



Changes to Billing Procedure

Dear Missoula Chamber Member,

The Chamber is transitioning to digital billing. All statements and invoices will be emailed only.

MAIN contacts are default Billing Contacts.

If you have a separate Billing Contact you can designate one in your member profile.

To ensure we have the correct Billing Contact's email on file, please log-in and follow the directions below.

How to Designate a Billing Contact

Log-in to your member profile and designate a billing contact under "Related Profiles".

Click on "View and edit all" in "Related profiles" section.

If your billing contact is listed just CLICK the box "Billing Contact" in line with their name.

If your billing contact is not list, CLICK "Add a profile"

Follow diagram below

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

Related To Your Business's Name

New-profile Individual Profile Organization Profile

Prefix Main Contact Of Your Business's Name

First Name Editor Of Your Business's Name

Employee's First Name Receives Communication

MI Billing Contact

Update phone and address to inherit from Your Business's Name

Last Name Relation Type

Employee's Last Name -- Select -- Employee

Suffix

E-mail Employee's Email

CANCEL SAVE AND CLOSE CONTINUE EDITING

Please email us at: debbiee@missoulachamber.com. with questions or concerns.