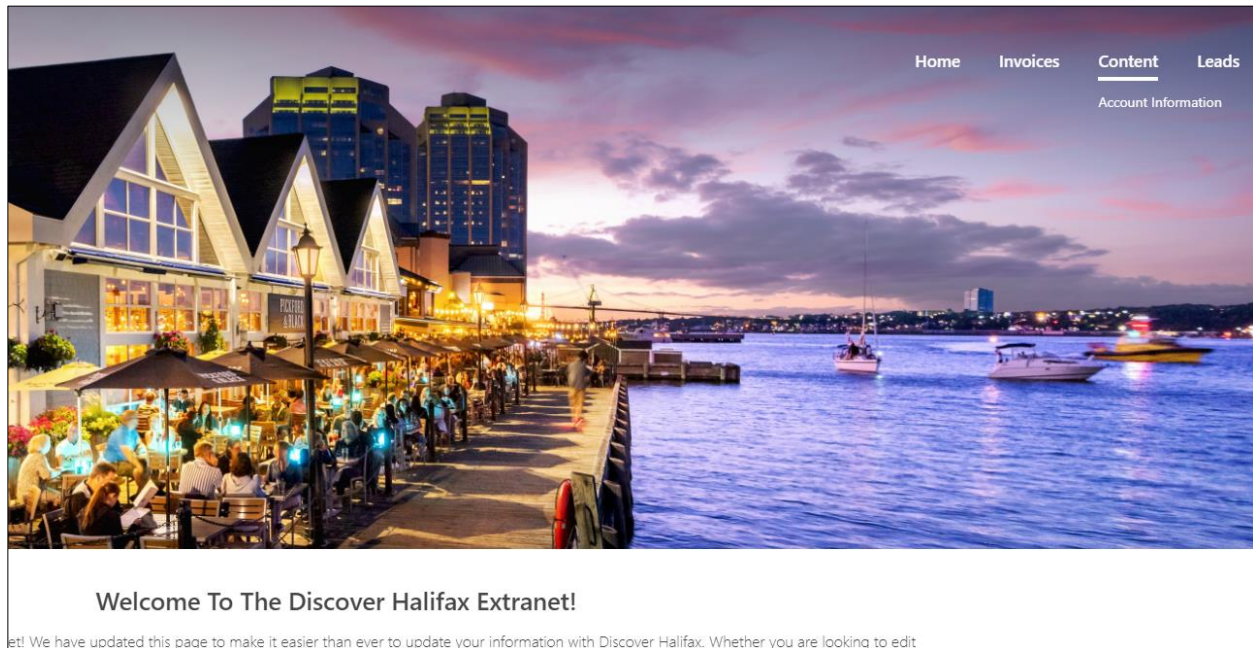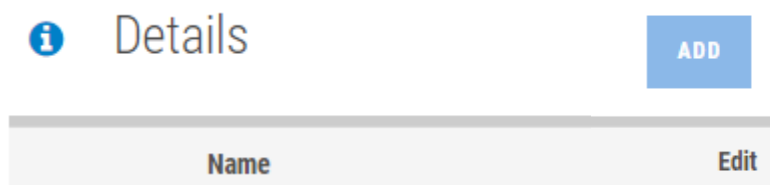# How to Submit an offer for the Show Your Badge Program

Step 1: Log on to the Member Extranet at discoverhalifax.idss.com. In the top right-hand corner, under "Content" click on "Account Information".

Welcome To The Discover Halifax Extranet!

et! We have updated this page to make it easier than ever to update your information with Discover Halifax. Whether you are looking to edit

Step 2: Once you are on that page, go down to the very bottom to the "Details" section & click "Add".

Step 3: Fill in the "Detail Name", go over to "Detail Type", click "Show Your Badge Offer" & click "Submit".

	BACK	CANCEL	SUBMIT
Detail Type	Unspecified ▼		

Unspecified
Meeting Space
Restaurant
Bar, Lounge or Nightclub
Event Services
Salon or Spa
Outdoor Activity
Tour
Deals
Show Your Badge Offer

Step 4: Once you have submitted, you can go back down to the "Detail" section on the Account Information page, and the Show Your Badge Offer will now be there.

Type	Parent	
Member		EDIT
Attraction		EDIT
Shopping		EDIT
Show Your Badge Offer		EDIT
Deals		EDIT

Step 5: Click on "Edit". You can fill out any additional details about the offer. Hit "Submit" to save the changes.