How To Maximize Your Chamber Profile



How do I login to my Chamber profile?

SETTING UP YOUR USERNAME & PASSWORD

• When you finalize your Chamber membership you will receive an email with a link, subject line titled: **MEMBER AREA ACCESS FOR CHAMBER OF COMMERCE OF THE PALM BEACHES**

• Click on the email link and follow the prompts to setup your Chamber Master account.

*Please note company spam blockers may have the email go into your junk or spam folder.

Example:



- Click MEMBER LOGIN (upper right of website)
- Enter your Chamber username and password

Login
Username:
Password:
Forgot your username/password?
Submit

DON'T KNOW OR DON'T HAVE A LOGIN?

Click FORGOT YOUR USERNAME/PASSWORD

• You will recieve an email with a link to reset your login credentials. The link will expire in 24 hours.

How do I update my company information?

SETTING UP YOUR COMPANY PROFILE

- Login in your Chamber Master profile
- SHORTCUTS (left of website) menu click on COMPANY INFORMATION.
- Update Contact, Address, Addtional and Billing sections.
- Click **SAVE CHANGES** at the bottom of your screen to save.

Example:



Who can be a business representative?

SETTING UP A NEW ACCOUNT REP

- Login in your Chamber Master profile
- SHORTCUTS (left of website) menu click on

COMPANY INFORMATION then click on EMPLOYEES.

Scroll down to ADD EMPLOYEE/REP fill in the relevant information

Click **SAVE EMPLOYEE/REP** at the bottom of your screen to save.

Examples:

Account Settings			
Personal	=	eactivate Selected Reps	Add Employee/Re
Company	***		
Profile Summary			
Organization Information			
Employees			
Website Information			

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How do I add my company logo, photos, or video?

ADDING COMPANY SPECIFIC CONTENT

 Under the "Account Setting" left hand menu, select logo, photos, or video, and follow the prompts.
 YOU WILL BE ASKED TO UPLOAD YOUR FILES

*Please note for Video content, the video will need to be uploaded to your YouTube account first in order to add it to your Chamber profile.

Example:

,						
Personal	=	Member Page Header				
Company						
Profile Summary						
· Organization Information		Image				
· Employees		Not Aisigned				
· Website Information						
> Logos						
Photos		Add Image				
· Video		*Image removal pending save				
Map Pin Information		Member Logo				
· Membership Badge						
Billing	=					
		Image Not				
		Assigned				
		Add Image				
-		* Image removal pending save				
•		for floorer Count				
Save Changes Cancel						

• After you upload your logo/photo/video you will be asked to "save changes".



DIRECTORY LISTING

Example:

HOME VISIT EVENTS	CHAMBER of THE PALLM BEACHES	MEMBERS ABOUT US NEWS
Top Tier Leadershij	<u>,</u>	
CO TALENT MANAGEMENT CONSULTING ♥ PO Box 32536, Palm Beach Gardens, FL 33420 ₽ (561) 775-3396 ♥ Visit Website		Ven larger rage Geogle Mag das 1200 Times il cue
Rep/Contact Info Rita B. Craig President Send an Email		

DIRECTORY LISTING WITH LOGO ADDED

Example:



*Please note if you upload a logo, gallery photos, or videos and save your profile but do not see the changes reflected on your Directory listing please contact:

Donald Burgess at dburgess@palmbeaches.org or call 561-833-3711 ext 223