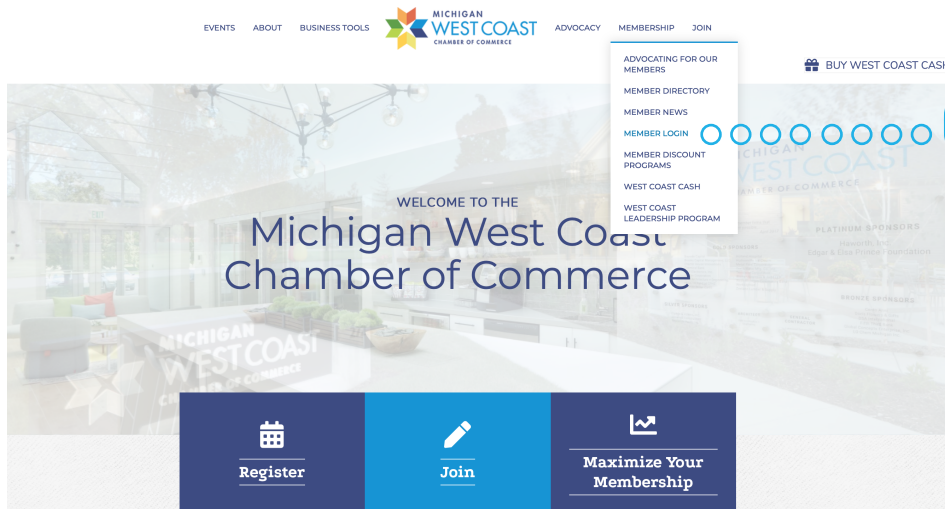
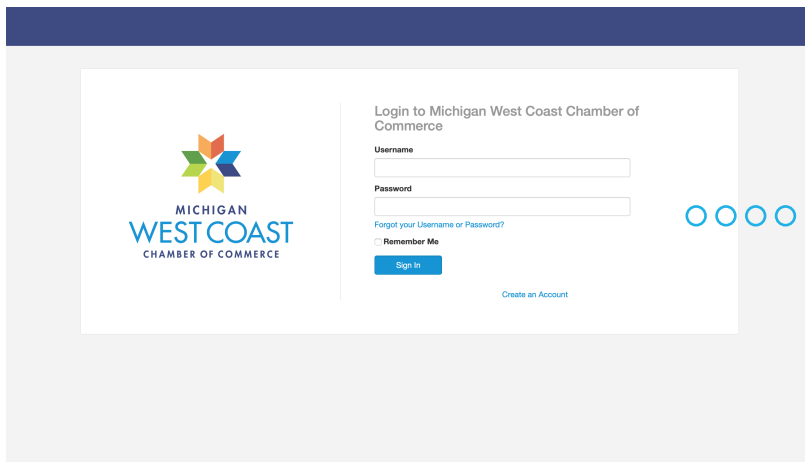


Updating Your InfoHub

Our website's Business Directory is the place where other businesses find you, and the InfoHub is where you go to customize your listing and make yourself stand out. Learn how to maximize your InfoHub Profile and make your online listing All About You!



Log in to www.westcoastchamber.org



Michigan West Coast Chamber of Commerce

Login to Michigan West Coast Chamber of Commerce

Username

Password

Forgot your Username or Password?

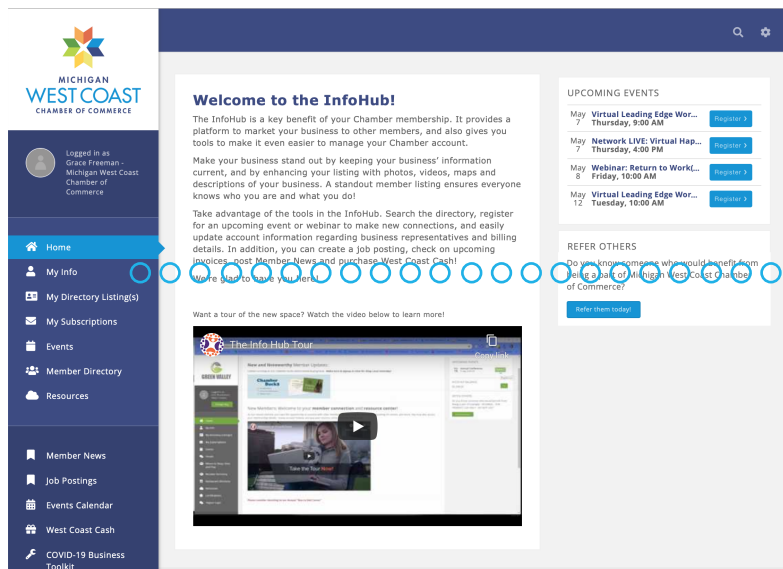
☐ Remember Me

[Sign In](#)

[Create an Account](#)

Enter username and password

Contact Information



Click into "My Info"

The screenshot shows the 'My Info' profile page for Jane Clark (President). The page has a light gray header with navigation tabs: Contact Info, Membership, Billing, Related Businesses, Related Contacts, Related Branches, and Refer Others. The 'Contact Info' tab is active. The profile is divided into two main sections: 'CONTACT INFO' and 'LISTS/COMMITTEES'. The 'CONTACT INFO' section contains a table with fields for Mailing, Work, Fax, and Homepage, each with a corresponding value and a blue checkmark icon. The 'LISTS/COMMITTEES' section shows 'None to display'. A blue callout bubble with a dotted line points from the 'CONTACT INFO' section to the right.

Field	Value	Status
Mailing	272 E 8th St Holland MI 49423	✓
Work	jane@westcoastchamber.org	✓
Work	info@westcoastchamber.org	✓
Fax	(616) 392-7379	✓
Work	(616) 392-9634	✓
Work	(616) 392-2389	✓
Homepage	http://Westcoastchamber.org	✓
Homepage	https://www.linkedin.com/in/janetempletonclark/	✓

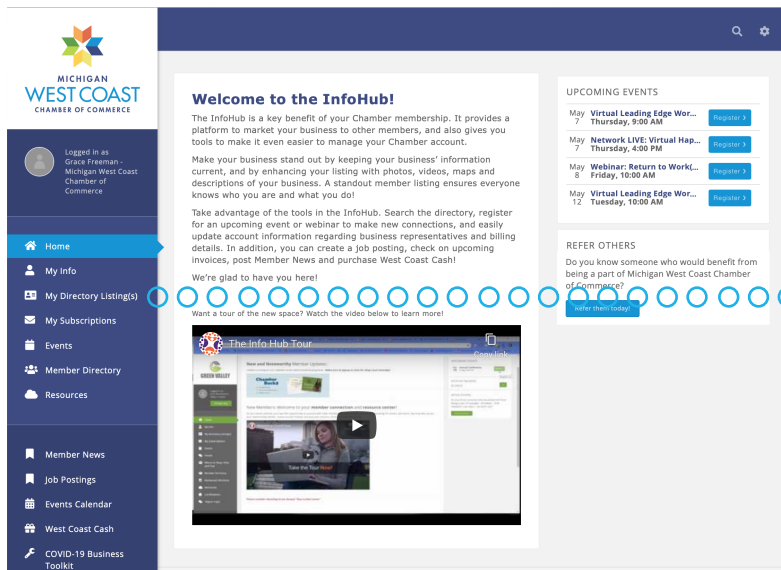
Here you can update:

- Personal contact info
- Personal Social Sites (LinkedIn)
- Headshot
- Professional Bio

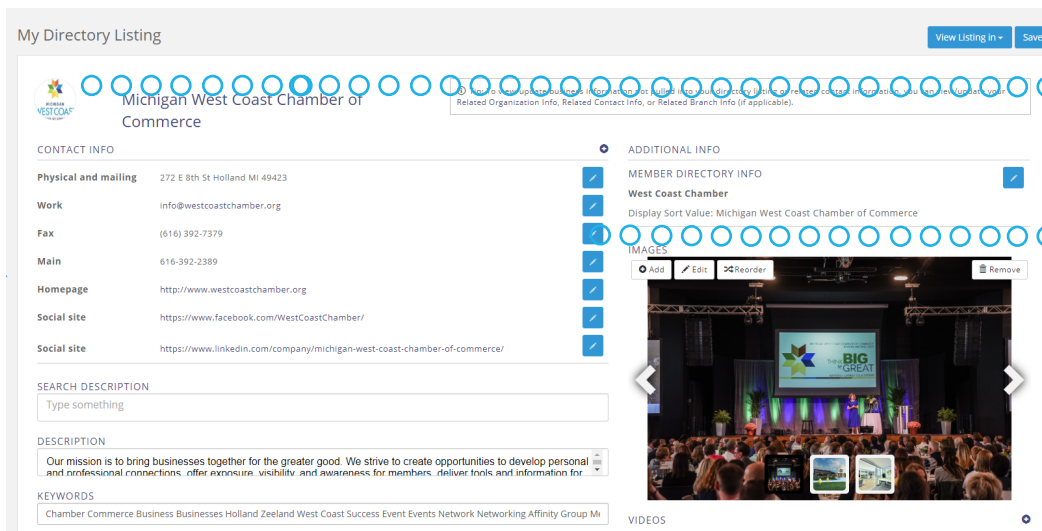
Quick Tip:

- Use your Professional Bio to describe what you specialize in or connections you are looking to make!

Your Business Profile



Click into "My Directory Listing"



Company Logo

Company contact information

Quick Tips:

- Add Social Media sites for your company & follow the West Coast Chamber Pages
- Use Images & videos of your brand
- Add a Search Description: A brief description about your company for quick results
- Add a Business Description
- Utilize Keywords: This helps refine searches
- Add in Highlights: This is a great place to add Hyper Links

Update Billing Information

Click into "Billing"

- Add a payment profile to register easily for events
- Make payments on open invoices

Contact Info Membership **Billing** Related Businesses Related Contacts Related Branches Refer Others

Jane Clark (President) ✎

CONTACT INFO

Mailing	272 E 8th St Holland MI 49423	✎
Work	jane@westcoastchamber.org	✎
Work	info@westcoastchamber.org	✎
Fax	(616) 392-7379	✎
Work	(616) 392-9634	✎
Work	(616) 392-2389	✎
Homepage	http://Westcoastchamber.org	✎
Homepage	https://www.linkedin.com/in/janetempletonclark/	✎

PROFESSIONAL BIO

None to display

LISTS/COMMITTEES

None to display

Click into "Related Contacts"

- Add new team members
(Everyone has access to Member Benefits!)
- Update their information and add direct lines
- Send employees a login to get their own InfoHub Account

Contact Info Membership Billing **Related Businesses** Related Contacts Related Branches Refer Others

Jane Clark (President) ✎

CONTACT INFO

Mailing	272 E 8th St Holland MI 49423	✎
Work	jane@westcoastchamber.org	✎
Work	info@westcoastchamber.org	✎
Fax	(616) 392-7379	✎
Work	(616) 392-9634	✎
Work	(616) 392-2389	✎
Homepage	http://Westcoastchamber.org	✎
Homepage	https://www.linkedin.com/in/janetempletonclark/	✎

PROFESSIONAL BIO

None to display

LISTS/COMMITTEES

None to display