

## For Chamber Members

### How to Add a Representative:

- 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 second tab from the left; the "Reps" tab.
- Once the "Reps" tab loads, a list of your current representatives will populate.
- Select the "Add new rep..." button, located below the representatives list.
- A New page will load, REP ACCOUNT. It will display the "Basic Info" tab. Here, enter the Representative's First and Last Name in the corresponding fields. (You may fill out all fields, but we only require the First and Last Name.)
- Select "Save" at the bottom of the page. The page will reload with "Address", "Options", and "Events" tabs.
- Please select the "Address" tab. The Primary Account Contact information will automatically populate in the fields. Please update any information for this representative, especially direct phone numbers and email addresses.
- When completed, select "Save" at the bottom of the page.

Let us know if you have any questions.