Member Profile Instructions How to Post a Job Opening

https://missoulachamber.jobboard.net/jobs

- 1. Go to Job Board (Link above)
- 2. Log-in using your Member credentials If you do not log-in you will be charged a fee to post.
- 3. CLICK "Post a Job"

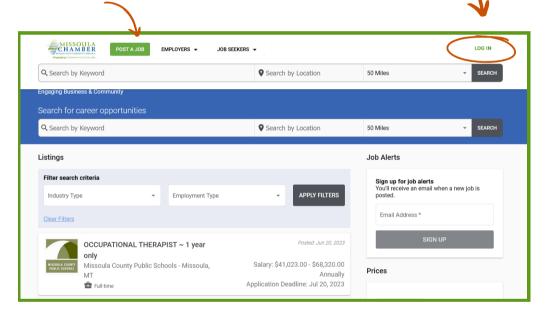
Log-in Credentials

How to Obtain Member Log-in Credentials

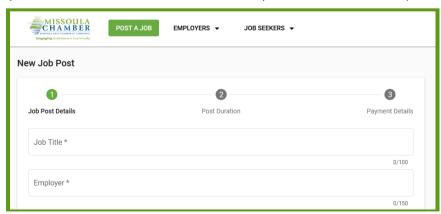
Email info@missoulachamber.com or call (406) 303-8761 for Member log-in credentials.

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



4. Complete "Job Post Details, Post Duration and Payment Details (Members post for free)



5. New Posts will automatically be posted to Facebook - The Top 5 Newest Posts will be on a ticker on our <u>Jobs Board web page</u>