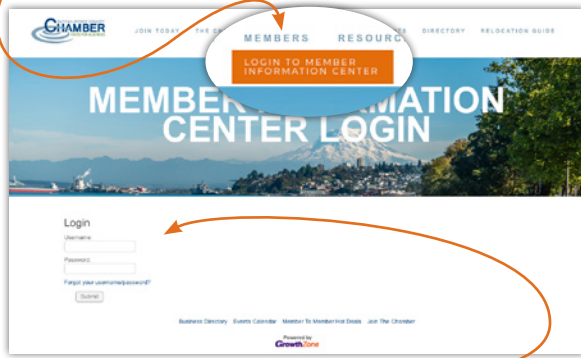


Get Started and Log-in

- Where: www.tacoma-piercecounty.chamber.org
- Member tab
- Log into Member Information Center



- Create: User Name and Password

** Contact the Chamber for assistance or to be reset

Personal Profile

- Update your personal contact information
- Add your photo
- Set your data sharing preferences
- Load your personal biography

Company Profile

- Update company profile and contact information
- Manage your staff and representative listings
- Enhance your web listing with key words, highlights, and description
- Add business categories
- Place a logo, pictures, or video (*Platinum listing required*)
- Get your electronic Membership Badge to post on your website
- Update your map pin information

Member-to-Member Deal

BEST FEATURE TO BOOST YOUR REACH

In addition to visibility on the Member Information Center Portal, your deal will be posted on the Chamber website, and on the Chamber Facebook and Twitter pages.

- From the home page select from left side "Member-to-Member Deal"
- Add or manage your deal using the blue buttons
- Fill out the form and add pictures and video
- Save and submit

Job Postings and Media Releases

- From the home page select from left side "Job Posting" or "News Release"
- Add or manage your listing using the blue buttons
- Fill out the form and save

Member and Chamber Events

CREATE YOUR OWN EVENT LISTING

- From the home page select the "Events" tile
- Add or manage your event with the blue buttons
- Fill out the form and add pictures and video
- Save and submit for approval

* Member events are only visible through the portal

CHAMBER EVENTS

- Search the directory for Chamber events to attend
- RSVP online
- Add your own event to the Member Information Center calendar

- Recall the events you have attended

** Chamber events are also seen on the Chamber website

Directory Leads and eReferrals

EREFERRALS

- Start at the home page and select the "Directory" tile
- Search by category, key word or name
- Connect with a group by selecting "Contact These Businesses"
- Fill out form and submit to contact the desired group

Directory Leads and eReferrals (cont.)

LEADS

- Start at the home page and select the "Directory" tile

- Search by category, key word or name
- Contact an individual member or rep by selecting their "Email"
- You can also copy their V-card into your address book

Reports and Stats

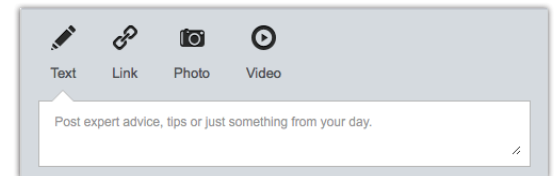
- From the home page select the "Reports" tile
- View and analyze your views and impressions
- View your "Lead List" report
- Create a "Referral Report"

Pay a Bill

- From the home page select "Settings" or the blue "Pay" button
- Go to "Billing" and select "Make a Payment"
- If you have a bill you can opt to pay by credit card and complete your transaction online

Member Social Media Feed

- The Member Information Center has its own social media feed that appears in the center of the home page.
- You have the option to write a text message,



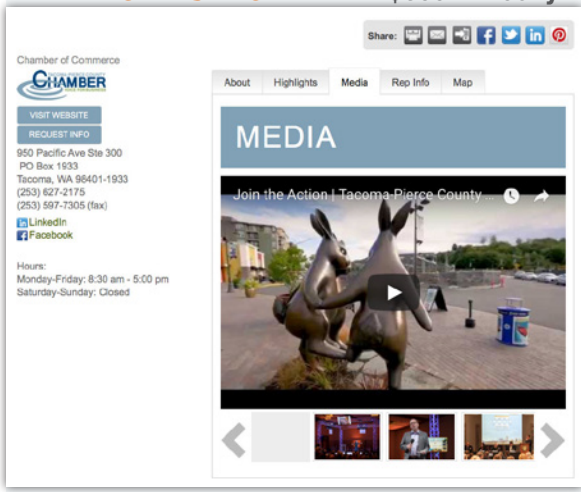
link a website, post a photo or video to the Member Information Center Portal

- You can also comment or like another member's post.
- Check out the feed for updates and notices from other members.

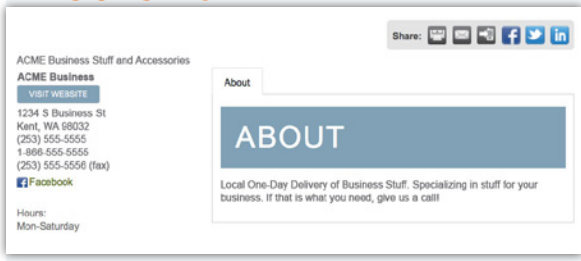
Upgrade Your Chamber Listing from Basic to Platinum

- Expand Visibility
- Boost reach in the South Sound
- Get priority placement
- Post videos and pictures
- Add a logo and enhanced descriptions
- Customize your own page as often as you want
- Track statistics and progress of your page

PLATINUM LISTING \$500 Annually



BASIC LISTING



Check out the Member Information Center App for your mobile device. Download **MemberPlus** Today!



Easy, convenient access to your Member Information Center

Need Assistance? Contact:

Michelle Matheson
 Investor Concierge
 (253) 682-1724
 michellem@tacomachamber.org



MEMBER INFORMATION CENTER

An Invaluable Member Benefit That Can Help You Grow Your Business

