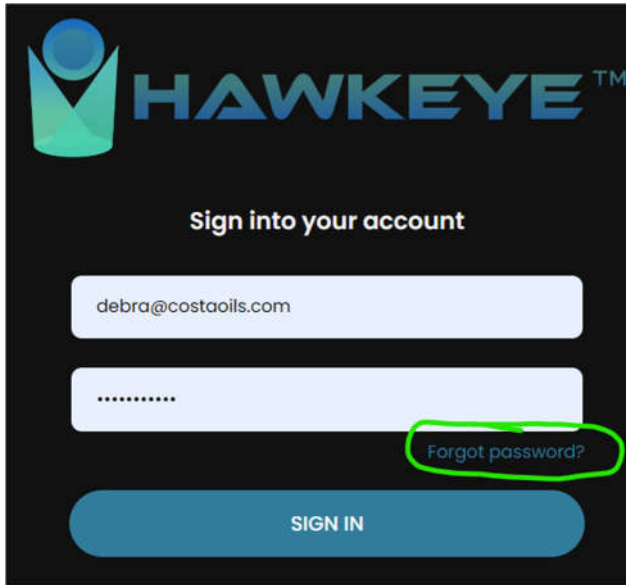


EDITING YOUR COSTA OILS WEBSITE ON HAWKEYE PLATFORM

1. Login to the Hawkeye platform – <https://app.hawkeyedigital.io>

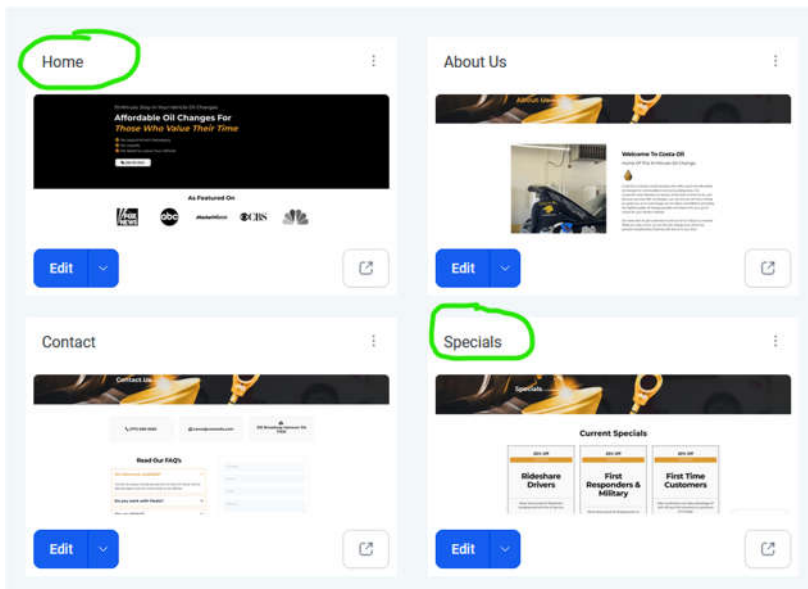
Use “Forgot Password” option if you need to reset your password.



2. **Coupons and Verbiage** - Follow these steps to make changes that are **not** Custom Values, such as Coupons or other verbiage on your website.

Steps: <http://tinyurl.com/4wwu4p72>

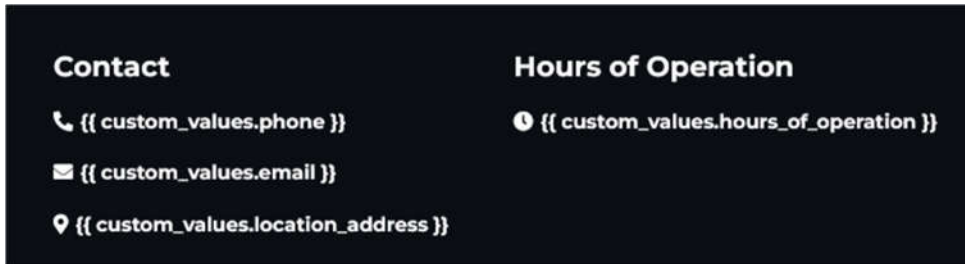
Note: Coupons are found on both your Home page and the Specials page.



3. **Hours** - Follow these steps to edit a “Custom Value” such as phone, email, address or hours.

Steps: <http://tinyurl.com/yx35ttrb>

Custom Values in Site Footer (example)



4. **Images** – Follow these steps to add or change the main image on your website home page.

Steps: <http://tinyurl.com/3az8nkmj>

Video: <https://www.loom.com/share/a7f6d156defb40508f13cd37894aeb9d?sid=19775c1b-7822-4095-aa1a-ec82d40f440d>

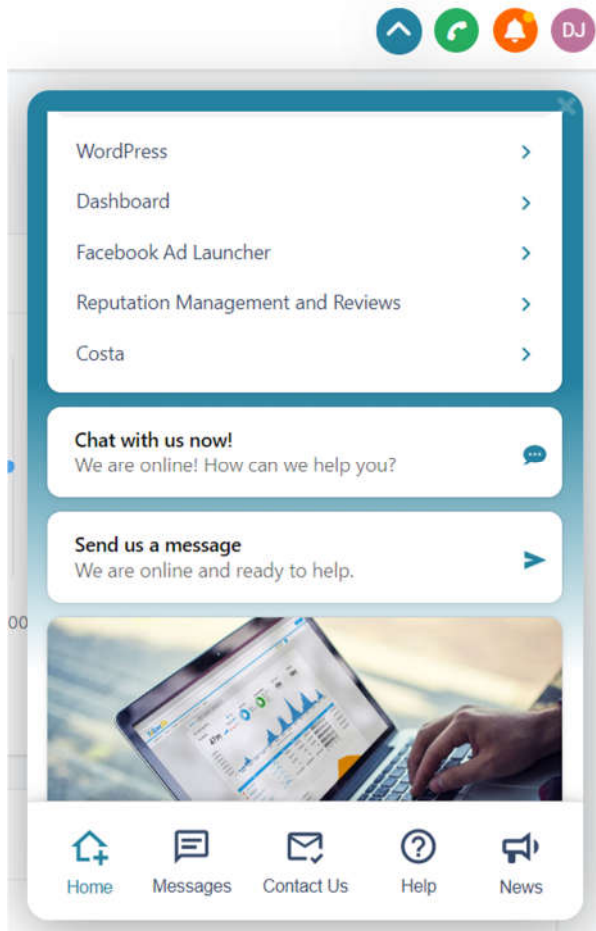
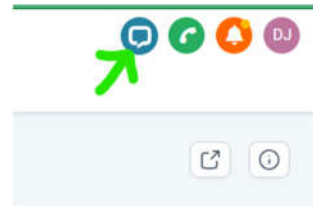
Example



Website Support Options

CHAT SUPPORT

24/7 live person chat for questions about Hawkeye Platform, including editing your website.



< Search "How To" Articles

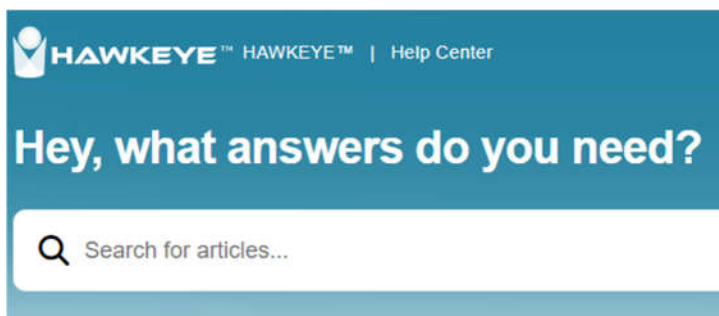
< View "Costa" Franchisee Topics

< Start Live Chat Session

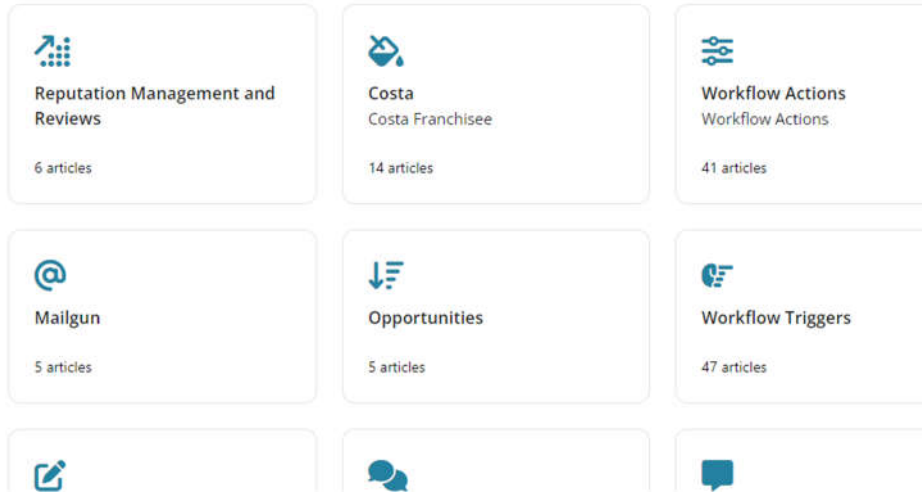
< Choose Specific Topic and Send Message
See how - <https://shorturl.at/qzGNV>

SOFTWARE KNOWLEDGEBASE

<https://app.modalsupport.com/MMt2koQeLvTxmQXfWd7b>

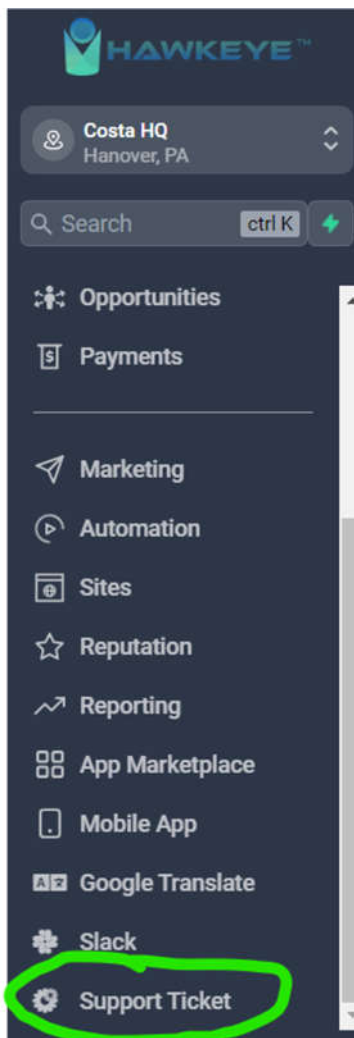


< Search How To Articles



< Browse by Category

SUPPORT REQUEST



< Support Ticket

– for any support requests NOT related to the Hawkeye Platform, such as SEO, online ads or other services you have contracted with Hawkeye Digital to provide.

EDITING YOUR LISTING ON THE CORPORATE WEBSITE

1. Login to Wordpress - <https://costaoids.com/wp-login.php>

If you don't know your password, use "Lost your password?" option or contact Deb.

2. **Coupons** – Follow these steps to update the Coupons on your corporate listing.

Steps: <http://tinyurl.com/4easrddd>

Example

The screenshot displays a mobile application interface. At the top, there is a header with the text "Get Directions" and a phone icon next to the number "727-223-3566". Below this is a globe icon and the URL "https://palmharbor.costaoids.com/". A Facebook icon is also present. A status bar shows "Today Open Now" with a green checkmark and an "Expand" button. Below the status bar is a "Price Range" indicator showing five green dollar signs (\$\$\$\$). The main content area is divided into four coupon cards, each with a dashed border. The top-left card offers "\$15 OFF RIDESHARE DRIVERS" with the text "Where applicable. Must show rideshare sticker at time of service." and "Doesn't expire". The top-right card offers "25% OFF VETERANS AND MILITARY" with the text "Must show proof of service or military ID." and "Doesn't expire". The bottom-left card offers "\$5 OFF ECONOMY OIL CHANGE" with the text "Cannot be combined with any other offers" and "Doesn't expire". The bottom-right card offers "\$7 OFF PREMIUM OIL CHANGE" with the text "Cannot be combined with any other offers" and "Doesn't expire". To the right of the coupons is a contact form titled "Contact This Costa Location". It includes input fields for "Full Name", "Phone*", "Email*", and "Message". Below the message field is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with the text "reCAPTCHA Privacy - Terms". At the bottom right of the contact form is a black "SUBMIT" button.

3. **Logistics** – Follow these steps to update information on your corporate listing, such as address, phone, featured image, etc.

Video: <https://www.loom.com/share/42fcabca17804197aca4bcda215a062?sid=07582d5a-5247-4e8f-99a9-69ef3debe491>

4. **Hours** – Follow these steps to update the hours on your corporate listing.

Steps: <http://tinyurl.com/bdhmv369>

Corporate Listing Support Options

Contact Deb Jennings with support requests