

## **For Chamber Members**

### **How to Add Job Openings to Our Website:**

- Navigate to our JOB OPPORTUNITIES page. On the upper right is a button "+Add Job"; select this button.
- This will take you to the login page.
- Enter your REPRESENTATIVE login information. (This should be your first and last name as login and password, respectively.) Select "Login."
- A new page will load. "Job Submission." Fill out required fields (marked with one \*). Use the tool bar to format your "Location," "Details," and "Requirements" fields.
- Enter the Security Code. (Case Sensitive.)
- Select "Submit" when completed.
- Your Job Opening will be submitted to the office for approval. Once approved it will populate on our webpage.

Let us know if you have any questions.