

Get more from your CHAMBER SOUTH membership! Steps to Edit your Online Account:

Login to Your Account:

1. Go to ChamberSouth.com.
2. Choose "Member Login" from the very top menu bar.
3. Enter your login ID (this was emailed to you; if you cannot find it or forgot it, contact Chamber South).
4. Enter your password (this was emailed to you; if you cannot find it or forgot it, select "forgot my password" and follow prompts).

Changing Your Reps, Passwords, and Making Payments

1. Select "Account" from the top right menu.
2. Make changes or add a rep, select "Save Changes" when finished.
3. To make a payment, select "Make a Payment," add your invoice number or describe what you are paying. Select "Continue" and follow prompts.

Setting up/Editing your Profile

1. Login to your account following the above instructions.
2. Once you login, you will be at our new Dashboard page. This is an easy page to navigate. Follow each menu item and it will keep track of your progress.
 - Profile: Edit your profile. This will allow you to update your business information, including your business category. Make changes and select "Save Changes."
 - Webpage info: Edit your listing including map information, description, social media, hours of operation and keywords. Make sure you enter your keywords including your name, company name, categories, and other keywords separated by a comma to help the internet index your profile page. Update your info and select "Save Changes."
 - Map Pin: Enter the physical address of your business or select custom. If you would like the map to appear on the directory, check the box "Show on organization directory." You can also manually move the pin, or select custom. Update and select "Save Changes."
3. With the purchase of an enhanced listing for \$350 a year, you will be able to add a logo next to your business category listing and in the listing itself. You will also be able to add photos, videos, bullet points, a 1600-character description, 20 keywords, and priority placement in the Chamber South online directory. Trustees receive this enhanced listing with their Trustee Membership free of charge. If you would like to enhance your listing, please call Chamber South or download the order form.

<http://www.chambersouth.com/wp-content/uploads/2013/04/Chamber-South-Advertising-Order-Form.pdf>

Free Advertising on the Chamber South Website

There are several **FREE** ways to advertise your business through the Chamber South website. Select "**Share**" from the top right menu on the Dashboard to create the following:

1. Add a "Hot Deal" or Coupon
2. List your event on our community calendar
3. Add your press release
4. Post a job opening