



ST. JOSEPH

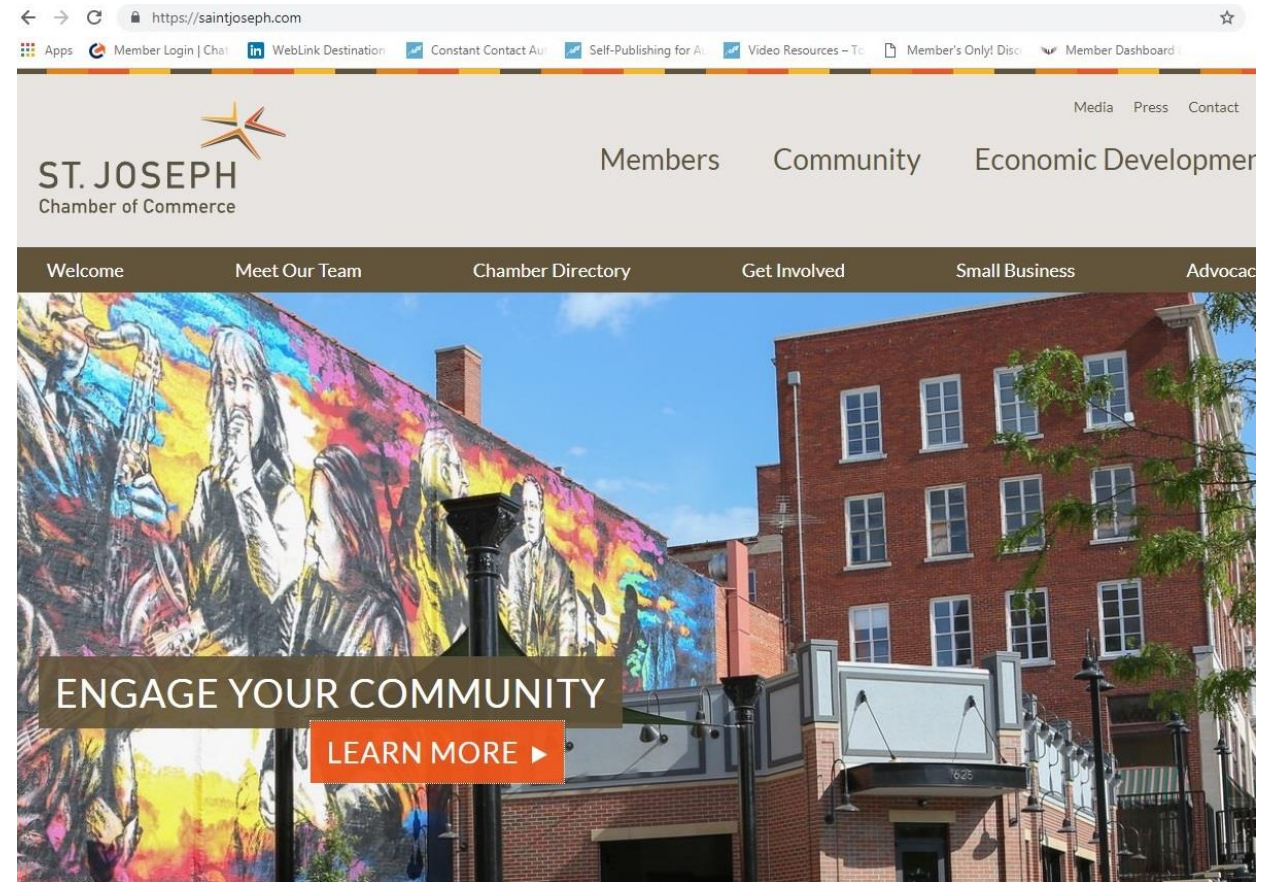
Chamber of Commerce

Members Only Portal
Guide Book

An illustrated guide to getting the most out of our interactive and self-service website

Membership Has its Privileges

- The St. Joseph Chamber of Commerce website is powered by [WebLink Connect™](#), the association industry's most powerful Association Management Software systems.
- Our website offers many self-service and exclusive benefits that only members can take advantage of.
- To ensure only members receive these benefits, these areas of our site require a valid log in.
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.



What Can I Do Here?

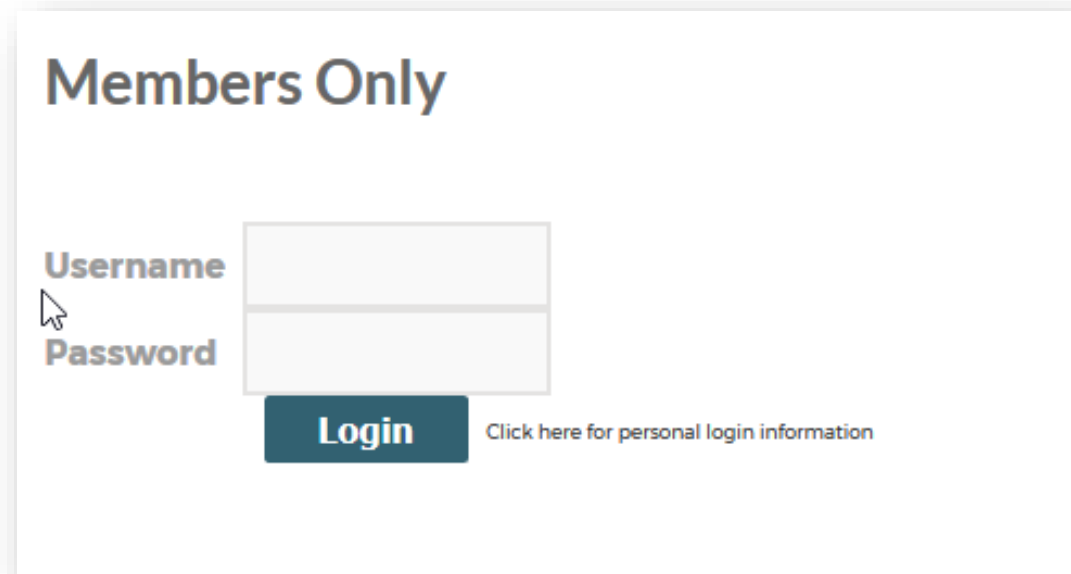
- Update Your Contact information
- Pay Your Bills
- Take a Survey
- View & Print Referral Reports
- Add A Coupon/View Member Coupons
- Access Exclusive Content



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Log In to Take Control of Your Membership

- You will need to use your username and password to gain access to the private members only area. **Visit saintjoseph.com and click on MEMBERS ONLY.**
- If you ever forget your password, click the link to ask for it to be sent to your email address or call the Chamber office at 816.232.4461 during regular business hours.



Members Only

Username

Password

Login [Click here for personal login information](#)

Update Your Contact Information

This link will open a page that allows you to update much of the information on your profile, as well as any other profile you are related to. This helps us ensure we always have the latest information about you and your business.

You can edit the following information:

- Name, address and other basic contact information
- Directory listing category and descriptions
- Relationships you have to other profiles (including adding new profiles you are related to)
- Social media accounts you have



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Update Your Contact Information

- You have the ability to edit your profile, as well as the profiles or any person or company related to you.
- Once you make changes, they are submitted for approval by the Chamber.
- You can also edit the profiles related to your organization.

Monica Smith

[Edit My Profile](#) Click here to Edit your own information

Edit profiles related to: Me

Editable Profiles Related to Monica Smith Add New Profile

Profile		
Monica's Employer		Edit Profile
Main Contact	<input checked="" type="checkbox"/>	View Invoices
Editor	<input checked="" type="checkbox"/>	
Receives Communication	<input checked="" type="checkbox"/>	
Billing Contact	<input type="checkbox"/>	
Relation Type	Employer	
Title	<input type="text"/>	

items per page 1 - 1 of 1 items 10

[Save Relationships](#)

Click here to edit information about the Profiles you are related to

Click here to pay invoices related to your Related Profiles



Update Your Contact Information

- The update form shows you all the info we have for you. Please add as much as you can.
- All updates you make are submitted for approval.
- Make sure to click save at the end of the process.

The screenshot shows a web form titled "General Information" with a sidebar menu on the left. The sidebar menu includes: General Information (highlighted), Additional Addresses, Additional Phones, Additional Email Addresses, Directory Listing, Social Media, and Update Your Preferences. The main form fields are: Prefix (empty), First Name (Monica), MI (empty), Last Name (Smith), Suffix (empty), Report Name (Monica Olger), Personal Title (empty), Address 1 (600 S. Maple), City (Indianapolis), State/Province (IN), Zip (48933), Zip Ext (empty), County (empty), and Country (United States). Two callout boxes are present: one pointing to the sidebar menu with the text "You have many types of information you can update", and another pointing to the form fields with the text "These fields show you what information we have now. Please fill in any blanks so that we can know you as well as possible".

Upload Media (Enhanced Listings Only)

Our Online Member Directory can display images and videos on a your listing, if you have the right listing type with us.

When accessed, this section of your Members Only area will allow you to upload this media directly to your listing on the directory, so you can promote yourself as best as possible.

If you have the right listing level, the images or video will display automatically on your directory listing; if you don't have the right listing level it will not appear (but it will be stored in your Profile).

You can add the following:

- Business Logos
- Video
- Photos

Members Only

UPLOAD MEDIA:

Depending on your level of membership or advertising participation, the media information uploaded here might have restrictions on when and where they display. Please contact the Property Management Association of Mid Michigan for more information and details on these restrictions.

Logo:

Upload your company logo or profile picture here. Accepted file format: jpg or gif. Maximum dimensions: 245px width; 160px height.

No file selected. (max size 4 mb)

Photo 1:

Upload your photo here. Accepted file format: jpg or gif. Maximum dimensions: 200px width; 150px height.

No file selected. (max size 0.075 mb)

Video:

Embed your YouTube video HTML here. Maximum video dimensions: 300px width; 300px height.



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Pay Your Bills

- The top section displays your open invoices. Check the box to pay online, or click view to print a copy.
- The bottom portion shows your previously paid invoices. Click the invoice number to print a copy for your records.

Online Bill Pay

Open Invoice Items for:
Aladdin Construction
12273 B Shriners Blvd
Biloxi, MS 39532

OPEN INVOICES

Selected	Date Due	Invoice Num	Invoice Date	Description	Item Amount	Amount Paid	Amount Due	
<input type="checkbox"/>	VIEW	1/1/2017	9387	11/25/2016	Tax Revenue Item	\$937.50	\$0.00	\$937.50
<input type="checkbox"/>	VIEW	1/1/2017	9387	11/25/2016	Tax Flat Amount	\$25.00	\$0.00	\$25.00
<input type="checkbox"/>	VIEW	4/25/2018	9527	6/7/2017	Tradeshaw Booth	\$500.00	\$0.00	\$500.00
<input type="checkbox"/>	VIEW	4/25/2018	9527	6/7/2017	Bill Me Later	\$50.00	\$0.00	\$50.00

Payment Amount: **\$0.00**

Payment Options: Credit Card

Name On Card:

Billing Address 1:

Billing Address 2:

City: State/Prov: Zip/Postal Code:

Country:

Credit Card:

Card Number:

Security Code: ← This is the non-raised 3 or 4 digit code on the back of your card.

Expires: Month Year

Phone Number:

Email Address:

Save Credit Card:

Transaction History For Aladdin Construction

Start Date

End Date

Invoice Num	Date	Description	Amount
9490	4/27/2017	General Admission - Early Bird	\$45.00
9490	4/27/2017	Sponsor Table for 7 Attendees	\$400.00
9492	5/15/2017	Early Bird Registration	\$500.00



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Take a Survey

- This section will display every survey we have that is active for the current date range.

Surveys

Tell us what you think! [Go](#)

Tell us what you think!
Survey Start Date: 5/12/2017 Survey End Date: 5/12/2018

Are you happy?



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Referral Report (YTD)

Through our website banner ads, online member directory, staff referrals or event sponsorships, we track the referrals we provide you.

This section runs a detailed referral report, which shows you a very granular report of every time you've received an impression from our website or staff.



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Add A Coupon/View Member Coupons

- The Chamber offers a Member-to-Member Discount Program, which you can participate in by offering discounts through our coupon tool.
- You can create and manage your own coupons, and track their usage in your Referral Report.
- You can also view other members coupons to take part in the discounts they offer.

Add A Coupon

[View Coupons and Discounts](#)

Member Savings

[New Coupon](#)

You have no active coupons. Click on "New Coupon" button to add a coupon.

Online Coupons Information

Coupon Type

Select Coupon Type...

Offer Title

Enter what you're offering. For example, "20% off your first order" or "\$25 off all orders of \$100 or more."

Description Of Offer

Briefly describe your product or service. Also include any limitations, such as "One coupon per customer per visit" or "Not valid on holidays."

Price (if any)

Use only if you have a special price that's specific for the item you're promoting. Most members will leave this blank - it will not appear on your coupon.

0.00

Coupon Offer Expires

Enter the date your coupon expires, if any. This date will appear on the coupon



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Access Exclusive Content

- Webinars
- Special members only publications
- Videos



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