

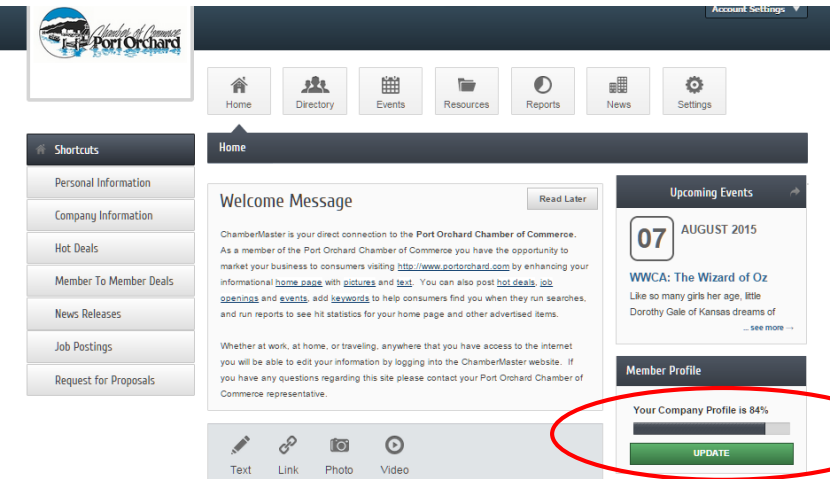
Updating Business Profile on Chamber Website

Access the Member Information Center from the “Member Login” link in the upper right hand corner of the Port Orchard Chamber of Commerce Homepage; www.portorchard.com.

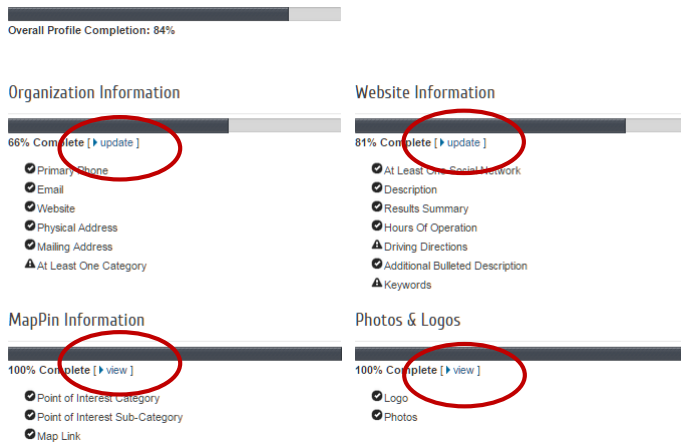
If you don't have a login or can't remember what it is, you can select “Forgot your username/password” or contact the Chamber office for a reset.

Below is a screen shot of the Member information Center. From here you can post Hot Deals, Member to Member deals, News Releases, Job postings and Events.

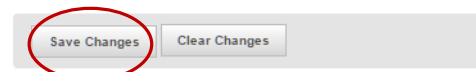
You also access the portal to update your Business Profile from here also.



When you click on the UPDATE button, it will open a new screen that lists each of the different areas of your business profile



To update a section, simply click the “Update” link and it will open a new screen for you to complete fields and add content.



When done Click Save Changes and then move onto the next section.

That's it. Now it is time to add special offers, job postings and events!!!