



We are so thrilled you have decided to list your business on the

## Eat, Shop, Play in the Parkland app!

Below are the detailed directions to help ensure your listing is completely correct and up to date.

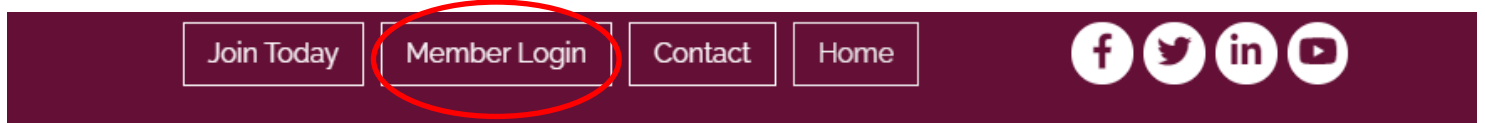
It should only take about 15 minutes to set up your listing.

*It is VERY important that you carefully follow these easy steps to set up your listing correctly.*

\*Remember, you can sign in to your Member Information Center *any time* to make changes to your listing. If your business hours change or you move your business, change websites, etc. please be sure you keep this listing update.

### Step 1– Log in to your Member Information Center Portal

Go to the Chamber website, [FarmingtonRegionalChamber.com](http://FarmingtonRegionalChamber.com), and sign into your Member Information Center portal using the Member Login button at the top of the page.



Business ▾ Communities ▾ Member Advantages ▾ Join Today ▾ About FRC ▾

### Step 2– Once you are logged in select the “Company” tab on the left side tool bar.

Home Directory Events Resources Reports

Home

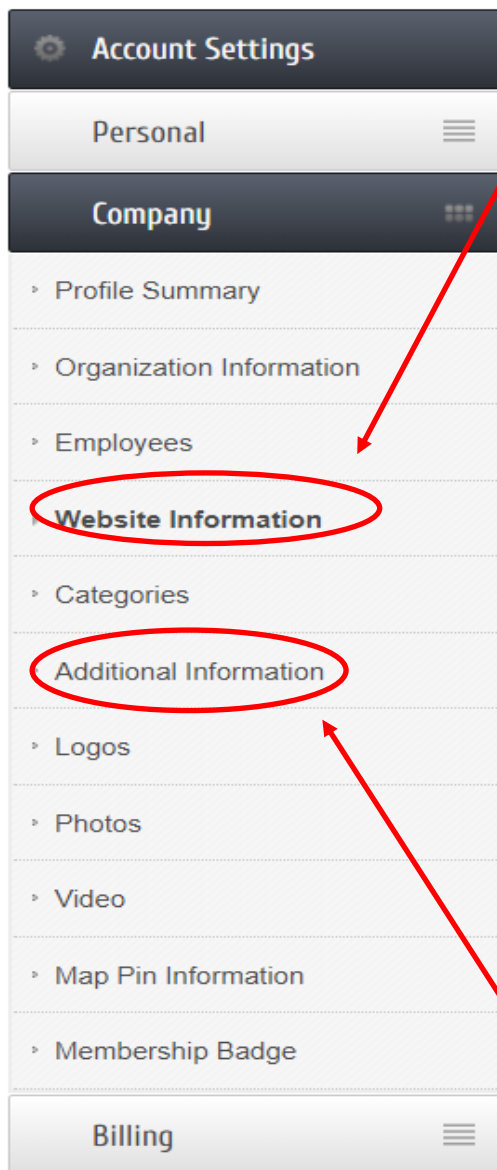
### Welcome Message

Read Later

**Welcome to your Member Information Center!**

As a member of the Farmington Regional Chamber, you are an important part of the leading advocacy organization for business in the Farmington region. We work each day to advance a strong economy while serving, protecting and promoting the interest of our members. We also collaborates on initiatives with businesses, educational partners and government entities to provide a positive business environment and improve the quality of life in our area.

Through membership, you are helping to make the Farmington region a better place, and as a bonus you now have access to many exclusive member advantages.



### Step 3– Ensuring all your business information is correctly entered in the app

Click “**Website Information**” to open it and make sure all your business information is *correct and updated*. *This information will be transferred into the app so it’s very important to ensure it is completely accurate.*

#### **Be sure to check your:**

- ⇒ Address
- ⇒ Phone number
- ⇒ Business Hours
- ⇒ Website
- ⇒ Business description
- ⇒ Make sure your logo is added

When you have business changes such as changes in your business hours or location, etc. you will need to log in and make changes here. By doing this in your Member Information Portal it will update your business information on the Chamber business directory AND on the Eat Shop Play in the Parkland. You’ll **only need to make update in one place!**

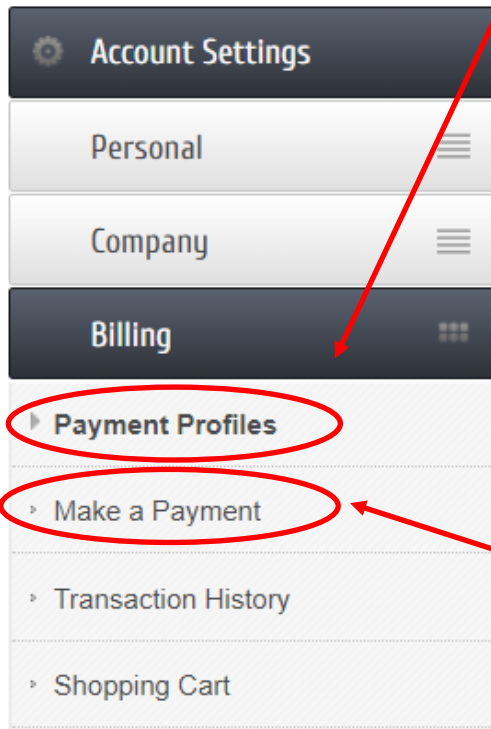
(NOTE– if the website information is grayed out you will need to uncheck the “Use organization information” box at the top of the page under the title “Web Content” to be able to edit it.)


### Step 4– Select the categories where you want your business listed.

Go to “**Additional Information**” Click box at the top labeled “Eat Shop Play App Participant” then select from the drop down menu for each desired category.

The basic listing (\$100) includes a listing in one category. For an additional \$50 your business can be listed in up to 3 additional categories. If you need to be listed in more than 4 categories contact the Chamber staff at 574-756-3615

## Step 5– Select the “Billing” tab on the left side tool bar



Go to **“Payment Profiles”** and select “Add a new payment profile then enter your credit card information. **Be sure to click :**  Notify Farmington Regional Chamber of Commerce that I am interested in setting up automatic payments and select to use this profile for the recurring charges. **Note:** Once automatic payments are setup with Farmington Regional Chamber of Commerce, keep this checkbox selected so that you can easily identify which profile is being charged.

*To simplify the process for everyone involved the listings on the Eat Shop Play in the Parkland app will be auto billed annually in the month you enroll unless you call to cancel. You will have 30 days from the date the credit card is charged to cancel your listing, should you so desire.*

Next click on **“Make a Payment”** then click on the highlighted words

**“Make an additional payment”** in the comment section be sure to list Eat Shop Play App and either single or multiple categories whichever is applicable. Then enter the amount which would be either \$100 for a single category listing or \$150 for a multiple category listing. Follow the remaining prompts to complete the payment transaction and .....

**YOU'RE ALL DONE!**