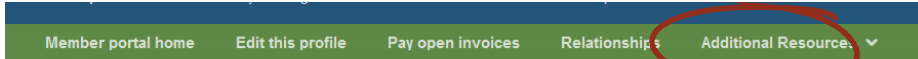


# Member Profile Instructions

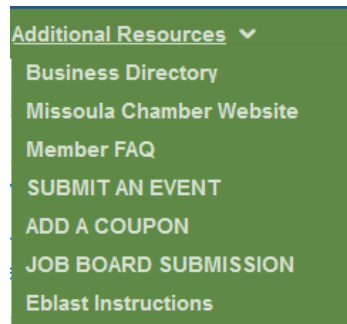
## How to Add a Discount Coupon



1. [Log-in to your Member profile](#)
2. Locate the "Additional Resources" drop-down menu



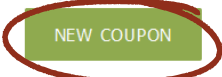
3. Click on "ADD a Coupon"



4. You will find any of your active coupons here. CLICK "NEW COUPON"

### View Coupons and Discounts

#### Coupons



You have no active coupons. Click on "New Coupon" button to add a coupon.

5. Complete the "Add Coupon" form. Remember to designate if you want this to be a "Member's Only" coupon or a "General" public coupon in "Coupon Type"

6. Save the form.

7. Once your coupon is submitted, the Chamber will receive an automated email that it is ready for approval. Once we approve the coupon, it will be uploaded to the website.

**Online Coupons Information**

**Coupon Type**

**Offer Title**

**Description Of Offer**

**Price (if any)**   
0.00

**Coupon Offer Expires**   
Wednesday, November 22, 2023

**URL Link**   
www.missoulachamber.com

**Display Name**   
Missoula Area Chamber of Commerce

**Email Contact**   
info@missoulachamber.com

**Contact Phone**   
(406) 543-6623

## Log-in Credentials

### How to Obtain Member Log-in Credentials

Email [info@missoulachamber.com](mailto:info@missoulachamber.com) or call (406) 303-8761 for Member log-in credentials.

### Log-In to Your Business Profile

Your Chamber log-in credentials are:

Username (Membership ID#): On Invoice

Password (Last 4 digits of Main Phone #): XXXX

Please call the Missoula Chamber if you have questions at 406-543-6623