



Online Membership Update Instructions

Please read through the following instructions. If you have any questions, please contact the Chamber at 734-665-4433.

Once you sign in, your user session should be valid as you click through the site. If you are having trouble, please do the following:

In your browser, Go to the Tools menu, then Internet Options, Click on the Privacy tab, Click on the Advanced tab, Setting Third Party Cookies to Accept and checking Always accept session cookies.

1. Retrieve your online username and password from the email sent to you from the Chamber and type it into the login page.
 - a. **Only one member of your organization, the main contact from the Chamber database, received this email. This is the only person with access to this online update. If you would like to change the main contact who will update your organizations' information, please contact Thernesa Rankin at thernesa@annarborchamber.org or 734-665-4433.**
2. Once you are logged in, you will see the update membership profile screen listing the current information the Chamber has on your business. To change the information, please click on the "edit" links below the information.

To change your Organization Summary

1. Click on the "Edit Organization Information" link below the Organization Summary information.
2. Edit the information in the boxes that you need to edit, such as your business name, phone number, website, business email, business category(s) and your businesses addresses. Please

- note: there will be a \$30 charge per additional category listing. Your organization receives one free category listing with membership. If you choose to be listed under more than category, you will be charged \$30 for each additional category.
- 3.** In the **Billing Address field**, you have three options. You can choose your billing address to be the same as your mailing address, physical address or "none"; this means your billing address is neither your mailing address, nor physical address.
 - 4.** In the **Physical Address field**, you have three options. You can choose your physical address to be the same as your mailing address, billing address or "none"; this means your physical address is neither your mailing address, nor billing address.
 - 5.** Please click the appropriate box at the bottom of the page regarding Electronic Membership and Event invoicing.
 - 6.** Check to ensure all the information is correct and click the Submit Button. If you made changes, but do not want to save them, click the Cancel Button.

To Edit, Add or Remove Your Organization's Contacts

- 1.** On the main Membership Profile Screen, scroll down to the Contacts section on the page.
- 2.** Please go through all of your organization's contacts. This will ensure that we have up-to-date information on all of your organization's employees.
- 3.** In the individual contact screen, each contact has a Main Contact Check box, check the box **ONLY** if this contact will be considered to be the Main Contact for your organization. There can only be one Main Contact for each organization.
- 4. To Edit contact information**, find the names you would like to edit and click on the Edit Button to the right of their name. Follow the instructions below for editing a contact's information.
- 5.** Type in the name and title of the person you are editing their information.
- 6.** In the Address field, you have four options. You can choose this person to have the same address as your organizations mailing address, billing address, physical address or "none"; this means this contact's address is not the organization's mailing address, billing address or physical address.
- 7.** In the Phone field, you have three options. You can choose the phone number to be the same as the organization's phone number, same as the organization's phone and extension number or "none"; this means this contact's phone number is neither the same as the organization's phone or the organizations phone and extension.

8. In the Fax field, you have three options. You can choose the fax number to be the same as the organization's fax number, same as the organization's fax and extension number or "none"; this means this contact's fax number is neither the same as the organization's fax, nor the organization's fax and extension.
9. In the URL field, you have two options. You can choose the URL to be the same as the organization's URL or "none"; this means this contact's URL is not the same as the organization's URL.
10. In the Email field, you have two options. You can choose the contact's Email to be the same as the organization's Email or "none"; this means this contact's Email is not the same as the organization's Email (i.e. you would choose "none" if the email you would like to use for this contact is a specific email box set up for the individual contact and not a general email for the organization).
11. **In the Main Contact Check box, check the box ONLY if this contact will be considered to be the Main Contact for your organization.**
12. Check the Email Settings boxes that apply to the contact you are editing.
13. When finished editing the contact information, click the Submit Button to submit the information or the Cancel Button to go back to the Membership Profile screen without saving the information.
14. Follow these steps for all of your contacts listed.
15. **If you see contacts you would like to delete** from our system, click the Delete Button to the right of their name.
16. **If you would like to add contacts**, scroll down to the bottom of the Contacts section of the Membership Profile screen and click on the Add Contact link. Follow the instructions for editing a contact, steps 5-16.
17. Follow these steps for all of your contacts listed.

Editing Your Listings

1. Click on the Edit Button to the right of the listing you would like to edit.
2. Choose a contact from the contact drop down list.
3. Choose a category from the category drop down list.
4. In the Address field, you have four options. You can choose this listing to have the same address as your organizations mailing address, billing address, physical address or "none"; this means the address for this listing is neither your mailing address, billing address or physical address.

- 5.** In the Phone field, you have four options. You can choose the phone number to be the same as the organization's phone number, same as the organization's phone and extension number, same as the phone number for contact listed above, same as the phone number for the contact listed above and their extension or "none"; this means this contact's phone number is neither the same as the organization's phone or the organizations phone and extension, same as the contact listed above, same as the phone number for the contact listed above and their extension.
- 6.** In the Fax field, you have four options. You can choose the fax number to be the same as the organization's fax number, same as the organization's fax and extension number, same as the fax number for the contact listed above, same as the fax number for the contact listed above and their extension or "none"; this means this contact's fax number is neither the same as the organization's fax or the organizations fax and extension, same as the fax number for the contact listed above, same as the fax number for the contact listed above and their extension.
- 7.** In the Toll field, you have four options. You can choose the Toll number to be the same as the organization's Toll number, same as the organization's Toll and extension number, same as the Toll number for contact listed above, same as the Toll number for the contact listed above and their extension or "none"; this means this contact's Toll number is neither the same as the organization's Toll or the organizations Toll and extension, same as the Toll number for the contact listed above, same as the Toll number for the contact listed above and their extension.
- 8.** In the URL field, you have three options. You can choose the URL to be the same as the organization's URL, choose the URL to be the same as the contact listed above URL or "none"; this means this contact's URL is not the same as the organization's URL or the contact listed above URL.
- 9.** In the Email field, you have three options. You can choose the listing's Email to be the same as the organization's Email, make the Email the same as the contact listed above Email address or "none"; this means this listing's Email is not the same as the organization's Email or the contact listed above Email.
- 10.** In the comments section, write 10 words about what your company or organization offers. The Chamber reserves the right to reduce the number of words placed in this comment box to equal only 10 words.
- 11.** When finished editing the Listing information, click the Submit Button to submit the information or the Cancel Button to

go back to the Membership Profile screen without saving the information.

- 12.** If you would like to edit any other publication listing, please follow the instructions above.
- 13.** If you would like to delete a listing, please call Thernesa Rankin at 734-665-4433.