



## USING THE INDUSTRY SITE TO SUBMIT LISTINGS TO VISITMO.COM (If using a Microsoft browser, only Internet Explorer 11 and Edge are supported)

- Go to <https://industry.visitmo.com>. In the upper right of the screen, click LOG IN. The new industry site uses your email address as your user name. If you do not recall your password, you have the option to reset it. If your email does not match the email address of record for the account, please contact ([Alexandra.Wilkshire@ded.mo.gov](mailto:Alexandra.Wilkshire@ded.mo.gov)) or ([Barbara.Brueggeman@ded.mo.gov](mailto:Barbara.Brueggeman@ded.mo.gov)) at MDT.
- If you are a new user, please click on the box entitled “First Time Industry Portal Users.”
- When you log in to your account for the first time, please complete the user profile. If you are a returning user who needs to change account information, click on your name at the top right of the screen and select “My Profile.”
- The first thing you’ll see is your “Alerts and Message” page, which keeps you up-to-date with anything new pertaining to your listings.
- Click “My Listings” at the top of the page to view the names, types and status of the listings under your account. If you are editing an existing listing, click “Update Listing” and follow the instructions.
- Click “Create Listing” to formulate and submit a new listing to VisitMO.com for approval. ONE process allows you to submit listings for businesses and events, and if a business listings is Travel Guide-eligible, that information will be included in the form you fill out. At each stage in the step-by-step process, you can save and continue – or you can choose to save your work to complete later.
- The next step is the opportunity to upload up to six images for your listing. Our new website is designed to really show off your business or event, with the photos filling the entire screen. Therefore, each photo is required to be horizontal, with a MINIMUM size of 1400 pixels x 860 pixels, 72 dpi. You are REQUIRED to have the rights to every photo you upload to us. It is not required but we highly recommend you do this, both to make your listing more appealing and to maintain a high quality look for the website. It’s an easy upload-from-file or drag-and-drop (your choice) process.
- The final step – if your listing is Travel Guide eligible – is the information for the Travel Guide. Keep in mind that there is a 140-character limit for the description. When this form is complete, click “Submit for Review.”
- The web editor will review the submission and approve it for the live site. During periods of heavy traffic, approval may take a few days; you will receive an email notification when the listing has been approved. Business listings are processed in the order in which they were submitted. Event listings are processed in the order of the event date.

If you run into any difficulties or have questions, please feel free to contact Web Editor Alex Wilkshire at [Alexandra.Wilkshire@ded.mo.gov](mailto:Alexandra.Wilkshire@ded.mo.gov) or 573-526-1551 weekdays between 7:30 a.m. and 4:30 p.m.