

## For Chamber Members

### How to Add a Chamber Advantage Offer:

- Navigate to the MEMBERS ONLY login page.
- Enter your MEMBER ACCOUNT login information. This should be your four digit MEMBER ID # and corresponding password. *(Please contact the office if you do not know your MEMBER (ADMINISTRATIVE) login information.)* Select “Login” below the “Member #” and “Password” fields.
- A new page will load; your MEMBER ACCOUNT profile.
- Select the furthest tab to the right; the “Business Center” tab.
- Click on the “Promotion Submission” button on the right hand side of the screen.
- A new page will populate; PROMOTION SUBMISSION.
  - o In the “Headline:” field, please enter: Chamber Advantage Offer
  - o Unless this is a limited time/special offer; please input Today’s Date and one year from Today as the Start and End dates, respectively.
  - o In the “Details” box, please enter your Chamber Advantage Offer. (Ex: 10% off services)
  - o In the “Requirements” box, please enter any preferences (Ex: please mention Chamber Advantage when scheduling.) **If none, please enter: For Members of the Mid County Chamber of Commerce.**
- You may fill out all fields, but only the above are required.
- When completed, enter the security code, and then click “Submit’ at the bottom of the screen.
- Your Promotion will be submitted to the office for approval. Once approved, it will populate on our website on the “Chamber Advantage” page. *(Please contact the office if you need any changes made to your promotion after it has been submitted.)*

*\*Please note that your Chamber Advantage Promotion will remain live until deactivation of membership, unless otherwise specified.*

Let us know if you have any questions.