

Member Profile Instructions

How to Upload a Logo



How to Obtain Member Log-in Credentials

Email 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

1. Inside your profile Manage Files & Images on left bottom of screen

Manage Files And Images

[+ Add file](#) [+ Add logo](#) [+ Add photo](#)

2. If you have a logo uploaded already it will be listed here - CLICK "Edit"

3. Make sure "Format" and "Content Type" are just as they are below

Edit Uploaded Media

| | | |
|----------|--------|--------------|
| Title | Format | Content Type |
| CostCare | Image | Listing_Logo |

[CHANGE FILE](#) 4. CLICK "Change file" and locate NEW image 5. SAVE

Manage Files And Images

[+ Add file](#) [+ Add logo](#) [+ Add photo](#)

6. If you need to ADD a logo, CLICK "Add logo"

7. Follow steps 3 - 5.

8. Your logo will appear in your profile and in the Directory List

Do it Yourself!

Member businesses can log-in to their Member Profile to:

- Pay open invoices online with credit card
- Print invoices and receipts
- Update member information
 - Business listing description
 - Employee contacts
 - See available benefits
 - Logo
- Post Job openings
- Submit an Event to member calendar
- Register for a Chamber Event

Example of Directory Listing

Missoula Area Chamber of Commerce

825 E. Front St.
Missoula, MT 59802
(406) 543-6623
Member Since: 1990

MISSOULA CHAMBER
MISSOULA AREA CHAMBER OF COMMERCE
Engaging Business and Community

Mission We preserve and advance the quality of life in Missoula by advocating for a healthy, responsible and diverse business environment and by providing resources that help businesses succeed.

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