



HELPFUL INFORMATION for NEW MEMBERS:

- After filling out your **application** and upon approval of membership, please access your member account (**Member Information Center or MIC**) and fill in company information. What you add in your MIC will display in our online directory. For more display options on our directory, please apply for the Gold, Platinum or Corporate level membership, as the Silver level is restricted in display options.
- If you are **paying by check or cash**, please bypass the "enter a credit card payment". We will be notified and will approve your application upon receipt of payment.
- **Non-profit organizations**: do NOT fill in a payment, even if you're choosing to pay via credit card. After receiving your application, we will set your account to the appropriate membership dues (50% discount) and will invoice you for the amount due.
- Once a member, **invoices/dues** can be paid through your Member Information Center. Member-to-Member Deals and Job Postings can also be added through your MIC.
- **Ribbon Cuttings** are optional for all members! Members without a brick and mortar location, have the option of having a Ribbon Cutting after a regularly scheduled networking event/program. Ribbon Cuttings must be scheduled at least two weeks prior to date of event/Grand Opening. Please speak with our staff to schedule. Best days and times to have a Ribbon Cutting, based on attendance, are Tuesday, Wednesday or Thursday, at 10am, 12pm or 4pm. Special date/time options outside of our suggested days/times should be discussed with staff and an additional fee may be incurred for weekend dates.
- Our **Executive Director** will reach out to you via phone and/or e-mail upon completion of member application, to introduce herself, answer any questions you may have and help you find ways to best 'plug in' based on your specific needs.

Should you have additional comments and inquiries, please don't hesitate to contact us. Our staff is here to help you and your business prosper! Welcome to the Prosper Chamber of Commerce.

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