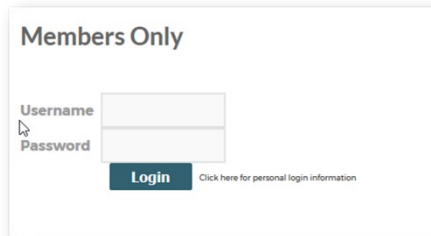


SOLON CHAMBER OF COMMERCE ONLINE MEMBER PORTAL WALKTHROUGH

Available for Download at www.solonchamber.com/resources

Log In to Take Control of Your Membership

You will need to use your Username and Password to gain access to our private Members Only Area, or to receive special discounts on Event registrations. If you ever forget your password, click the link to ask for it to be sent to your email address.

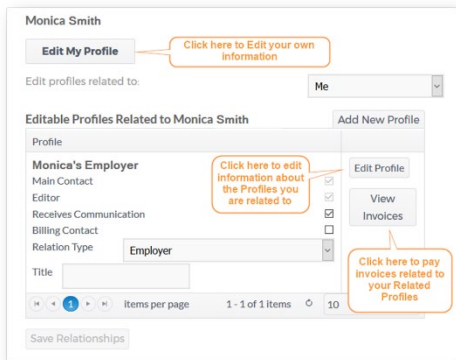


Update Your Contact Information

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 and have Editing rights for. 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 new Related Profiles)
- Social Media accounts you have

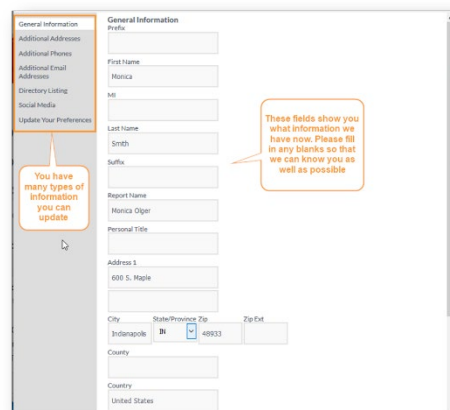


You can edit your profile, as well as the profiles or any person or company related to you. Once you make changes, they are submitted for approval by our association. If you have the right permissions, you can also edit the profiles related to your Organization.

The Update form shows all the info we have for you--

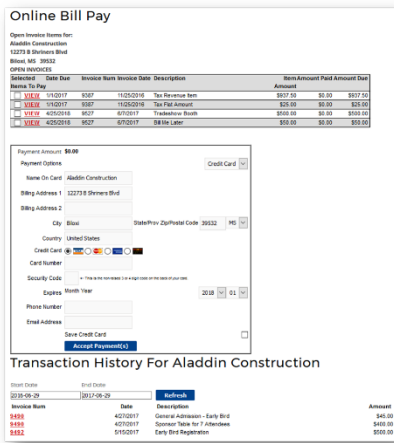
Please add as much as possible!

Information here can be used on your Directory listings or for communications we send out. All updates you make are submitted for approval. Make sure to click Save at the end of the process.



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 you 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. We conduct these surveys to help us understand what is important to you about your membership.

Add A Coupon

Our organization runs a Member-to-Member Discount Program, which you can participate in by offering discounts with our Coupon tool.

Referral Report (YTD)

Ever wonder how often you've been referred by us? Through our website banner ads, online member directory, staff recommendations or event sponsorships, we track most of 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 a Lead or Impression from our website or staff.

