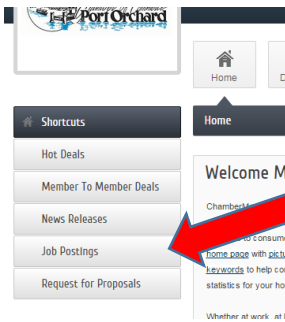


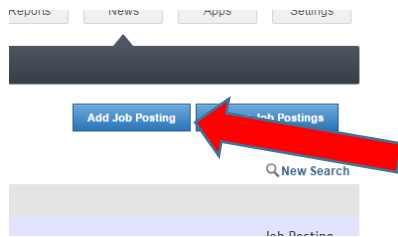
Job Posting on Chamber of Commerce Website

As a member of the Port Orchard Chamber of Commerce you have the ability to post job opening on our website to attract local job seekers. There is no additional cost for taking advantage of this feature.

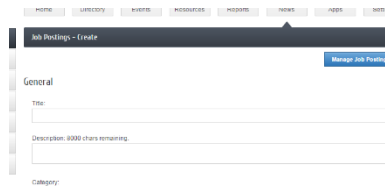
1. To take advantage of the job posting function of your Chamber membership, log into the Member Information Center, from your business profile, in the business directory on the Chamber Website www.portorchard.com



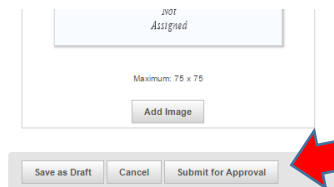
2. After you have logged on, you will see the “Job Postings” link on the left hand menu. Simply select this option and it will open up the Job Postings page.



3. In the “Job Posting” Screen you can either manage your current job postings or “Add a Job Posting”. To create a new Job Posting, click on the button, and it will take you to a data entry screen.



4. Enter all the information about the job posting in the new screen that opens. You can enter the dates you wish the listing to be active as well as your company web address and an image, if you wish.



5. Once you have input all the information simple select “Submit for Approval”.

That’s all there is to it. Once you submit we will review it and approve it for posting.