

March 2023

Louisiana Extranet

How to Create an Account &
Submit a Listing



Welcome to the LouisianaTravel.com Extranet, the official business and event listing directory for LouisianaTravel.com! See below for a step-by-step process on how to register for an account and submit a listing.

How to Register for an Account

To submit a listing for LouisianaTravel.com, you must first register for an account and be approved by our team. This is to help ensure the validity and relevance of all listings submitted.

After your account registration is approved, you will be able to submit your business or event listings for review and approval. From there, you may log in at any time to maintain and update your listings.

1. Visit extranet.louisianatravel.com
2. On the Login page, click on the “Request a new account” link:

LOUISIANA
Feed Your Soul.

Sign in to start your session

E-mail

Password

Remember Me

[Request a new account](#)

[I forgot my password](#)

[Need help?](#)

Sign in

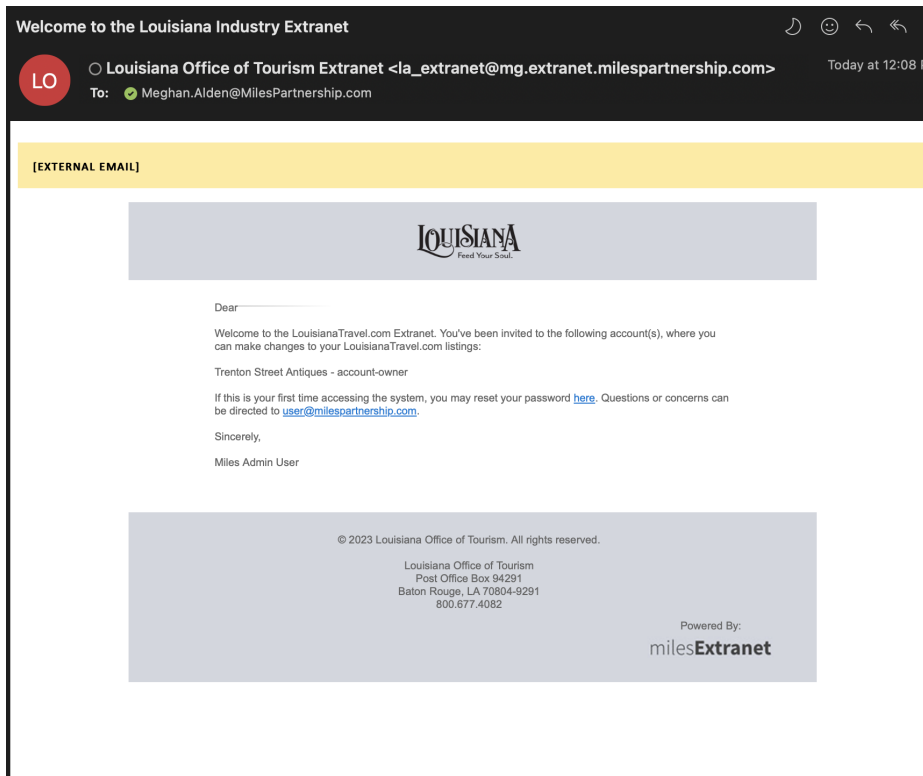
milesExtranet

3. Fill out the registration form completely and hit **'Save'**. *NOTE: The email address and Password you provide on the form will become your login credentials if you are approved.*

After submitting, you will see this confirmation page:



4. Check your email (and possibly Spam box) for an automated email from la_extranet@mg.extranet.milespartnership.com. Within the email will be a link to activate your account and reset your password. Click on the link to reset.



LouisianaTravel.com reserves the right to screen all submissions to make sure they comply with our guidelines. Only businesses & events relevant to Louisiana tourism will be accepted.

5. On our [login page](#), enter the credentials you provided in Step 3 to log in to your account.

Need further help and support?

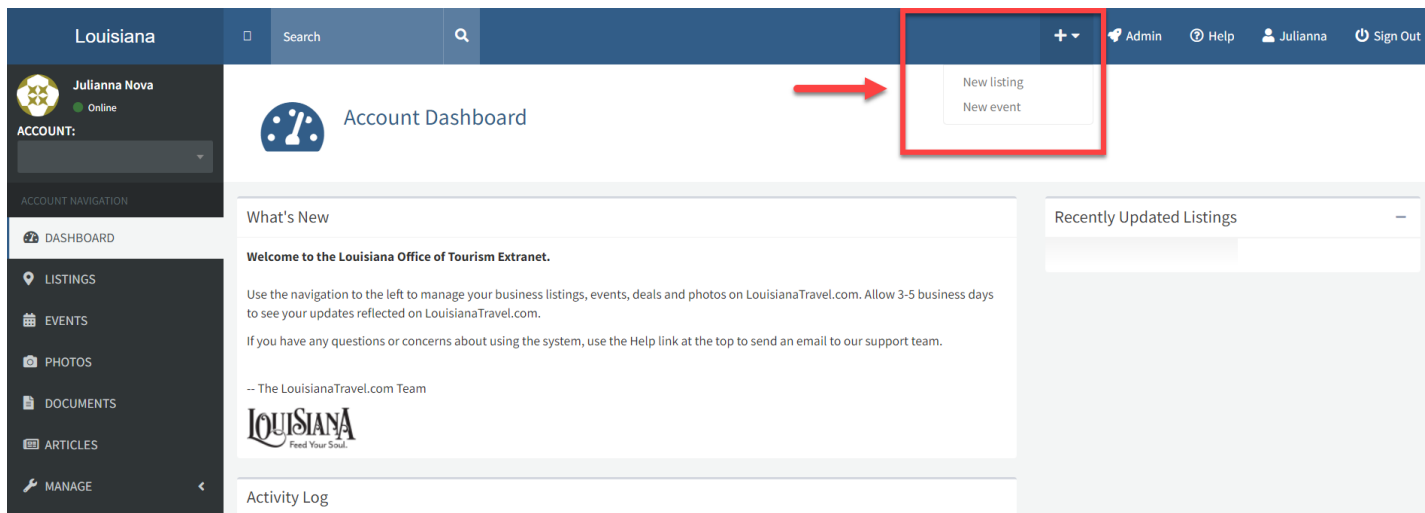
Go to <https://extranet.louisianatravel.com/support-request> to submit a support request.

How to Submit a Listing

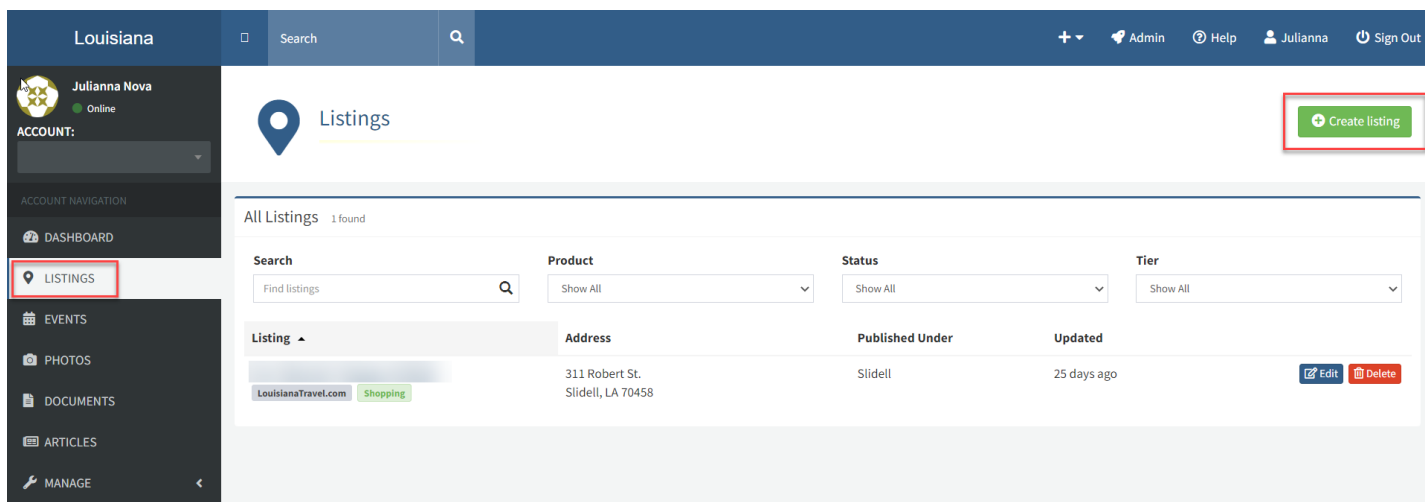
Once your account is approved and you have logged in, you may submit your business or event listing for review.

All listing submissions are reviewed by the Louisiana Office of Tourism (LOT) and approved or denied based on their relevance LouisianaTravel.com and its visitors. LOT reserves the right to refuse any listing that does not meet its acceptance criteria.

1. After logging in at extranet.louisianatravel.com, you will be taken to your Account Dashboard. To add a Business or Event listing, click on the “+” sign drop-down in the top right navigation. Click on **New Listing**.



You can also create a new listing from the **Listings** tab in the Account Navigation and clicking on the green “Create Listing” button on the top right-hand corner.



2. Fill out the submission form completely and hit **Save**.
3. You will immediately be taken directly to your listing page, where you can add additional information into your listing such as amenities and photos. Photos must be landscape orientation, larger than 640 x 480, no larger than 15MB, .jpg or .png format only.

To return to the Dashboard, simply click “Dashboard” on the left in the Account Navigation.

NOTE: your listing will still be subject to review and approval before it is published, so we’d suggest waiting to add photos and additional info until after receiving approval.

4. Await an email from us confirming whether the listing has been approved to be published on LouisianaTravel.com. You can expect to receive confirmation within 5 business days of submitting your listing. Once your listing has been officially “approved” by the Louisiana Office of Tourism, it will appear on LouisianaTravel.com within 24 hours after receiving the approval email.
 - Feel free to log in at any time to make updates to your listing or to add new photos and information!
 - To make edits to your listing, simply click on the listing name from your Dashboard view.