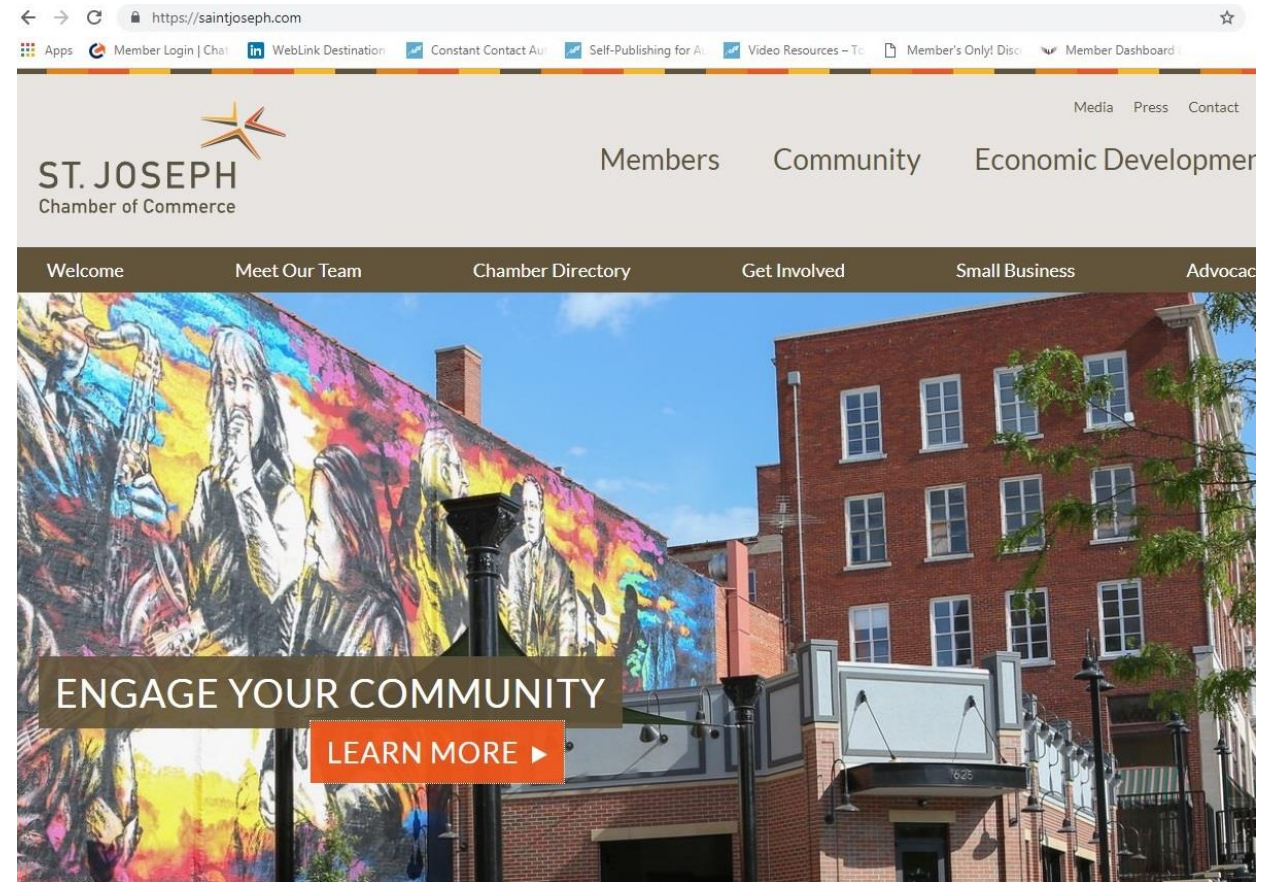# ST. JOSEPH
Chamber of Commerce

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.
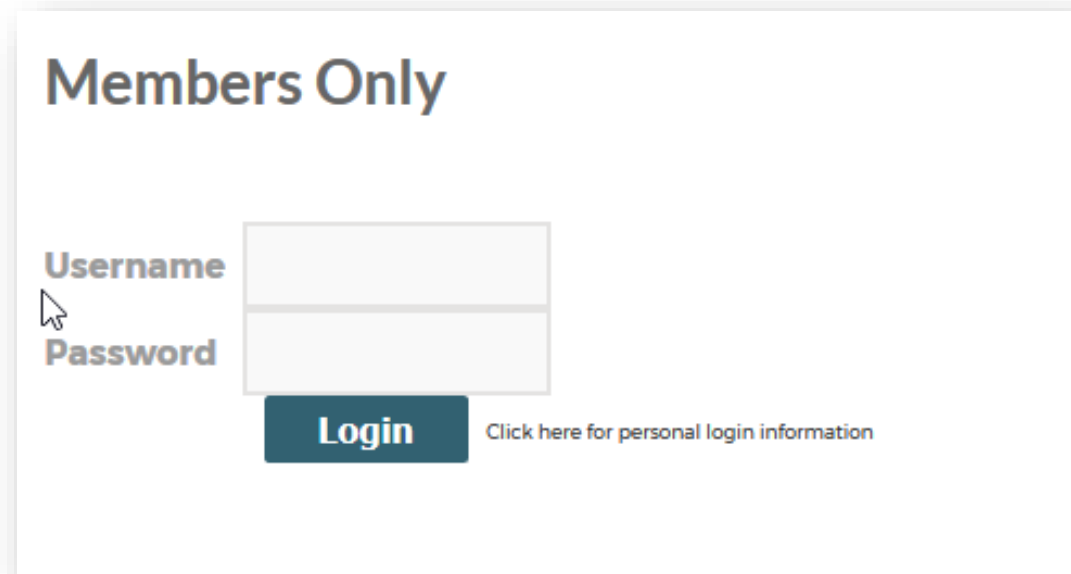
What Can I Do Here?

- 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

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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.

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.

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

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.

Take a Survey

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

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.

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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