

Member Profile Instructions

How to ADD/EDIT Employees



How to Obtain Member Log-in Credentials

Email info@missoulachamber.com or call (406) 303-8761 for Member log-in credentials.

Log-In to Your Business Profile

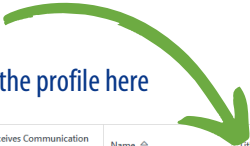
Your Chamber log-in credentials are:

Username (Membership ID#): On Invoice

Password (Last 4 digits of Main Phone #): XXXX

1. Log-in to your member profile
2. Find "Related Profiles" section
3. Click on "View and edit all"
4. Your "Related Contacts" will be listed here
5. You can designate Billing contacts & Editors of the profile here

6. Click "Action" if you want to update/edit/delete a listed employee



Main Contact	Billing Contact	Editor	Receives Communication	Name	Title	Email	Phone	Relation Type	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Debbie Erbacher	Director of Administration	debbiee@missoulachamber.com	(406) 543-6623	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stephanie Lanza-Harvey	Director of Communication	stephanieh@missoulachamber.com	(406) 543-6623	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Kim Latrielle	CEO	kim@missoulachamber.com	(406) 543-6623	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sharon Morren	Director of Membership	sharonm@missoulachamber.com	(406) 543-6623	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Laura Stinger	Events & Program Director	lauras@missoulachamber.com	(406) 543-6623	Employee	ACTIONS

7. CLICK "Add a Profile" to add additional employees

8. Fill out form as indicated to the right

9. NOTE


If no one is designated as Billing Contact or Editor, the MAIN CONTACT will receive Invoices and will be the only individual that can EDIT the profile.

Please Check boxes next to individuals who are responsibly for BILLING or EDITING the profile. There can be more than one EDITOR.

Do it Yourself!

Member businesses can log-in to their Member Profile to:

- Pay open invoices online with credit card
- Print invoices and receipts
- Update member information
 - Business listing description
 - Employee contacts
 - See available benefits
 - Logo
- Post Job openings
- Submit an Event to member calendar
- Register for a Chamber Event



Related To: Your Business's Name

New-profile Individual Profile Organization Profile

Prefix: Main Contact Of Your Business's Name

First Name: Receives Communication

MI: Billing Contact

Last Name: Update phone and address to inherit from Your Business's Name

Suffix:

E-mail:

Relation Type: