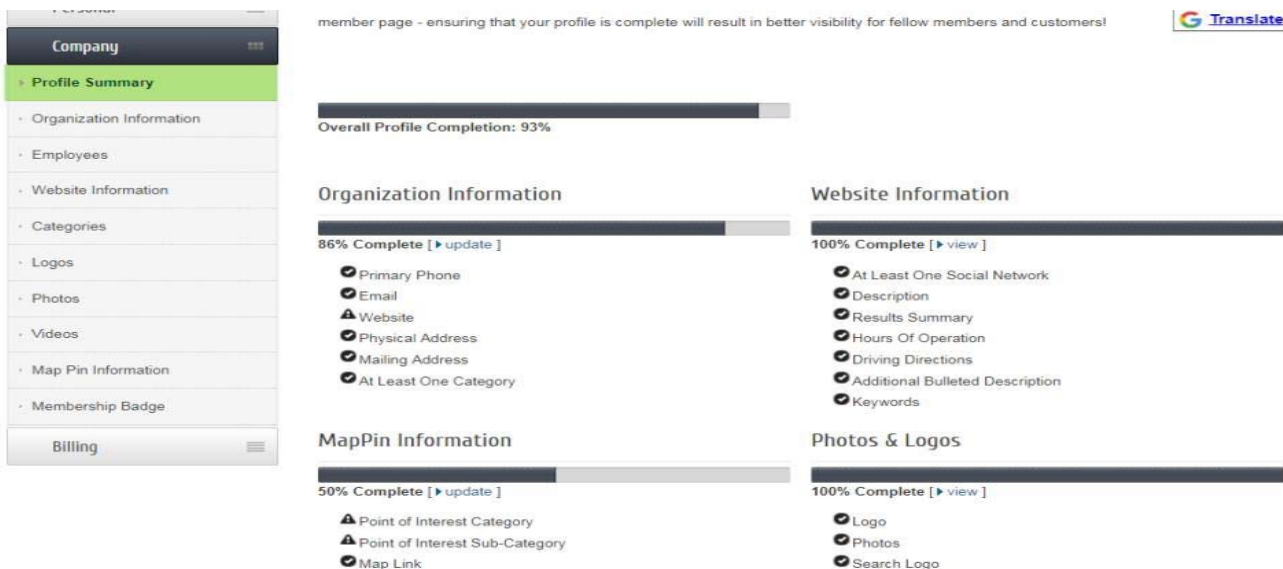


Update Company Information

You can either click on Account Settings or Company in the shortcuts on the left side.



Profile Summary shows what you have completed and have not completed.



Update your Organization Information

This screenshot shows the 'Update your Organization Information' form. At the top are 'Save Changes' and 'Clear Changes' buttons. The form is divided into two main sections:

- Contact Information:** Fields for Company Name (ZFam Enterprises, LLC), Primary Phone ((800) 555-1234), Alternate Phone, Toll Free Phone, Website, Fax (Call First), Email (celeste.wilson@micronetonline.com), and Cell Phone.
- Address Information:** Fields for Physical Address (2400 Mocking Bird Ln. NW. Ste. 4), Mailing Address (Testing Business Address), City (Blaine), and State (MN).

If you are the primary rep, you can update employees

Home Directory Events Resources Reports News Settings

Employees

Employees (5)

Rep Name	Title	Primary	Phone	Email
Shaniqua Davis	Receptionist	No		[not set]
Dave Kotzer	Laborer	No		celeste.wilson@micronetonline.com
Jim Sawatzky		No	(800) 555-1234	celeste.wilson@micronetonline.com
Travis Simpson	Co-Owner	No	(800) 555-1234	travis@mailinator.com
Celeste Wilson	Owner	Yes	(800) 825-9171	celeste.wilson@growthzone.com

Deactivate Selected Reps Add Employee/Rep

You can update the employees by clicking on their name.

Employee Profile

Save Changes Clear Changes Employee/Rep List

Shaniqua Davis

Profile Photo Groups/Interests Social Networks Preferences Custom Fields

Edit Employee Profile

Prefix: [dropdown]
Greeting: [text field]
First Name: Shaniqua [edit icon]
Job Title: Receptionist
Middle Name: [text field]
Contact Preference: Email [dropdown]
Last Name: Davis
Phone Preference: Work Phone [dropdown]
Suffix: [dropdown]
Work Phone: [text field]
Address Line 1: [text field] Copy Organization Information
Home Phone: [text field]

Upload Photo

Employee Photo

Save Changes Clear Changes Employee/Rep List

Shaniqua Davis

Profile **Photo** Groups/Interests Social Networks Preferences

Custom Fields

Edit Employee Photo

This photo may be displayed publicly based on the settings of your organization. Common uses would be to display your photo when listing group or committee members on your organization's website.



Note: After clicking the '+' and selecting a new picture, the original picture will be deleted and no longer be available.

To display this photo to other members in the Member Information Center, make sure to choose "Allow my information to be displayed" in your Display Preferences.

Subscribe to groups/interests

Profile Photo **Groups/Interests** Social Networks Preferences

Custom Fields

Edit Employee Groups/Interests

Groups

Select All

Car Show

Lakeside Car Show

Relocation

Realtors - Realtors that are part of the Chamber

Interests

Select All

Mailing Lists

Relocation

Save Changes

Clear Changes

Employee/Rep List

Add your social networks

Employee Social Networks

Save Changes Clear Changes Employee/Rep List

Shaniqua Davis

Profile Photo Groups/Interests **Social Networks** Preferences

Custom Fields

Edit Employee Social Networks

LinkedIn: [Verify URL]

Facebook: [Verify URL]

Twitter: [Verify URL]

Save Changes Clear Changes Employee/Rep List

Update directory preferences

Employee Preferences

Save Changes Clear Changes Employee/Rep List

Shaniqua Davis

Profile Photo Groups/Interests Social Networks **Preferences**

Custom Fields

Edit Employee Preferences

Online public directory

MIC directory

Select which items should display for the public and which items should display to other members.

Public	Members	
<input type="checkbox"/>	<input type="checkbox"/>	Allow Shaniqua Davis information to be displayed (displays First and Last name)
<input type="checkbox"/>	<input type="checkbox"/>	Full Name (prefix, middle, suffix)
<input type="checkbox"/>	<input type="checkbox"/>	Job Title
<input type="checkbox"/>	<input type="checkbox"/>	Email Address
<input type="checkbox"/>	<input type="checkbox"/>	Work Phone
<input type="checkbox"/>	<input type="checkbox"/>	Cell Phone
<input type="checkbox"/>	<input type="checkbox"/>	Fax number
<input type="checkbox"/>	<input type="checkbox"/>	Social Networks
<input type="checkbox"/>	<input type="checkbox"/>	Address Information

Save Changes Clear Changes Employee/Rep List

Map information

- Account Settings
 - Personal
 - Company**
 - Profile Summary
 - Organization Information
 - Employees
 - Website Information
 - Categories
 - Logos
 - Photos
 - Videos
 - Map Pin Information**
 - Membership Badge
 - Billing

Map Pin Information

Map Service

None
 Google Maps
 Uploaded Image


Allow my marker and map to display on my member page and in all map search results.

Search Results Pin Placement

Show on Organization Directory

Based on the selected map service, the map pin information below is eligible to display on the map on your member page and in any map search results.

Drag the marker to refine your position.



Generate a code to add a Membership Badge on your website


- Account Settings
 - Personal
 - Company**
 - Profile Summary
 - Organization Information
 - Employees
 - Website Information
 - Categories
 - Logos
 - Photos
 - Videos
 - Map Pin Information
 - Membership Badge**
 - Billing

Membership Badge

Membership Badge for ZFam Enterprises, LLC

Proudly display your association with Support-Celeste Wilson by placing this membership badge on your website. Specify your desired HTML Element ID or use the default-value that is provided, then click "Generate" to create HTML that you can copy and paste into your website.

ZFam Enterprises, LLC
Proud Member of



HTML Element ID:

Generated HTML for Website:

```
<div id="mni-membership-638629915214440900"></div>  
<script src="http://s2.chambermaster.com/Content/Script/Member.js" type="text/javascript"></script>  
<script type="text/javascript">  
new MNI.Widgets.Member("mni-membership-638629915214440900",{member:329,styleTemplate:"#@id(text-align:center,position:relative)#@id .mn-widget-member-name(font-weight:700)#@id .mn-widget-member-logo(max-width:100%)").create();  
</script>
```