab > click the [Edit] or [Add Page] link next to “My Team”.

To Add:

1. Click the “Add” tab on the My Team editor pop-up.
2. Add the team member’s information, photo and description
3. Click “Save”.

Select the following tabs to add, edit or delete team members.

You can select whether you wish to add a Team Member section or Introductory Text.

Here is where you can enter your text. You may format your text with our easy-to-use editor or format your text through HTML by clicking on the “Edit HTML” tab.

To Edit:

1. From the “Overview” tab click which team member you would like to edit.
2. Edit the team member’s information.
3. Click “Save”.

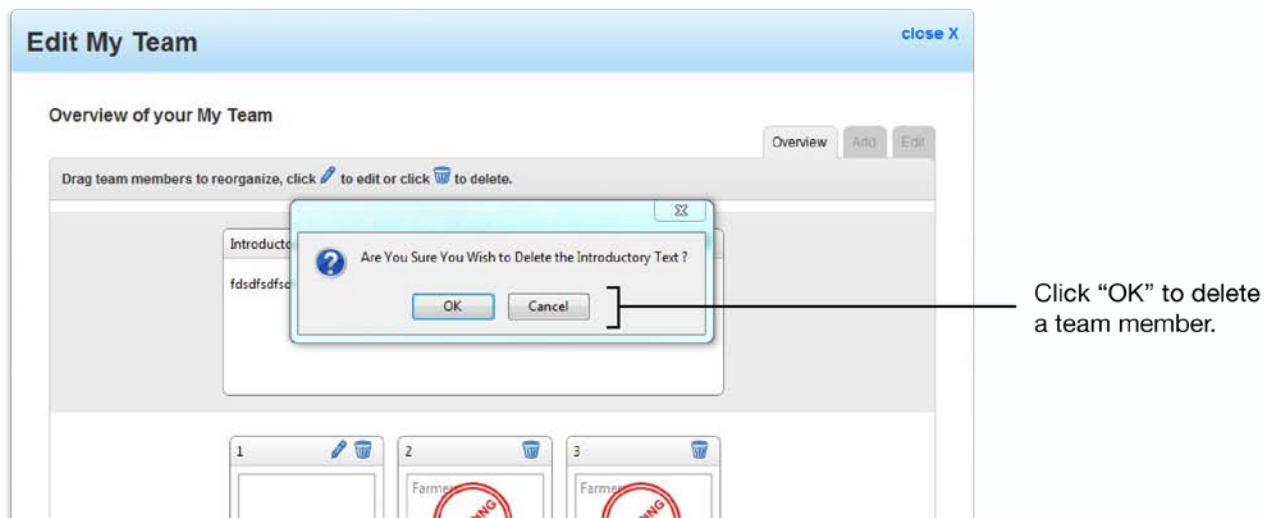
Here you can select the “Add”, “Edit” and “Overview” tabs.

\*Click the trash or pencil icon to delete or edit content. You can also click and drag your content.

\*Please note that you cannot edit your content while it is pending approval.

To Delete:

1. Click the “Overview” tab on the My Team editor pop-up.
2. Click on the trash can icon in the upper right-hand corner of the team member you wish to delete.
3. Click “OK” on the confirmation pop-up to delete.



Once you have added, edited or deleted, a request will be sent for approval and can be viewed in your dashboard.

## G. Join My Team

### Q. How do I add information for prospects that want to join my team?

- A. From the Overview tab of your website editor, click the Join My Team link. The Join My Team editor will pop up and enable you to add, edit and/or delete information.

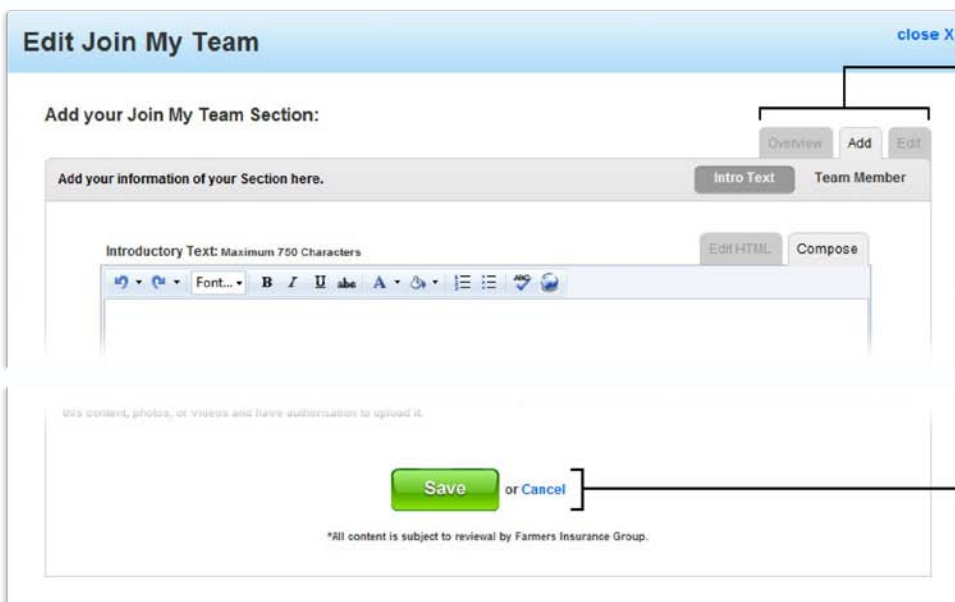
This is how you can find the Join My Team editor:

Scroll to the top blue navigational bar. Click on “My Website” > Under the “Overview” tab > click the [Edit] or [Add Page] link next to “Join My Team”.



To Add:

1. Click the “Add” tab on the Join My Team editor pop-up.
2. Add the team member’s information, photo and description
3. Click “Save”.

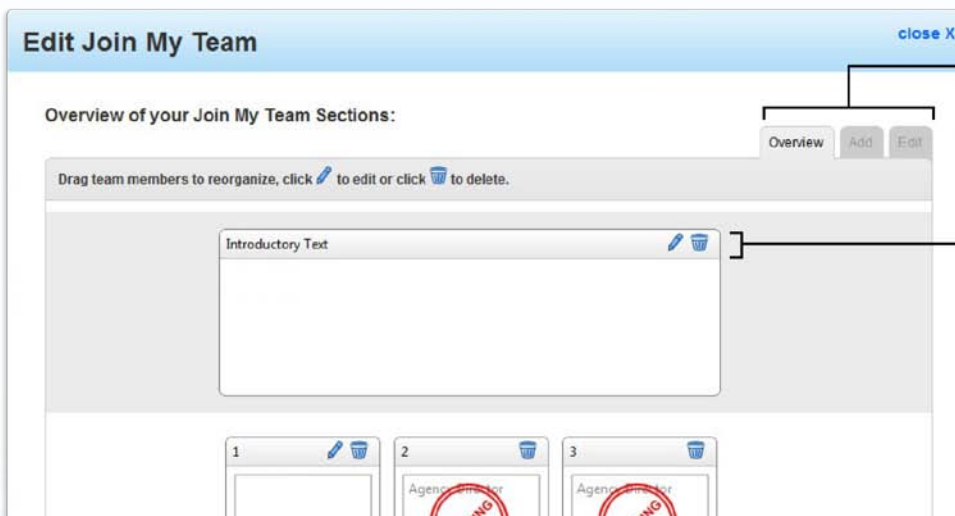


Here you can select the “Add”, “Edit” and “Overview” tabs.

Click “Save” when done adding your Team member.

To Edit:

1. From the “Overview” tab click which element you’d like to edit.
2. Edit the team member’s information.
3. Click “Save”.



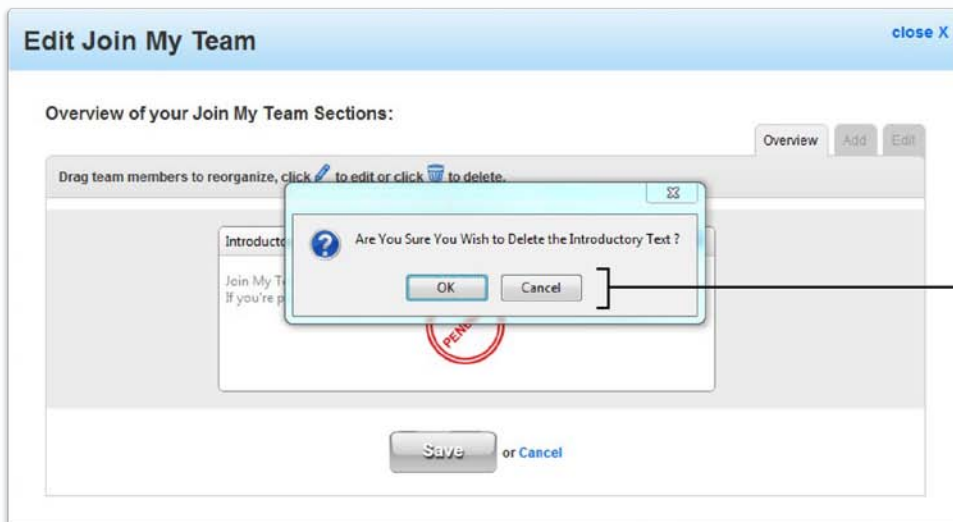
Here you can select the “Add”, “Edit” and “Overview” tabs.

\*Click the trash or pencil icon to delete or edit content. You can also click and drag your content.

\*Please note that you cannot edit your content while it is pending approval.

To Delete:

1. Click the “Overview” tab on the Join My Team editor pop-up.
2. Click on the trash can icon in the upper right-hand corner of the element you wish to delete.
3. Click “OK” on the confirmation pop-up to delete.



Click “OK” to delete a team member.

Once you’ve added, edited or deleted, a request will be sent for approval and can be viewed in your dashboard.

## 2. Featured Content

### A. Featured

#### Q. How do I add or edit Featured?

- A. From the “Overview” tab of your website editor, click the Edit Featured link. The Edit Featured will pop-up which will enable you to add or edit Featured tab.

This is how you can find the Featured editor:

Scroll to the top blue navigational bar. Click on “My Website” > Under the “Overview” tab > click the [Edit] link next to “Featured”.

To Add:

1. Add Featured information and upload a photo on the Edit Featured pop-up.
2. Click the “Save Edits” button when done.


To Edit:

1. Edit Featured information or change photo on the Edit Featured pop-up.
2. Click “Save Edits” button

**Edit Featured** close X

Title of Featured Tab: **Featured**

Headline:  Maximum: 100 characters

Photo:   You can upload a JPG, GIF or PNG file. (File size limit is 4 MB)

Body Text:  Maximum: 5000 Characters

or

\*All content is subject to reviewal by Farmers Insurance Group.

Click “Select” to upload a photo for Featured.

Click “Save Edits” to save.

Once you've added or edited, a request will be sent for approval and can be viewed in your dashboard.

## B. My Agency

### Q. How do I add or edit My Agency?

A. From the “Overview” tab of your website editor, click the Edit My Agency link. The Edit My Agency will pop up and enable you to add or edit My Agency tab.

This is how you can find the My Agency editor:

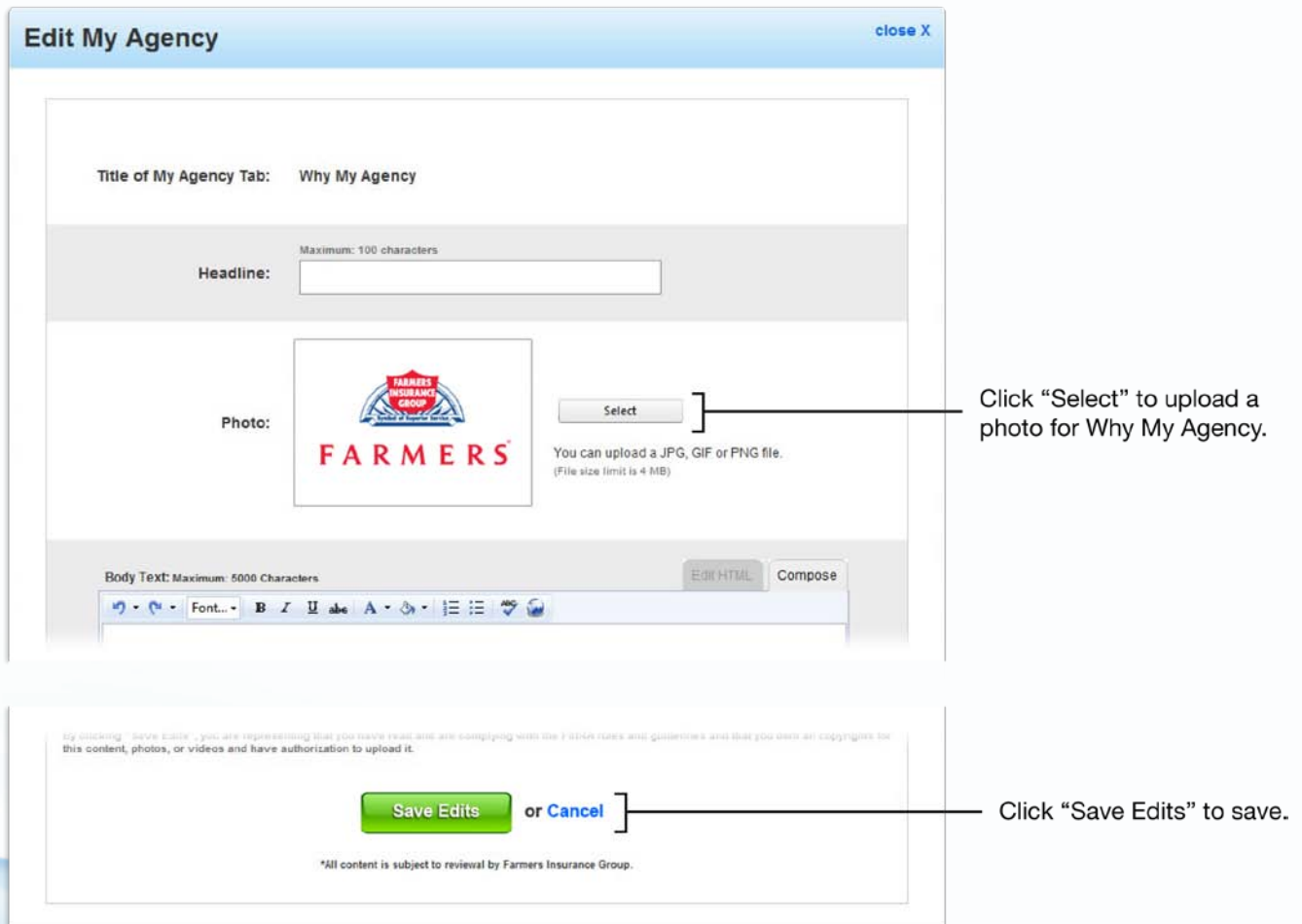
Scroll to the top blue navigational bar. Click on “My Website” > Under the “Overview” tab > click the [Edit] link next to “Why My Agency?”.

To Add:

1. Add My Agency information and upload a photo on the Edit My Agency pop-up.
2. Click the “Save Edits” button when done.

To Edit:


1. Edit My Agency information or change photo on the Edit My Agency pop-up.
2. Click “Save Edits” button



**Edit My Agency** close X

Title of My Agency Tab: Why My Agency

Headline:  Maximum: 100 characters

Photo:   You can upload a JPG, GIF or PNG file. (File size limit is 4 MB)

Body Text:  Maximum: 5000 Characters Edit HTML Compose

By clicking "Save Edits", you are representing that you have read and are complying with the Farmers rules and guidelines and that you own all copyrights for this content, photos, or videos and have authorization to upload it.

or

\*All content is subject to reviewal by Farmers Insurance Group.

Once you've added or edited, a request will be sent for approval and can be viewed in your dashboard.

## C. From My Desk

### Q. How do I add or edit From My Desk?

A. From the "Overview" tab of your website editor, click the Edit From My Desk link. The From My Desk editor will pop-up which will enable you to add or edit From My Desk.

This is how you can find the From My Desk editor:

Scroll to the top blue navigational bar. Click on "My Website" > Under the "Overview" tab > click the [Edit] link next to "From My Desk".

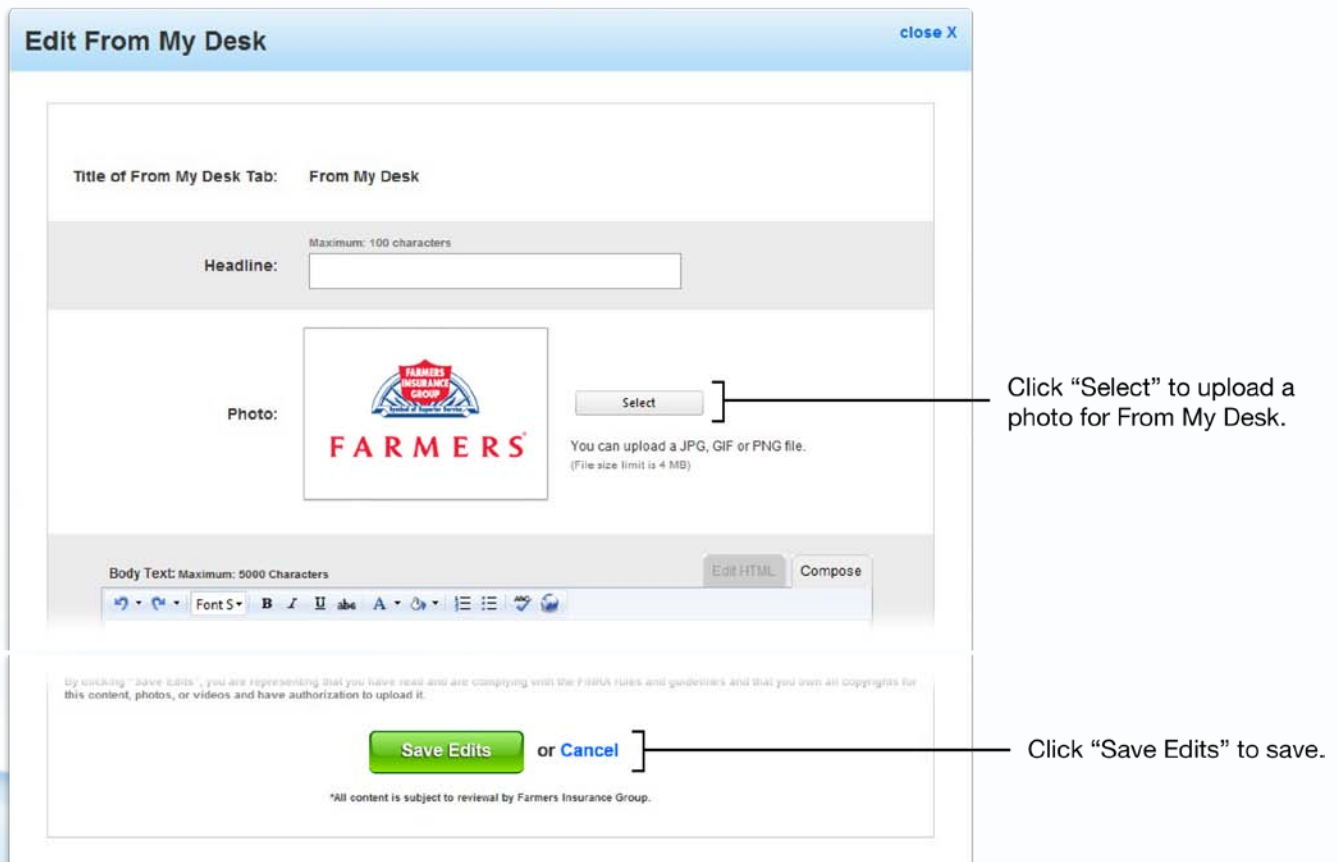
To Add:

1. Add From My Desk information and upload a photo on the Edit From My Desk popup.
2. Click the "Save Edits" button when done.

To Edit:

1. Edit From My Desk information or change photo on the Edit From My Desk popup.
2. Click "Save Edits" button

Once you've added or edited, a request will be sent for approval and can be viewed in your dashboard.



The screenshot shows the "Edit From My Desk" popup window. At the top, it says "Title of From My Desk Tab: From My Desk". Below that is a "Headline" field with a "Maximum: 100 characters" limit. The "Photo" section shows a preview of the Farmers Insurance Group logo and a "Select" button. A callout line points to the "Select" button with the text: "Click 'Select' to upload a photo for From My Desk." Below the photo section is a "Body Text" area with a "Maximum: 5000 Characters" limit, an "Edit HTML" button, and a "Compose" button. At the bottom, there is a "Save Edits" button and a "Cancel" button. A callout line points to the "Save Edits" button with the text: "Click 'Save Edits' to save." A disclaimer at the bottom states: "By clicking 'Save Edits', you are representing that you have read and are complying with the FARMERS rules and guidelines and that you own all copyrights for this content, photos, or videos and have authorization to upload it." A note at the very bottom says: "\*All content is subject to reviewal by Farmers Insurance Group."

### 3. Media

#### A. Agent Photo

##### Agent Photo Guidelines:



- Width = 111 pixels Height = 155 pixels.
- Image is a headshot comprised of agent's head and shoulders
- Agent is dressed in professional business attire
- Image is clear and in focus
- The agent is the only person in the photograph
- Agent is not wearing a uniform (police, military, etc.)
- Agent is not wearing a hat or accessories that obscure the head
- Agent is not making offensive or suggestive gestures

##### Q. How do I add or edit my "Agent Photo"?

A. From the "Edit My Website" tab of your website editor, click the Edit Photo link. The Edit My Agent Photo will pop up and enable you to add, edit and/ or delete Agent Photo.

This is how you can find the Agent Photo editor:

Scroll to the top blue navigational bar. Click on "My Website" > Under the "Overview" tab > click the [Edit] link next to "Agent Photo".

To Add:

1. Click the "Upload" tab on the My Agent Photo editor pop-up.
2. Click on the "Select" button to upload your picture.
3. Click the "Upload" button when done.

To Edit:

1. From the “Overview” tab click on your agent photo.
2. Change your agent photo



\*Click the trash or pencil icon to delete or change your agent photo.

\*Please note that you cannot edit your content while it is pending approval.

To Delete:

1. Click the “Overview” tab on the My Agent Photo editor pop-up.
2. Click on the trash can icon in the upper right-hand corner of your photo
3. Click “OK” on the confirmation pop-up to delete.



Click “OK” to delete your agent photo.

Once you’ve added, edited or deleted, a request will be sent for approval and can be viewed in your dashboard.

## B. My Photos

### My Photos Guidelines:



- Width = 477 pixels Height = 283 pixels
- Total of photos allowed are 25
- Image is to be clear and in focus
- Photo should not contain offensive or suggestive gestures

### Q. How do I add/edit/delete “My Photos”?

A. From the “Overview” tab of your website editor, click the Edit My Photos link. The Edit My Photos will pop up and enable you to add, rearrange, edit and/ or delete your Photos.

This is how you can find the My Photos editor:

Scroll to the top blue navigational bar. Click on “My Website” > Under the “Overview” tab > click the [Edit] link next to “My Photos”.

To Add:

1. Click the “Upload” tab on the “Edit My Photo” pop-up.
2. Click on the “Select” button to upload your picture.
3. Click the “Upload” button when done.

The screenshot shows the 'Edit My Photos' pop-up window. At the top right, there is a 'close X' button. Below the title, there are two tabs: 'Overview' and 'Upload'. A callout points to these tabs with the text: 'Here you can select the “Upload” and “Overview” tabs.' The main area contains the text 'Upload your Photos (Up to 25):' and a sub-instruction: 'Select the photo you want, then click “Upload” when done. [Need help uploading your photo?](#)' Below this is a large empty box for the photo. In the center of this box is the Farmers Insurance Group logo. To the right of the logo is a 'Select' button. A callout points to this button with the text: 'Click “Select” to upload your photo.' Below the main area, there is a disclaimer: 'By clicking “Upload”, you are representing that you have read and are complying with the FINRA rules and guidelines and that you own all copyrights for this content, photos, or videos and have authorization to upload it.' At the bottom, there are two buttons: a green 'Upload' button and a grey 'Cancel' button. A callout points to the 'Upload' button with the text: 'Click “Upload” when done uploading.' At the very bottom, there is a small note: '\*All content is subject to reviewal by Farmers Insurance Group.'

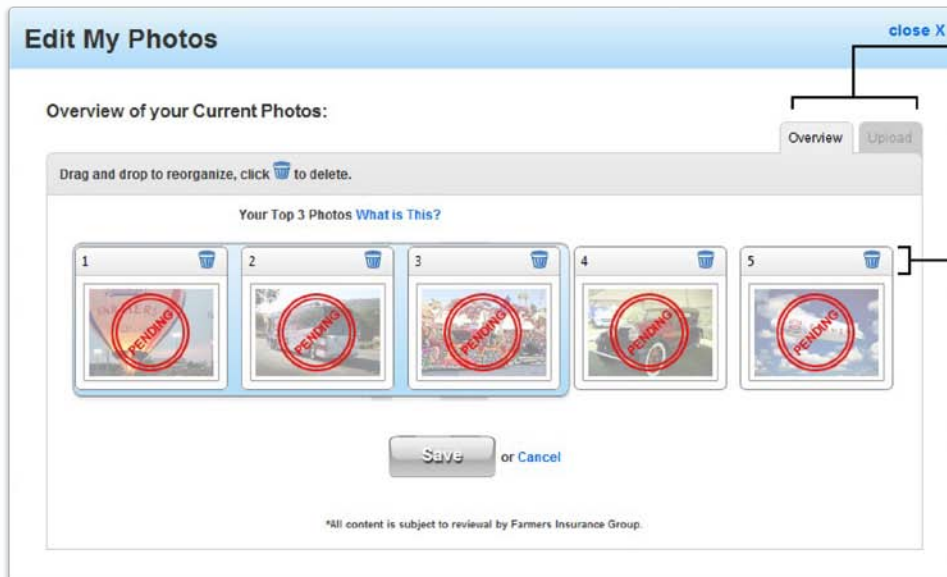


To Edit:

1. From the “Overview” tab click which photo you’d like to edit.
2. Edit your photo’s information or change photo
3. Click “Save” button

To Rearrange:

1. Click the “Overview” tab on the “Edit My Photos” popup.
2. Drag and drop the targeted photo to the desired location. (Click and hold your click on the targeted photo, then move your mouse browser to the desired spot)
3. Click on the “Save” button to save the new photo order.



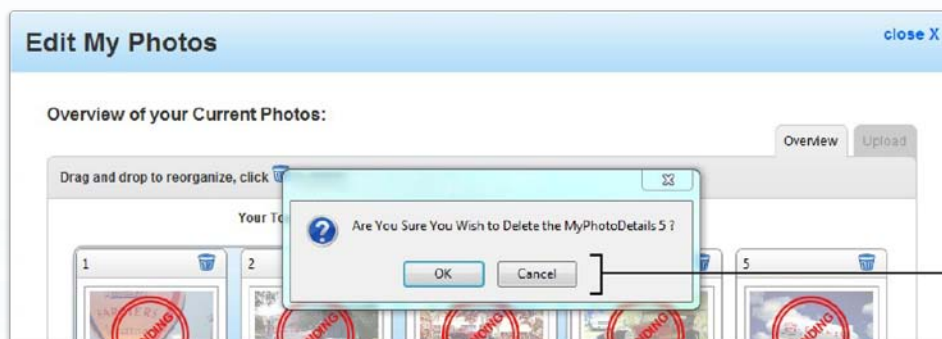
Here you can select the “Upload” and “Overview” tabs.

\*Click the trash or pencil icon to delete or edit content. You can also click and drag your content.

\*Please note that you cannot edit your content while it is pending approval.

To Delete:

1. Click the “Overview” tab on the My Photos editor pop-up.
2. Click on the trash can icon in the upper right-hand corner of the photo you wish to delete.
3. Click “OK” on the confirmation pop-up to delete.



Click “OK” to delete your photo.

Once you've added, edited or deleted, a request will be sent for approval and can be viewed in your dashboard.

## C. My Videos

### Q. How do I post or edit "My Videos"?

A. From the "Overview" tab of your website editor, click the Edit My Videos link. The Edit My Videos will pop up and enable you to add, rearrange, edit and/ or delete your Videos.

This is how you can find the My Videos editor:

Scroll to the top blue navigational bar. Click on "My Website" > Under the "Overview" tab > click the [Edit] link next to "My Videos".

To Add:

1. Access your video's YouTube page; click on the <Embed> button below the video, and copy the Embed Code that appears.
2. Click the "Post" tab on the "Edit My Videos" pop-up; place the Embed Code in the specified box.
3. Click the green "Post" button.

Here you can select the "Post" and "Overview" tabs.

\*Paste your embed code from your video's YouTube page here.

Click "Post" to post your video on the website.

\*Please note that only Farmers approved YouTube videos are allowed to be uploaded.



To Edit:

1. From the “Overview” tab click which video you’d like to edit.
2. Edit your video’s information or change the video
3. Click “Save” button

To Reorder:

1. Click the “Overview” tab on the “Edit My Videos” popup.
2. Drag and drop the targeted video to the desired location. (Click and hold your click on the targeted video, then move your mouse browser to the desired spot)
3. Click on the “Save” button to save the new video order.

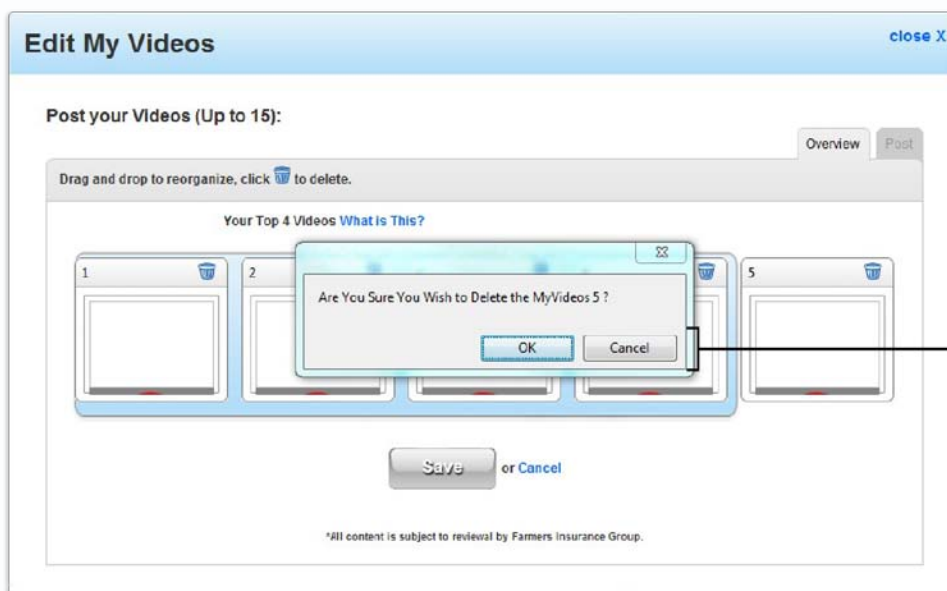
The screenshot shows the 'Edit My Videos' popup window. At the top right is a 'close X' button. Below it are two tabs: 'Overview' and 'Post'. A callout points to these tabs with the text: 'Here you can select the “Post” and “Overview” tabs.' Below the tabs is a header 'Post your Videos (Up to 15):' and a sub-header 'Your Top 4 Videos What is This?'. The main area contains five video slots, each with a trash icon and a pencil icon. A callout points to these icons with the text: '\*Click the trash or pencil icon to delete or edit content. You can also click and drag your content.' At the bottom of the popup are 'Save' and 'Cancel' buttons. A callout points to these buttons with the text: 'Click “Save” to save your changes.' A footer note states: '\*All content is subject to review by Farmers Insurance Group.'

\*Please note that you cannot edit your content while it is pending approval.

To Delete:

1. Click the “Overview” tab on the My Video editor pop-up.
2. Click on the trash can icon in the upper right-hand corner of the video you wish to delete.
3. Click “OK” on the confirmation pop-up to delete.

Once you’ve added, edited or deleted, a request will be sent for approval and can be viewed in your dashboard.



Click “OK” to delete your video.

## 4. Community

### A. Events

#### Q. How do I add or edit My Events?

- A. From the “Overview” tab of your website editor, click the Edit My Events link. The Edit My Events will pop up and enable you to add, edit and/ or delete your Events.

This is how you can find the My Events editor:

Move your mouse cursor to the top blue navigational bar. Click on “My Website” > Under the “Overview” tab > click the [Edit] link next to “My Events”.

To Add:

1. Click the “Add” tab on the “Edit My Events” pop-up.
2. Enter a title for your event (Maximum 50 characters), and enter a start date and end date. Enter your desired body text. The first 75 characters will appear in your home page, and the rest of your text will appear on your full page.
3. Upload a photo for your event by clicking “Select” button
4. Click the “Save” button when done.

The screenshot shows the 'Edit My Events' interface. At the top right, there is a 'close X' button. Below it are three tabs: 'Overview', 'Add', and 'Edit'. A callout points to these tabs, stating: 'Here you can select the “Add”, “Edit” and “Overview” tabs.' The main form area is titled 'Add your Event:' and contains a sub-header 'Add the information of your event. Need help adding your event?'. Below this are three input fields: 'Title of Event:' (with a 'Maximum: 100 characters' limit), 'Start Date:', and 'End Date:'. A callout points to these fields, stating: 'Enter your information such as the title, dates, and body text in there corresponding text fields.' Below the date fields is a 'Photo:' section with a placeholder image of the Farmers Insurance Group logo and a 'Select' button. A callout points to the 'Select' button, stating: '\* Upload your photo by clicking the “Select” button.' At the bottom of the form, there are 'Save' and 'Cancel' buttons. A callout points to these buttons, stating: 'Click “Save” to add your event.' At the very bottom, there is a small disclaimer: '\*All content is subject to reviewal by Farmers Insurance Group.'

\*For photo guidelines please refer to section 3b under My Photos on page 14.

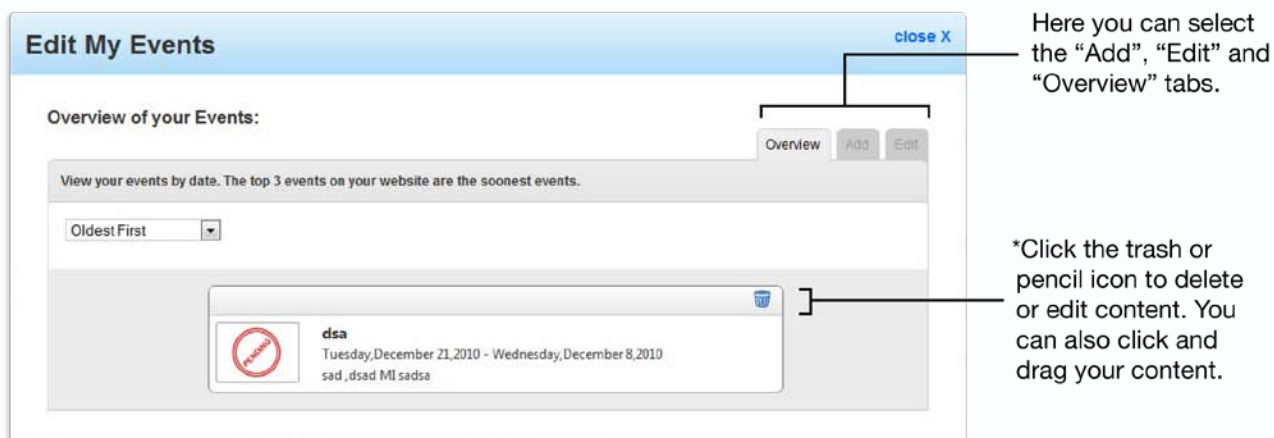
To Edit:

1. From the “Overview” tab click which event you’d like to edit.
2. Edit your Event’s information or change event’s picture

To Delete:

1. Click the “Overview” tab on the My Events editor pop-up.
2. Click on the trash can icon in the upper right-hand corner of the event you wish to delete.
3. Click “OK” on the confirmation pop-up to delete.

Once you’ve added, edited or deleted, a request will be sent for approval and can be viewed in your dashboard.



\*Please note that you cannot edit your content while it is pending approval.

## B. Advertising Panels

### Q. How do I add or edit my Advertising Panels?

1. From the “Overview” tab of your website editor, click the Edit Advertising Panels link. The Edit Advertising Panel will pop up and enable you to add, rearrange, edit and/ or delete your panels.

This is how you can find the Advertising Panels editor:

Move your mouse cursor to the top blue navigational bar. Click on “My Website” > Under the “Overview” tab > click the [Edit] link next to “Advertising Panels”.

To Add:

1. Double click on the desired “Advertising Panel” box on the Edit Advertising Panel pop-up. (The 3 Farmers Advertising Panels are not editable, but they can be rearranged.)
2. Add the desired advertising panel’s information, and upload a logo by clicking “Select” button.
3. Click the “Save” button when done.

The screenshot shows the "Edit Advertising Panel" window. At the top right, there is a "close X" button. Below the title bar, there are three tabs: "Overview", "Add", and "Edit". A callout points to these tabs, stating: "Here you can select the 'Overview', 'Add' and 'Edit' tabs." The main content area is titled "Add your Advertising Panel:" and contains a form. The form has a "Headline:" field with a "Maximum: 100 characters" limit. Below the headline is a "Photo:" section with a "Select" button. A callout points to this button, stating: "Click 'Select' to upload a photo for your advertising panel." Below the photo section is a "Body Text:" field with a "Maximum: 750 Characters" limit and a "Compose" button. A callout points to this field, stating: "Enter the text for your ad panel here." At the bottom of the form, there is a "Save" button and a "Cancel" link. A callout points to the "Save" button, stating: "Click 'Save' to save your content." Below the "Save" button, there is a disclaimer: "By clicking 'Save Edits', you are representing that you have read and are complying with the FITIRA rules and guidelines and that you own all copyrights for this content, photos, or videos and have authorization to upload it." and a footer note: "\*All content is subject to review by Farmers Insurance Group."

**To Edit:**

1. From the “Overview” tab click which Advertising Panel you’d like to edit.
2. Edit your panel’s information or change panel Pictures
3. Click the “Save” button

**To Rearrange:**

1. Click the “Overview” tab on the Edit Advertising Panel pop-up.
2. Drag and drop the targeted panel to the desired location. (Click and hold on the targeted panel, then move your mouse to the desired spot)
3. Click on the “Save” button to save the new panel order.

**To Delete:**

1. Click the “Overview” tab on the Advertising Panel pop-up.
2. Click on the trash can icon in the upper right-hand corner of the panel you wish to delete.
3. Click “OK” on the confirmation pop-up to delete.

Once you’ve added, edited or deleted, a request will be sent for approval and can be viewed in your dashboard.

**Edit Advertising Panel** close X

Overview of your Advertising Panels: Overview Add Edit

Drag and drop to reorganize, click to edit or click to delete [Why can't I edit the grayed out ads?](#)

Your Top 3 Advertising Panels on your Website

1	2	3
March of Dimes	Farmers Value Insurance Package	Get Farmers iClaim iPhone App

7	8	9
March of Dimes	Teen Driving Education	Border Solutions Drive Safe thru Mexico

**Save** or [Cancel](#)

\*All content is subject to reviewal by Farmers Insurance Group.

Here you can select the “Overview”, “Add” and “Edit” tabs.

\*Click the trash or pencil icon to delete or edit content. You can also click and drag your content.

Not all of the advertising panels are editable. Certain panels are from Farmers and cannot be edited or deleted.

Click “Save” to save your changes.

\*Please note that you cannot edit your content while it is pending approval.



## C. Caring in Action

### Q. How do I add or edit my “Caring In Action”?

A. From the “Overview” tab of your website editor, click the Add Page or Edit Caring In Action link. The Edit Caring in Action will pop up and enable you to add, edit and/ or delete your Caring In Action Page.

This is how you can find the Caring in Action editor:

Scroll to the top blue navigational bar. Click on “My Website” > Under the “Overview” tab > click the [Edit] or [Add Page] link next to “Caring in Action”.

To Add:

1. Click the “Add” tab on the Edit Caring In Action Page pop-up.
2. Add information to your Page, and upload a picture
3. Click on the “Browse” button to upload your picture.
4. Click the “Save” button when done.

Here you can select the “Overview”, “Add” and “Edit” tabs.

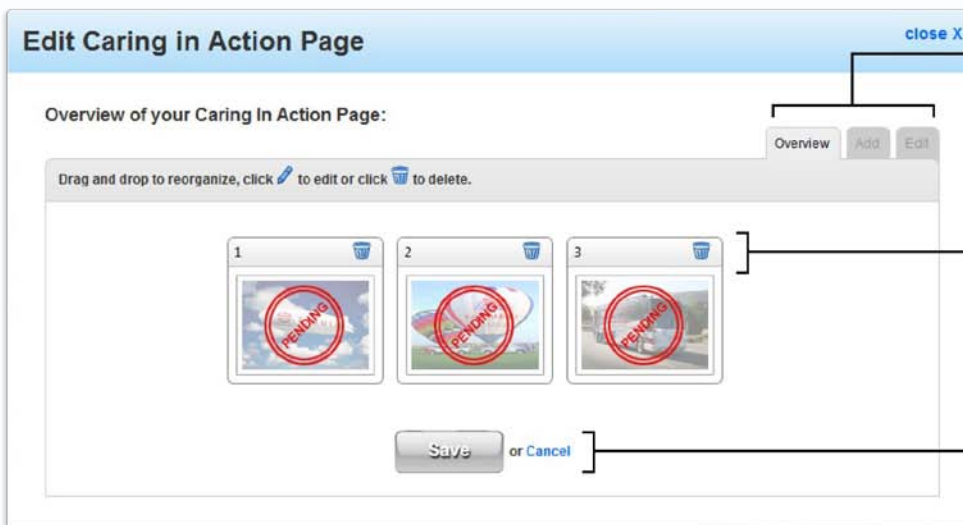
Click “Save Edits” to save.

To Edit:

1. From the “Overview” tab click which item you’d like to edit.
2. Edit page information or change photo
3. Click “Save” button

To Rearrange:

1. Click the “Overview” tab on the Edit Caring In Action Page popup.
2. Drag and drop the targeted item to the desired location. (Click and hold on the targeted item, then move your mouse to the desired spot)
3. Click on the “Save” button to save the new page order.



Here you can select the “Overview”, “Add” and “Edit” tabs.

\*Click the trash or pencil icon to delete or edit content. You can also click and drag your content.

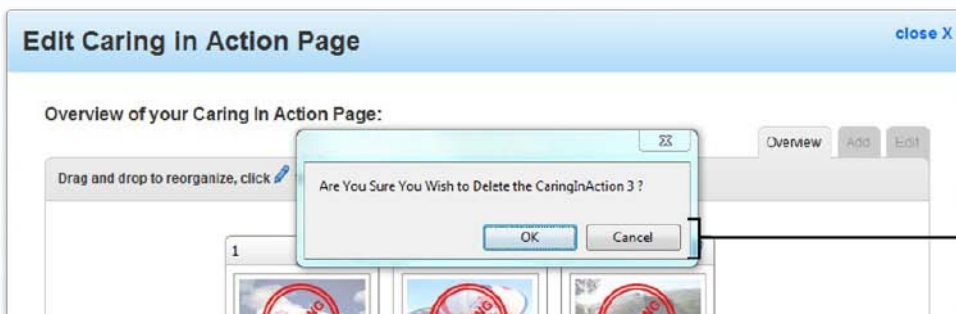
Click “Save” to save your changes.

\*Please note that you cannot edit your content while it is pending approval.

To Delete:

1. Click the “Overview” tab on the Caring in Action editor pop-up.
2. Click on the trash can icon in the upper right-hand corner of the item you wish to delete.
3. Click “OK” on the confirmation pop-up to delete.

Once you’ve added, edited or deleted, a request will be sent for approval and can be viewed in your dashboard.



Click “OK” to save.

## D. Community Partners

### Q. How do I add or edit “Community Partners”?

- A. From the “Overview” tab of your website editor, click the Add Page or Edit Community Partners link. The Edit Community Partners will pop up and enable you to add, edit and/ or delete your Community Partners.

This is how you can find the Community Partners editor:

Scroll to the top blue navigational bar. Click on “My Website” > Under the “Overview” tab > click the [Edit] or [Add Page] link next to “Community Partners”.

To Add:

1. Click the “Add” tab on the Edit Community Partner’s pop-up.
2. Enter community partners information and upload a photo
3. Click the “Save” button when done.

The screenshot shows the 'Edit Community Partners' pop-up window. At the top right, there is a 'close X' button. Below it are three tabs: 'Overview', 'Add', and 'Edit'. The 'Add' tab is selected. The main form area is titled 'Add your information of your Community Partner here.' It contains a 'Headline' field with a 'Maximum: 100 characters' limit. Below the headline is a 'Photo' section with a placeholder image of the Farmers Insurance Group logo and a 'Select' button. To the right of the 'Select' button, it says 'You can upload a JPG, GIF or PNG file. (File size limit is 4 MB)'. Below the photo section is a 'Body Text' field with a 'Maximum: 5000 Characters' limit and a rich text editor toolbar. At the bottom of the form, there are 'Edit HTML' and 'Compose' buttons. A 'Save' button is highlighted in green, and a 'Cancel' button is next to it. A disclaimer at the bottom reads: 'By clicking "Save edits", you are representing that you have read and are complying with the FARMERS rules and guidelines and that you own all copyrights for this content, photos, or videos and have authorization to upload it. \*All content is subject to reviewal by Farmers Insurance Group.'

Here you can select the “Overview”, “Add” and “Edit” tabs.

Click “Select” to upload a photo for Community Partners.

Click “Save” to save your content.

To Edit:

1. From the “Overview” tab click which partner you’d like to edit.
2. Edit page information or change photo
3. Click the “Save” button

To Rearrange:

1. Click the “Overview” tab on the Edit Community Partners Page popup.
2. Drag and drop the targeted item to the desired location. (Click and hold your click on the targeted item, then move your mouse to the desired spot)
3. Click on the “Save” button to save the new page order.



Here you can select the “Overview”, “Add” and “Edit” tabs.

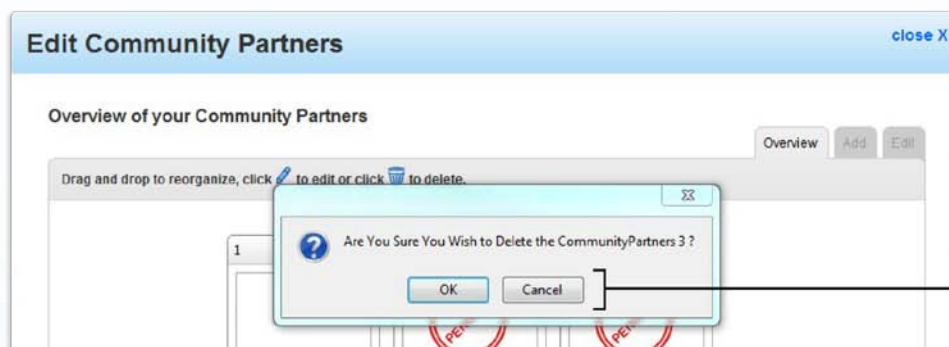
\*Click the trash or pencil icon to delete or edit content. You can also click and drag your content.

Click “Save” to save your content.

\*Please note that you cannot edit your content while it is pending approval.

To Delete:

1. Click the “Overview” tab on the Community Partner’s editor pop-up.
2. Click on the trash can icon in the upper right-hand corner of the partner you wish to delete.
3. Click “OK” on the confirmation pop-up to delete.



Click “OK” to save your content.

Once you've added, edited or deleted, a request will be sent for approval and can be viewed in your dashboard.

## E. Local Businesses

### Q. How do I add or edit Local Businesses?

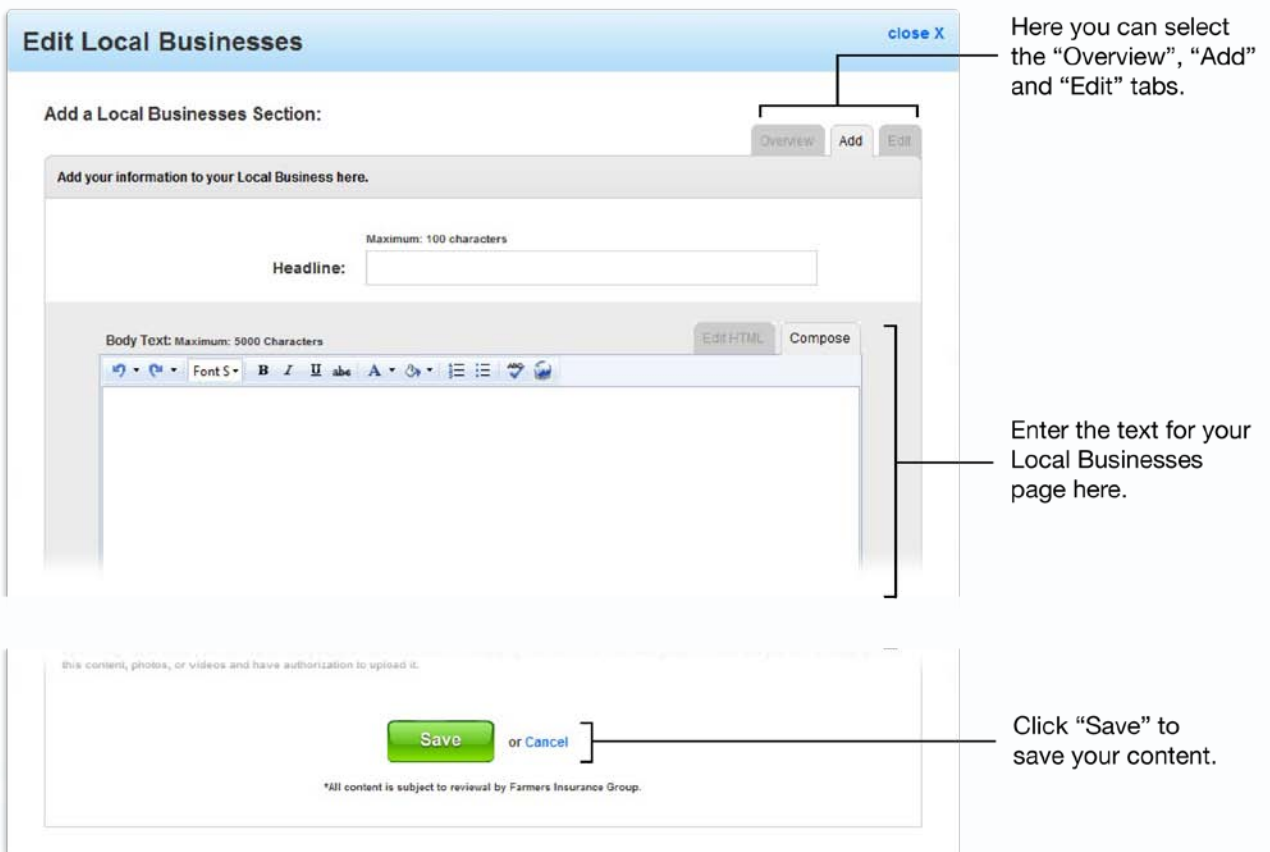
A. From the "Overview" tab of your website editor, click the Add Page or Edit Local Business link. The Edit Local Businesses will pop up and enable you to add, edit and/ or delete your Local Businesses.

This is how you can find the Local Businesses editor:

Move your mouse cursor to the top blue navigational bar. Click on "My Website" > Under the "Overview" tab > click the [Edit] or [Add Page] link next to "Local Businesses".

To Add:

1. Click the "Add" tab on the Edit Local Businesses pop-up.
2. Enter local business information and upload a photo
3. Click the "Save" button when done.



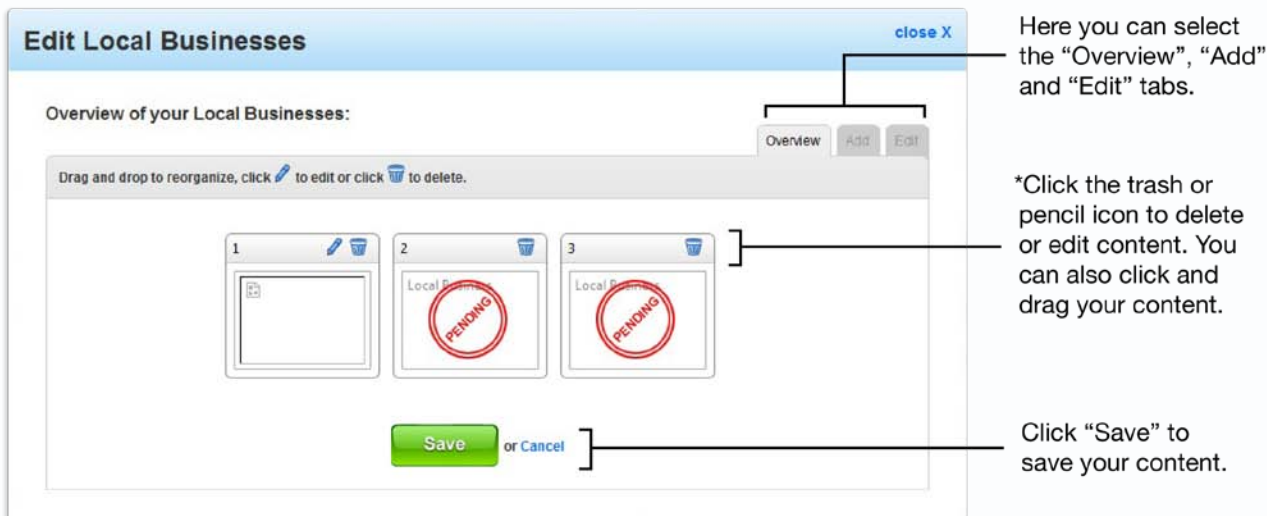
The screenshot shows the "Edit Local Businesses" pop-up window. At the top right, there is a "close X" link. Below the title bar, there are three tabs: "Overview", "Add", and "Edit". The "Add" tab is selected. The main content area is titled "Add your information to your Local Business here." and contains a "Headline" field with a "Maximum: 100 characters" limit. Below the headline is a "Body Text" field with a "Maximum: 5000 Characters" limit and a rich text editor toolbar. At the bottom of the pop-up, there is a "Save" button and a "Cancel" button. A "Save" button is highlighted with a green border. Annotations with lines pointing to the interface include: "Here you can select the 'Overview', 'Add' and 'Edit' tabs." pointing to the tabs; "Enter the text for your Local Businesses page here." pointing to the body text editor; and "Click 'Save' to save your content." pointing to the Save button.

To Edit:

1. From the “Overview” tab click which local business you’d like to edit.
2. Edit page information or change photo
3. Click the “Save” button

To Rearrange:

1. Click the “Overview” tab on the Edit Local Businesses popup.
2. Drag and drop the targeted item to the desired location. (Click and hold your click on the targeted panel, then move your mouse to the desired spot)
3. Click on the “Save” button to save the new order.

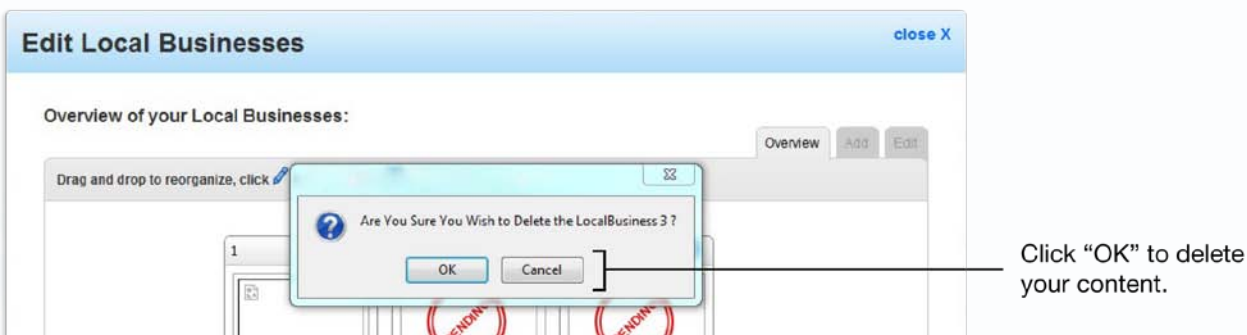


\*Please note that you cannot edit your content while it is pending approval.

To Delete:

1. Click the “Overview” tab on the Local Businesses editor pop-up.
2. Click on the trash can icon in the upper right-hand corner of the business you wish to delete.
3. Click “OK” on the confirmation pop-up to delete.

Once you’ve added, edited or deleted, a request will be sent for approval and can be viewed in your dashboard.





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