

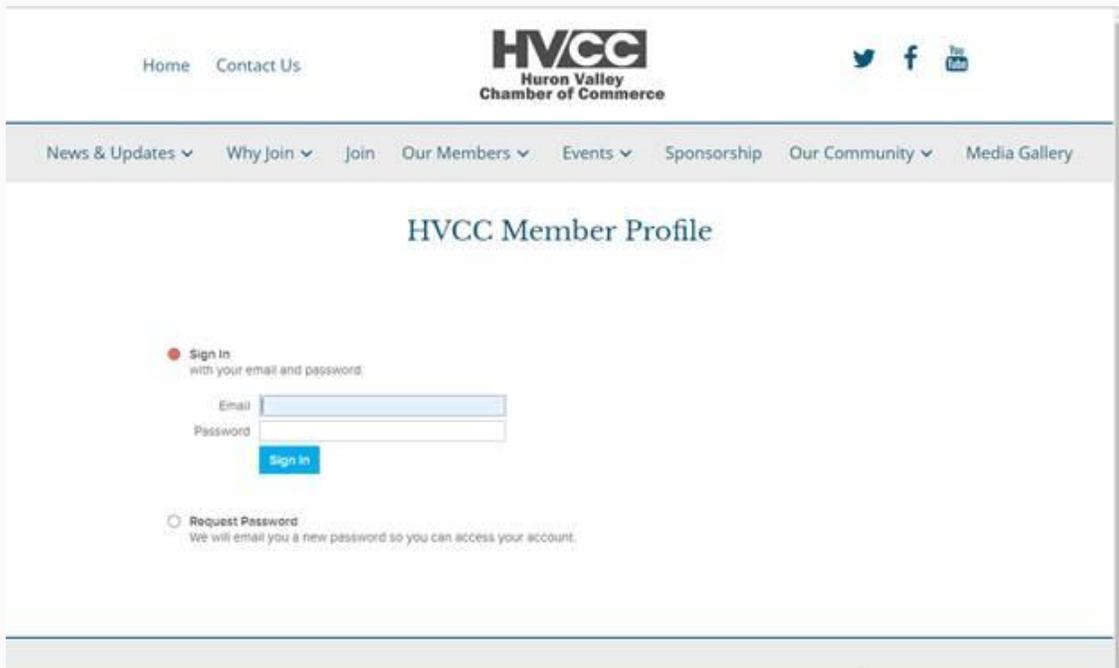
# How to update your member profile on the website

Please follow below for steps on how to update your on line profile – you can also check out Accunet for an example of an updated profile

1. Go to the Chamber Website – [huronvcc.com](http://huronvcc.com)
2. Select Member Sign-In under “Our Members”



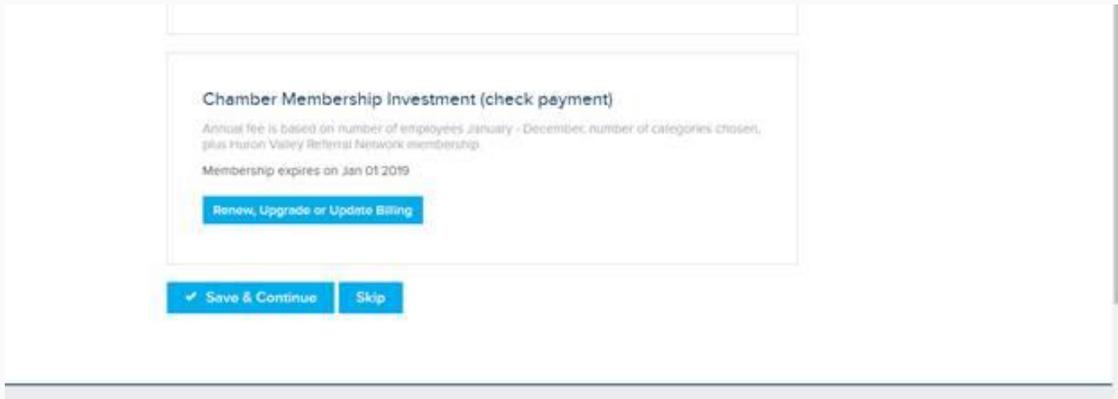
3. The first time you select this you will need to activate your account and get a password
  - a. Select Request Password – USE THE EMAIL ADDRESS ASSOCIATED TO YOUR MEMBERSHIP ACCOUNT
  - b. Open your email to get your temporary password
4. Log in with your password and temporary password



5. Using the tabs across the top – Account/ Profile/ Contacts/ Social/ Member Deals/ Privacy / Images / Sign out
6. Select profile.
  - a. This is where your main account information is



b. Below this is where you could pay for your renewal on line if it was that time

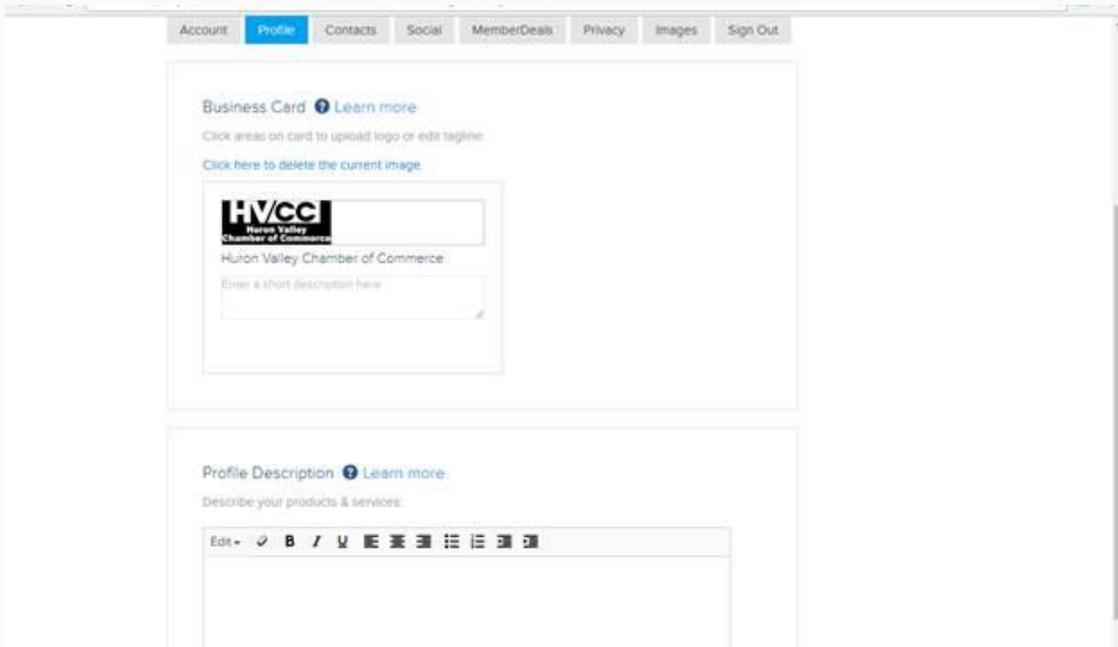


**c. Business Card**

i. This is where you can upload an actual image of your business card or a logo

**d. Profile Description**

i. Here is where you can add additional details about your business.



## 7. If you select Contacts

- a. This is where you add additional employees/contacts you want included
- b. IF you have additional employees who you want receiving our eblasts make sure you list them here

Account Profile **Contacts** Social MemberDeals Privacy Images Sign Out

Additional Contacts & Locations [Learn more](#)  
Add people or locations for your family, company or group:

Jennifer Hill  
✉ jennifer@huronvcc.com  
🔒 Public

Christy Iaquaniello  
✉ christy@huronvcc.com  
🔒 Public

Jenny Cullen  
✉ jenny@huronvcc.com  
🔒 Public

+ Add New Contact

✔ Save & Continue Skip

## 8. Social Contact

This is new feature. You can now link your membership profile to your social media accounts

- a. Simply put in the links here and it will automatically tie to them

Account Profile Contacts **Social** MemberDeals Privacy Images Sign Out

Social Links  
List all the social media you use to communicate to your audience

LinkedIn

Facebook

Twitter

BBB

Google+

Wep

Youtube

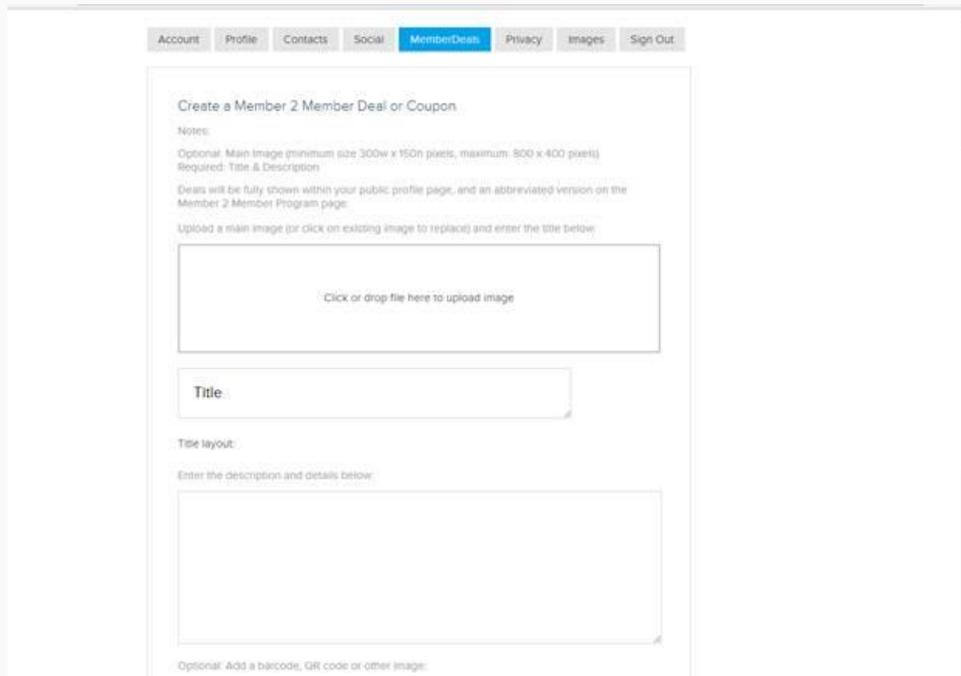
Pinterest

Instagram

✔ Save & Continue Skip

## 9. Member Deals

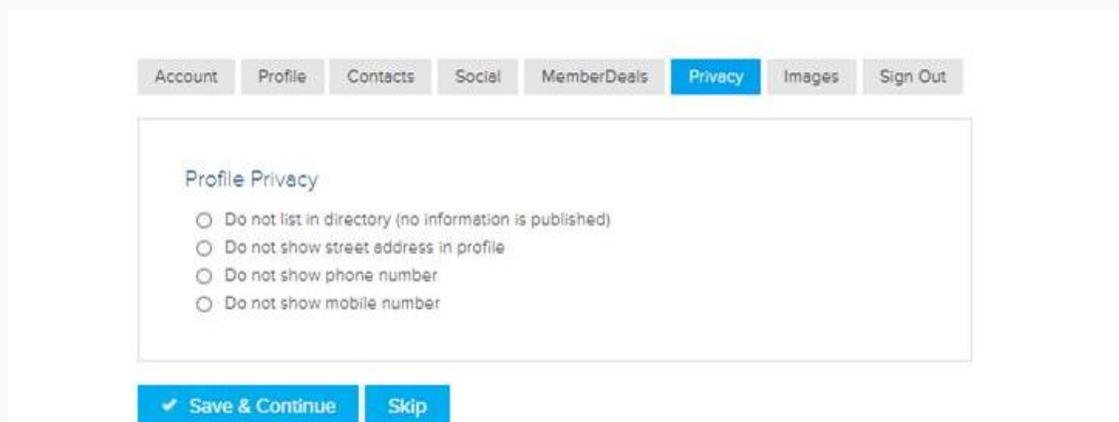
If you offer a Member 2 Member Discount this is where you would include those details



The screenshot shows a user interface for creating a Member 2 Member Deal or Coupon. At the top, there is a navigation bar with tabs: Account, Profile, Contacts, Social, MemberDeals (highlighted), Privacy, Images, and Sign Out. Below the navigation bar, the main content area is titled "Create a Member 2 Member Deal or Coupon". Underneath, there are several sections: "Notes" with sub-points for optional main image and required title & description; a note stating that deals will be shown on the public profile page and an abbreviated version on the Member 2 Member Program page; a section for uploading a main image with a text box that says "Click or drop file here to upload image"; a "Title:" text input field; a "Title layout:" section with a large text area for description and details; and an optional section for adding a barcode, QR code, or other image.

## 10. Privacy

a. If you are a homebased business and do not want your address displayed on line you would indicate that here – simply check the do not show street address in profile



The screenshot shows the "Profile Privacy" settings page. At the top, there is a navigation bar with tabs: Account, Profile, Contacts, Social, MemberDeals, Privacy (highlighted), Images, and Sign Out. Below the navigation bar, the main content area is titled "Profile Privacy". It contains four radio button options: "Do not list in directory (no information is published)", "Do not show street address in profile", "Do not show phone number", and "Do not show mobile number". At the bottom of the form, there are two buttons: "Save & Continue" and "Skip".

## 11. Images

- a. This is where you can upload additional images that will show people more about your business

