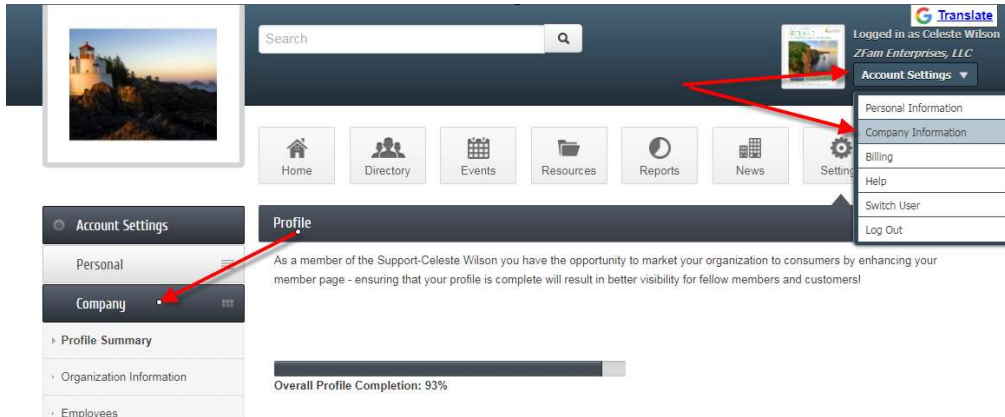
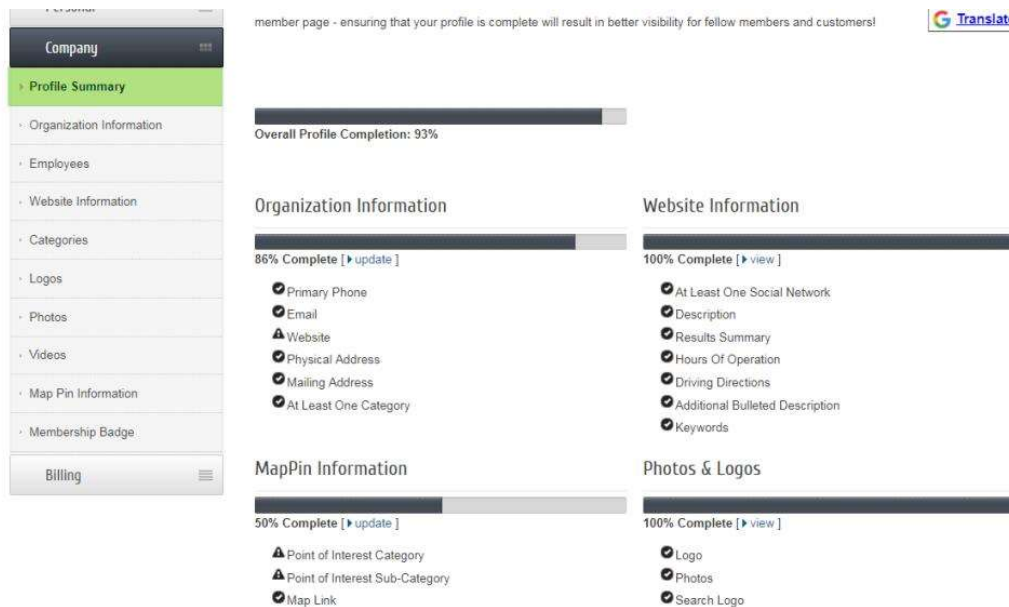


Update Company Information

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 Organization Information' form. The left sidebar has 'Organization Information' highlighted. The form is divided into two main sections: 'Contact Information' and 'Address Information'. Each section has a 'Save Changes' button and a 'Clear Changes' button. The 'Contact Information' section includes fields for Company Name, Primary Phone, Alternate Phone, Toll Free Phone, Website, Fax, Email, and Cell Phone. The 'Address Information' section includes fields for Physical Address, Mailing Address, City, and State.

If you are the primary rep, you can update employees

The screenshot shows a web application interface with a top navigation bar containing links for Home, Directory, Events, Resources, Reports, News, and Settings. On the left is a sidebar menu with sections for Account Settings (Personal, Company) and a list of options including Profile Summary, Organization Information, Employees (highlighted), Website Information, Categories, Logos, Photos, Videos, and Map Pin Information. The main content area is titled 'Employees' and shows a table of 5 employees. Below the table are buttons for 'Deactivate Selected Reps' and 'Add Employee/Rep'.

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) 625-9171	celeste.wilson@growthzone.com

You can update the employees by clicking on their name.

The screenshot shows the 'Employee Profile' page for Shaniqua Davis. The left sidebar is similar to the previous page but includes a 'Billing' section. The main content area has tabs for Profile, Photo, Groups/Interests, Social Networks, Preferences, and Custom Fields. Below the tabs is a form titled 'Edit Employee Profile' with fields for Prefix, First Name, Middle Name, Last Name, Suffix, Greeting, Job Title, Contact Preference, Phone Preference, Work Phone, and Home Phone. There is also a checkbox for 'Copy Organization Information'.

Upload Photo

The screenshot shows the 'Employee Photo' page for Shaniqua Davis. The left sidebar is similar to the previous page. The main content area has tabs for Profile, Photo, Groups/Interests, Social Networks, Preferences, and Custom Fields. The 'Photo' tab is selected and highlighted.

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

Add your social networks

Employee Social Networks

Shaniqua Davis

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

Custom Fields

Edit Employee Social Networks

LinkedIn: [Verify URL]

Facebook: [Verify URL]

Twitter: [Verify URL]

Update directory preferences

Employee Preferences

Shaniqua Davis

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

Custom Fields

Edit Employee Preferences

Online public directory

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

MIC directory

- | Public | Members | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Allow Shaniqua Davis information to be displayed (displays First and Last name) |
| ☐ | ☐ | Full Name (prefix, middle, suffix) |
| ☐ | ☐ | Job Title |
| ☐ | ☐ | Email Address |
| ☐ | ☐ | Work Phone |
| ☐ | ☐ | Cell Phone |
| ☐ | ☐ | Fax number |
| ☐ | ☐ | Social Networks |
| ☐ | ☐ | Address Information |

If there are custom fields you can choose them here

Employee Custom Fields

Save Changes

Clear Changes

Employee/Rep List

Shaniqua Davis

Profile

Photo

Groups/Interests

Social Networks

Preferences

Custom Fields

Edit Employee Custom Fields

1 Directory Listing

☐ Yes / No

Save Changes

Clear Changes

Update your directory information. If your website listing is the same as your company information, you can leave this checkmark checked so you don't have to type it in again. If your listing is different, uncheck the box and make the desired edits.

Account Settings

Personal

Company

Profile Summary

Organization Information

Employees

Website Information

Categories

Logos

Photos

Videos

Map Pin Information

Membership Badge

Billing

Website Information

Save Changes

Clear Changes

Web Page Content

☒ Use Organization Information [\[Preview Web Page \]](#)

Company Name:
ZFam Enterprises, LLC

Local Phone:
(800) 555-1234

Toll-Free Phone:

Address Line 1:
2400 Mocking Bird Ln, NW, Ste. 4

Address Line 2:

City:
Blaine

State:
MN

Postal Code:
51001

Fax:

Website URL Text: [🌐](#)

Website URL:

Email:
catalste.wilson@micrononline.com

Social Network Services

If permissions are granted, update your categories

Account Settings

Personal

Company

Profile Summary

Organization Information

Employees

Website Information

Categories

Logos

Photos

Videos

Map Pin Information

Membership Badge

Billing

Categories

Current Categories

Category	QuickLink	Primary
Automotive	Automotive & Marine	Yes
Computer, Consulting	Computers & Telecommunications	No
Finance & Insurance	Finance & Insurance	No
Government & Education	Government, Education & Individuals	No

Available Categories

Automotive

☒ Automotive

Computer, Consulting

☐ Computer, Consulting

Crafts

Finance & Insurance

Edit Category Tags

Next 4 items are Enhanced Listing items:

Add a logo

Account Settings

Personal

Company

Profile Summary

Organization Information

Employees

Website Information

Categories

Logos

Photos

Videos

Map Pin Information

Membership Badge

Billing

Logos

Member Page Header



ChangeRemove

Add a photo gallery

Account Settings

Personal

Company

Profile Summary

Organization Information

Employees

Website Information

Categories

Logos

Photos

Videos

Map Pin Information

Membership Badge

Photos





Manage Gallery

Add a YouTube video – upload the video to YouTube and copy the shared link and place it here

Account Settings

Personal

Company

Profile Summary

Organization Information

Employees

Website Information

Categories

Logos

Photos

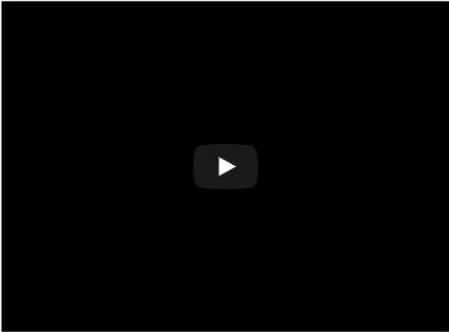
Videos

Map Pin Information

Membership Badge

Billing

Videos

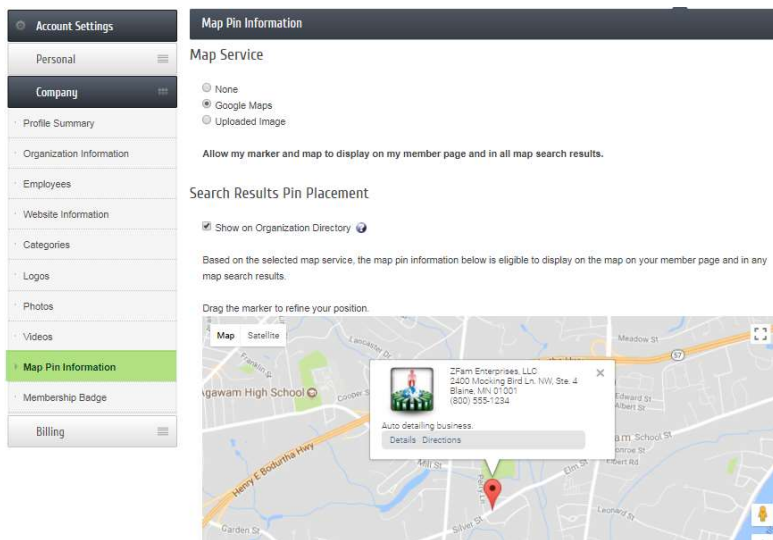


Youtube Video Url:

Example: <http://youtu.be/fyqcLCwgxY>
Example: <http://www.youtube.com/watch?v=fyqcLCwgxY>

Save ChangesCancel

Map information



Generate a code to add a Membership Badge on your website

