

For Chamber Members

How to Update Your Business Category:

- 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 fourth tab from the left; the “Profile” tab.
- A new page will populate.
- Scroll down below the “Bus. Description” text box to view your Business Category(ies). Select the ↓ in the drop down box to change individual business categories. *If you have more than one category, please select the most applicable category as “Bus. Category 1” as the numerical order is the order in which the categories are listed on your profile. *(If you do not have more than one Business Category and are interested in adding additional categories to your online profile, please contact the office.)*
- When completed, click “Save” at the bottom of the screen.

Let us know if you have any questions.