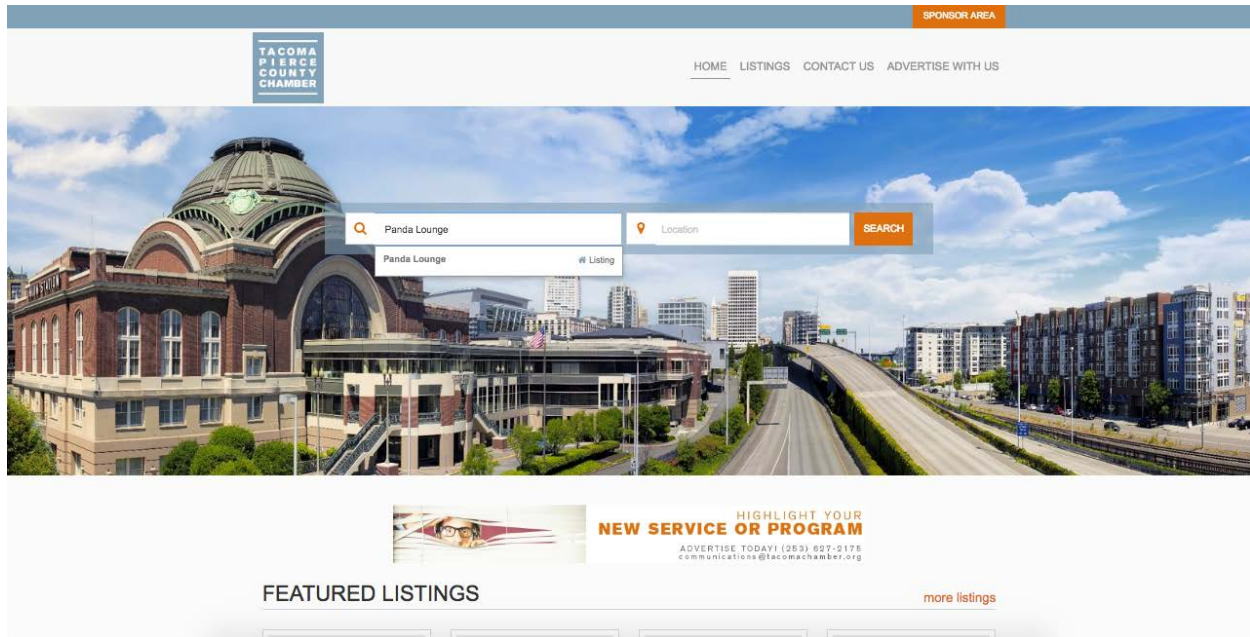
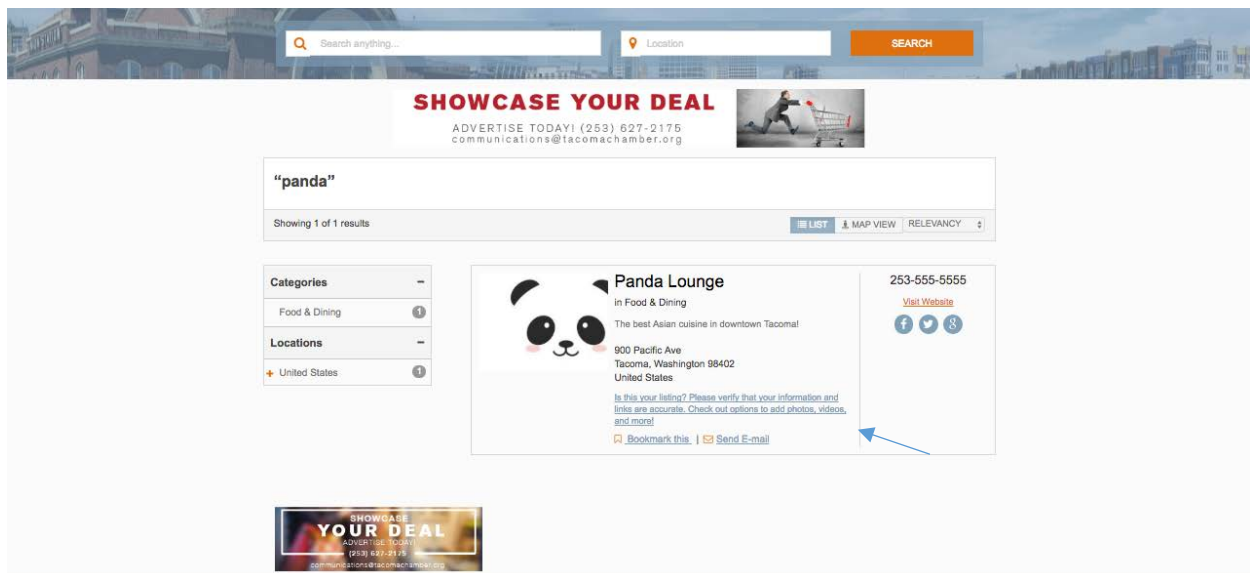


TACOMA-PIERCE COUNTY CHAMBER - CLAIM YOUR BUSINESS “HOW TO” GUIDE

1. From the Chamber’s website, click “Directory” or
Go to: <http://directory.tacomachamber.org>
2. On the homepage search engine, search for your business:



3. Click on: *Is this your listing? Please verify that your information and links are accurate. Check out options to add photos, videos, and more:*



Note: If you have challenges logging in or do not know your Chamber credentials, please contact communications@tacomachamber.org

4. Sign in with Chamber log-in

LOG IN TO THE SPONSOR AREA

E-mail

E-mail Address

Password

Sign me in automatically

[Forgot your password?](#) **LOG IN**

DO YOU WANT TO ADVERTISE WITH US?

[Back to Website](#)

Note: If you have challenges logging in or do not know your Chamber credentials, please contact communications@tacomachamber.org

5. Select package:

- a. Bronze: COMPLIMENTARY WITH MEMBERSHIP
- b. Silver: \$250
- c. Gold: \$350
- d. Platinum: \$500

TACOMA PIERCE COUNTY CHAMBER

DASHBOARD BILLING ACCOUNT

1: Account Signup 2: Listing Update 3: Check Out

EASY AND FAST. 3 STEPS »

PRICES

BRONZE	SILVER	GOLD	PLATINUM
\$FREE	\$250.00 PER YEAR	\$350.00 PER YEAR	\$500.00 PER YEAR

(+.096% Sales Tax)

SELECT LISTING LEVEL

Bronze
 Silver
 Gold
 Platinum

NEXT

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6. Fill out all listing information:

The screenshot shows a form titled "LISTING INFORMATION" with the following sections:

- Listing Title:** A text box containing "Panda Lounge".
- Basic Information:**
 - Categories:** A dropdown menu with "Food & Dining" selected and a "SELECT" button.
 - Keywords for the search:** A text box with instructions: "Type your keyword. Press 'Tab' or 'Enter' on your keyboard to confirm." and a note "Maximum 10 keywords".
- Contact Information:**
 - E-mail:** "downtowntacoma@pandacuisine.com"
 - URL:** "http://pandacuisine.com"
 - Phone:** "253-555-5555"
 - Fax:** (empty)
 - Address:** "900 Pacific Ave"
 - Address 2:** (empty, with placeholder "Apartment, suite, unit, building, floor, etc")
 - Zipcode:** "98402"
 - Country:** "United States" (dropdown)
 - State:** "Washington" (dropdown) with a link "+ Add a new state".
 - City:** (empty)

7. After completed listing information, page will lead to dashboard:

The screenshot shows a user dashboard for "Panda Lounge". At the top, there is a navigation bar with "Welcome Panda Owner" and "ADVERTISE". Below this is a header with the "TACOMA PISCES COUNTY CHAMBER" logo and navigation links for "DASHBOARD", "BILLING", and "ACCOUNT". The main content area is titled "Dashboard" and features:

- A card for "Panda Lounge Listing (Bronze)" with a "Pending" status and options for "Stats", "Edit", and "Preview".
- A card for "Add a new content" with options for "Add Listing" and "Add Banner".
- A "Listing Completion" card showing a progress bar at 80% and the text "You're not quite done with your item." with an "Add details" link.
- An "INCREASE VISIBILITY" button.

8. You'll receive a confirmation email!

9. GREAT JOB, YOU DID IT!

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