

# How To Maximize Your Chamber Profile



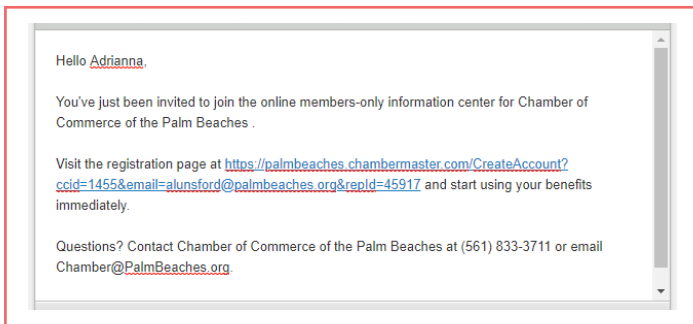
## How do I login to my Chamber profile?

### 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.

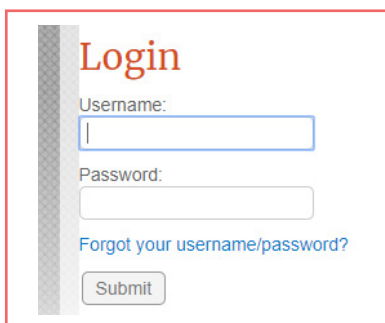
*\*Please note company spam blockers may have the email go into your junk or spam folder.*

#### Example:



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

#### Example:



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

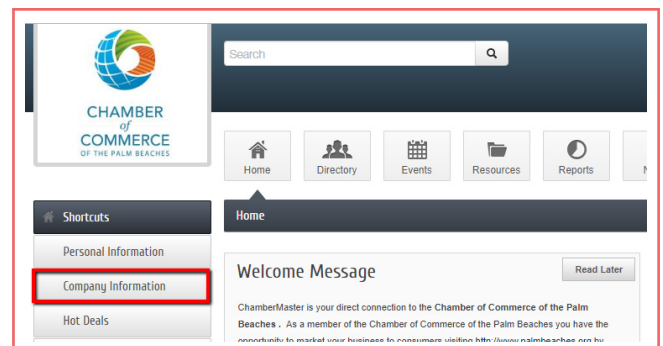
- Click **FORGOT YOUR USERNAME/PASSWORD**
- You will receive an email with a link to reset your login credentials. The link will expire in 24 hours.

## 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, Additional and Billing sections.
- Click **SAVE CHANGES** at the bottom of your screen to save.

#### Example:

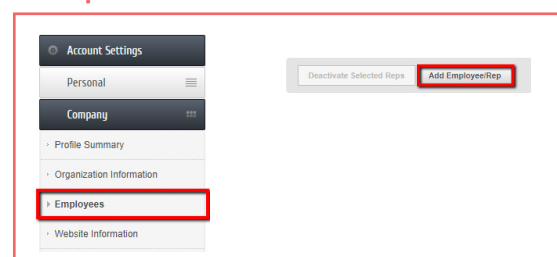


## Who can be a business representative?

### 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:



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

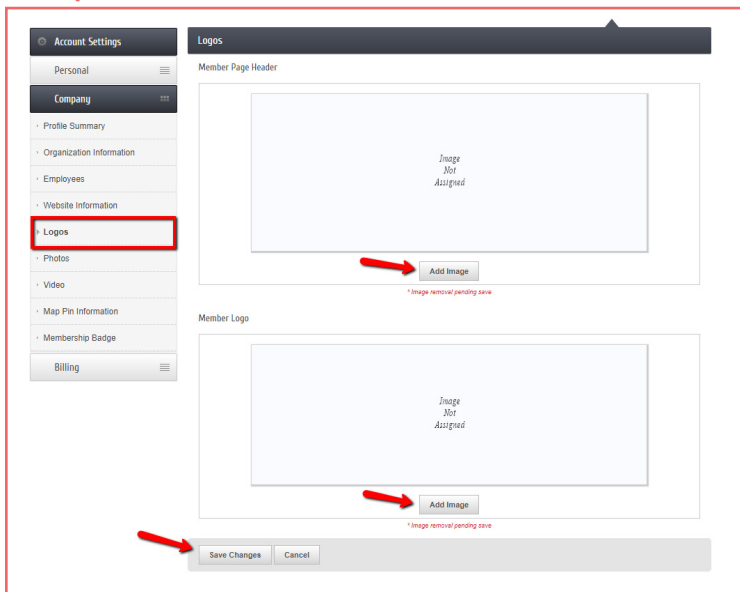
### ADDING COMPANY SPECIFIC CONTENT

- Under the “Account Setting” left hand menu, select logo, photos, or video, and follow the prompts.

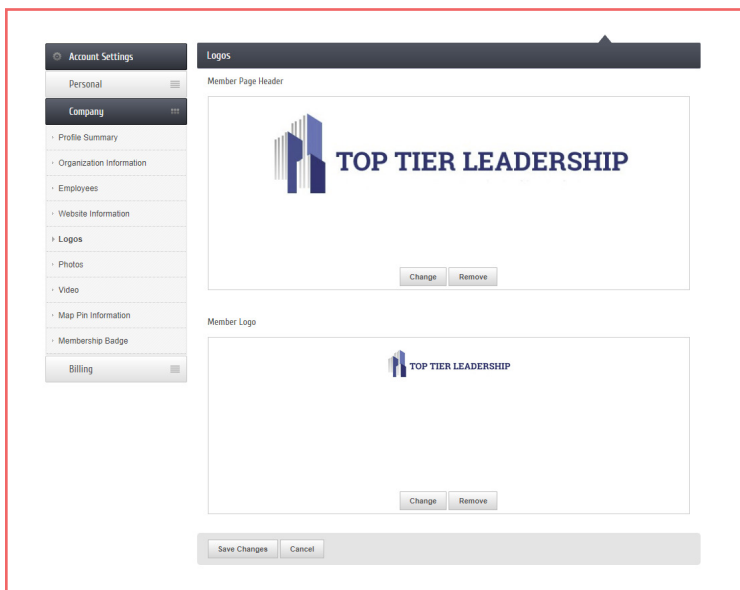
**YOU WILL BE ASKED TO UPLOAD YOUR FILES**

*\*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:



- After you upload your logo/photo/video you will be asked to “save changes”.



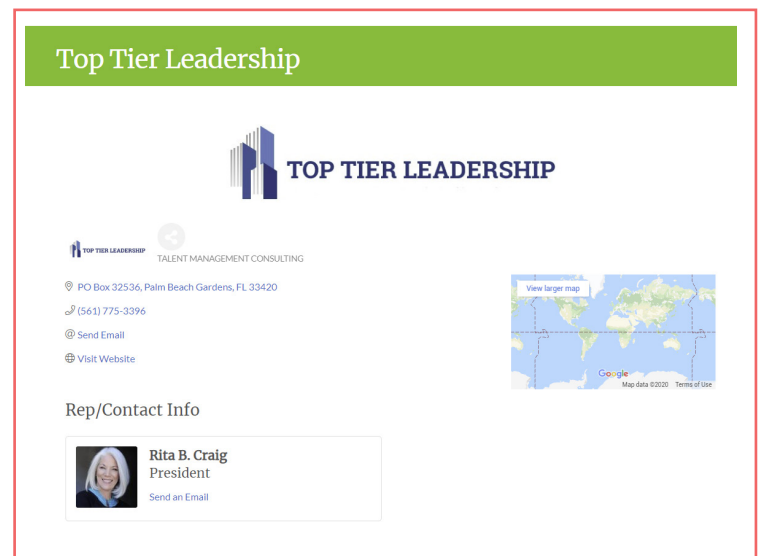
## DIRECTORY LISTING

#### Example:



## 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](mailto:dburgess@palmbeaches.org) or call 561-833-3711 ext 223*