

Member Portal Guide Book

Harrisburg Regional Chamber &
CREDC

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

MEMBERS ONLY

Username	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="LOGIN"/> Click here for login information



HARRISBURG REGIONAL
CHAMBER & CREDC.

Membership Has its Privileges

- Our members get exclusive access to a powerful Members Only Portal
- Our website offers many self-service and exclusive benefits that only members and their employees can access
- 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
- The more you update and personalize your membership, the more value you will receive from us

The screenshot shows the top portion of the website. The header includes the logo on the left, navigation links for 'ABOUT US', 'BUSINESS DIRECTORY', and 'CONTACT' on the right, and a 'MEMBER SIGN IN' button with a 'Not yet a member? JOIN NOW' link. Below the header is a dark blue navigation bar with a 'MENU' button. The main content area features a large image of a man in a dark sweater and light pants speaking on a stage with a large screen behind him. The background is lit with purple and blue lights. At the bottom of the image, there is a black banner with white text that reads: 'BOLD LEADERSHIP. VISIONARY MEMBERS. POWERFUL RESULTS.'



What Can I Do Here?

- Change Your Password *(to change your username, please contact the Chamber at info@hbgrc.org)*
- Update Your Contact information, and Add Authorized Employees
- Upload Media for Your Directory Listing *(Community Builder tier and above)*
- Pay Your Bills
- Add A Coupon
- Post Your Events

MEMBER PORTAL HOME

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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 our private Members Area, and 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.
- For additional help, contact us:
717-232-4099
info@hbgrc.org

A screenshot of a web form titled "MEMBERS ONLY". The form contains two input fields: "Username" and "Password". Below the "Password" field is an orange "LOGIN" button. To the right of the button is a link that says "Forgot your username or password? Click here".

MEMBERS ONLY	
Username	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="LOGIN"/> Forgot your username or password? Click here



Update Your Contact Information (1/3)

This selection 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 organization.

You can edit the following information:

- Name, address and other basic contact information
- Directory Listing category and descriptions
- Affiliation Codes you have identified as visible to Profiles
- Relationships you have to other Profiles (including adding new Profiles you are related to)
- Social Media accounts you have
- **NOTE:** New Employees must be added as such. DO NOT replace a former employee with a new employee's name.



Update Your Contact Information (2/3)

- You have the ability to edit your profile, as well as the profiles of any person or company related to you
- Once you make changes, they are submitted for approval by the Chamber
- If you have the right permissions, you can also edit the profiles related to your organization
- NOTE:** New Employees must be added as such. DO NOT replace a former employee with a new employee's name.

Member Portal Home	Pay Your Bills	Referral Report (YTD)
Change Username / Password	Profile Update	Media Update
Stay Informed	Take A Survey	Add A Coupon
Submit an Event		

[EDIT MY PROFILE](#)

Thank you for taking the time to update your company profile section. For assistance, please call us at 717-232-4099 or email info@hbgrc.org.

Helpful Tips:

- For new employees, please create a new profile.
- You may mark past employees as "Former Employee."
- DO NOT change profiles of former employees to new employees.

[Add New Profile](#)

EDITABLE PROFILES RELATED TO ACME WIDGETS - TEST PROFILE

PROFILE	
Betty Davis <input checked="" type="checkbox"/> Main Contact <input checked="" type="checkbox"/> Editor <input checked="" type="checkbox"/> Receives Communication <input type="checkbox"/> Billing Contact Relation Type <input type="text" value="Employee"/> Title <input type="text" value="President & CEO"/>	Edit Profile



Update Your Contact Information (3/3)

- The Update form shows you all the info we have for you. Please add as much as you can.
- Information here can be used on your Directory listings or for communications we send to you.
- All updates you make are submitted for approval.
- Make sure to click **Save** at the end of the process.

General Information

Prefix

First Name
Monica

MI

Last Name
Smith

Suffix

Report Name
Monica Olger

Personal Title

Address 1
600 S. Maple

City State/Province Zip Zip Ext
Indianapolis IN 48933

County

Country
United States

You have many types of information you can update

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 (Upper Tier Memberships Only)

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

If you have a [Community Builder](#), [Community Investor](#) or [Chairman's Circle](#) Listing Level, the images or video will display automatically on your directory listing; if you have the Community Connector Listing Level, it will not appear (but it will be stored in your Profile).

You can add the following:

- Business Logos
- Embedded 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.



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



Add A Coupon

- Our organization runs 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.

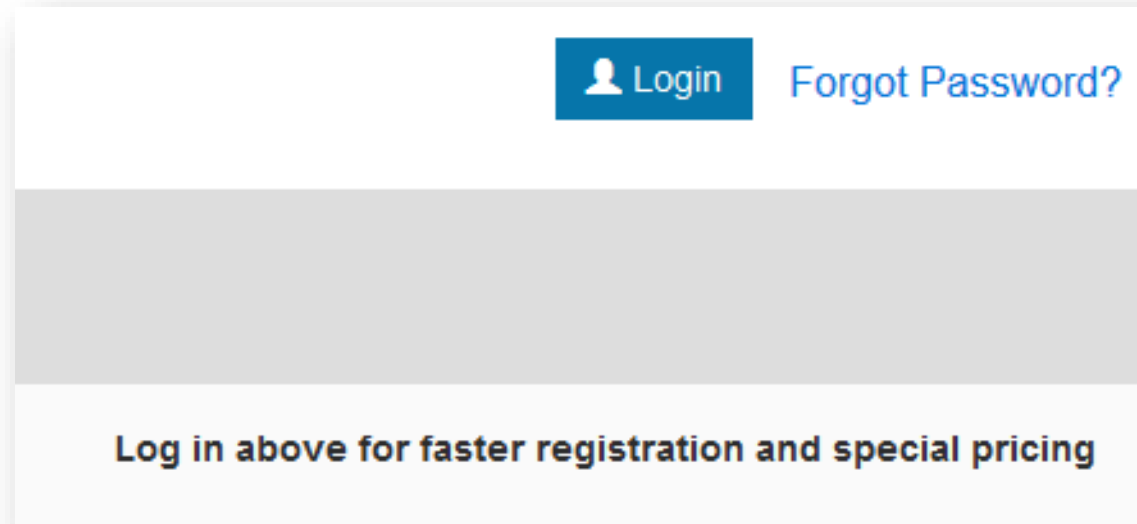
VIEW COUPONS AND DISCOUNTS					
Coupons					
NEW COUPON					
		Title	Description	Coupon Type	Approved
Edit	Delete	\$25 off your first widget order from Acme Widgets	Acme Widgets are the very best you'll find on the market today.	Public Coupons	<input type="checkbox"/>



HARRISBURG REGIONAL
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Enjoy Member Pricing for Event Registration

- Many of our events offer exclusive discounts for Members and their employees.
- Look for the Log In information to ensure you get every discount you deserve.
- Remember: You may add additional users/employees to empower them to register for events





Post an Event

- We maintain a Community Events Calendar exclusive to our members.
- You can create and post your own events to our calendar at anytime.
- Events must be approved by Chamber staff, so please allow 2 business days for review.

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717-232-4099

or

info@hbgrc.org