

## EDITING YOUR WEBSITE ON HIGH LEVEL

1. Log in to the High Level – <https://app.gohighlevel.com/>

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

If you are prompted to get a login verification code by email or text, **choose text**.  
If text is not an option, let Deb know.

Sign into your account


Email  
debra@costaails.com

Password  
\*\*\*\*\*

[Forgot password?](#)

Sign in

Or continue with

 Sign in with Google

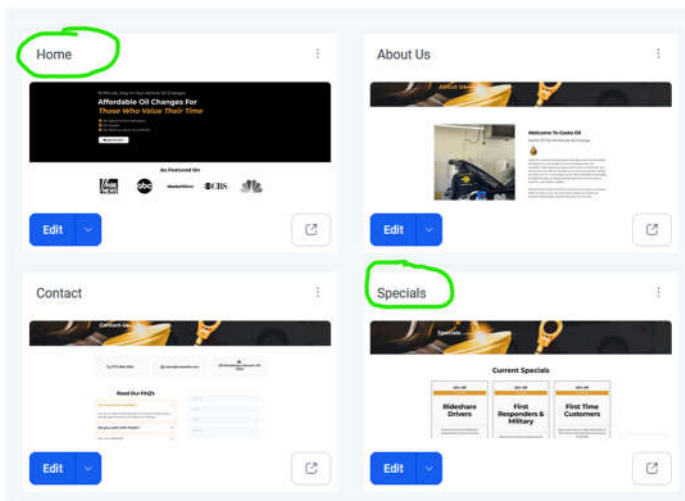
By signing in you agree to our [Terms and Conditions](#)

2. **Edit Coupons and Text** - Follow these steps to make changes to coupons and text on your website. (See step 3 to edit info such as hours, address and phone.)

Steps:

[https://scribehow.com/shared/Edit\\_Franchisee\\_Website\\_on\\_High\\_Level\\_ghxIRF6-TTy9e1dhjfl73g](https://scribehow.com/shared/Edit_Franchisee_Website_on_High_Level_ghxIRF6-TTy9e1dhjfl73g)

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

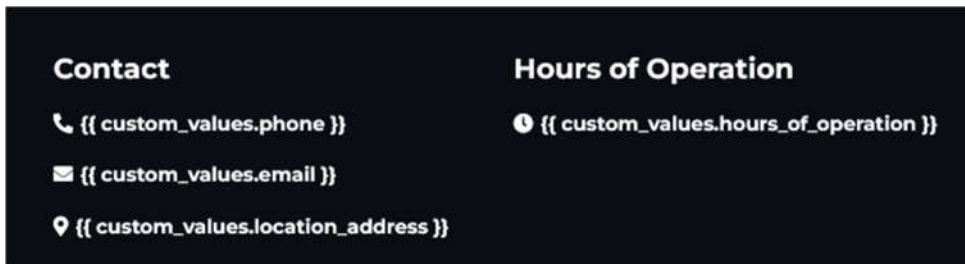


3. **Edit Hours, Address, Phone, Email** - Follow these steps to edit a “Custom Value” such as phone, email, address or hours. Go to **Settings > Custom Values** to edit any info shown in curly brackets on the site {{ ....}}

Steps:

[https://scribehov.com/shared/Edit\\_Custom\\_Value\\_in\\_HighLevel\\_Page\\_Settings\\_Q1a7gnLmRwucGe3F-U\\_MiQ](https://scribehov.com/shared/Edit_Custom_Value_in_HighLevel_Page_Settings_Q1a7gnLmRwucGe3F-U_MiQ)

*Custom Values in Site Footer (example)*



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

Steps:

[https://scribehov.com/shared/Add\\_Image\\_to\\_Home\\_Page\\_in\\_High\\_Level\\_j66URHYNQr-DCZ1q49Ad4w](https://scribehov.com/shared/Add_Image_to_Home_Page_in_High_Level_j66URHYNQr-DCZ1q49Ad4w)

*Example*

