



How to Add Staff to Your Organization Via the MIC

You can easily keep your staff list updated via the Member Information Center.

View Reps that are Active with Your Chamber/Association

1. Access the MIC
2. In the left-hand navigation panel, select Company Information
3. Select Employees. A list of the reps that are currently active with your chamber/association is displayed.

Add Reps to Your Organization

1. Access the MIC
2. In the left-hand navigation panel, select Company Information

3. Select Employees. A list of the reps that are currently active with your chamber/association is displayed.

Employees (4)				
☐ Rep Name	Title	Primary	Phone	Email
☐ Gracie Blowerton		No	(218) 546-5413	gracies@mailinator.com
☐ Gary Bowwow	Veterinary Assistant	No		garyb@mailinator.com
☐ Shannon Jones	Owner	Yes	414-870-2258	shannon@mailinator.com
☐ Hannah Stacey		No		hannah@mailinator.com

4. Click the **Add Employee/Rep**.



5. Enter desired information. Required fields are First Name & Last Name. Your organization information is automatically populated. We recommend that you update the email address.
6. It is recommended that you send an email invitation to the new staff member, so that they can setup access to the MIC.

Login Access

☐ Email an invitation to this employee/representative, allowing them to create a username and password for access to this site.
(requires a valid email address to be entered)

7. Click **Save Employee/Rep**.

Deactivate Reps From Your Organization

1. Access the **MIC**
2. In the left-hand navigation panel, select **Company Information**.

Account Settings

Personal

Company

- Profile Summary
- Organization Information
- Employees
- Website Information
- Additional Information
- Logos
- Photos
- Video
- Map Pin Information
- Membership Badge

Organization Information

Save Changes Clear Changes

Contact Information

Company Name:
A Place for Dogs

Primary Phone:
(218) 546-5413

Alternate Phone:
(218) 546-5413

Toll Free Phone:
(800) 463-1234

Website:
http://www.growthzone.com

Fax:
(Call First)

Email:
terrya@mailinator.com

Cell Phone:

3. Select **Employees**. A list of the reps that are currently active with your chamber/association is displayed.

ChamberMaster Training

Search

Logged in as: Shannon Jones
A Place for Dogs
Account Settings

Home Directory Events Resources Reports News Settings

Account Settings

Personal

Company

- Profile Summary
- Organization Information
- Employees**
- Website Information
- Additional Information
- Logos

Employees

Employees (4)

Rep Name	Title	Primary	Phone	Email
☒ Sayali Bots		No	414-870-2258	say@mailinator.com
☐ Gary Borek	Veterinary Assistant	No		garyb@mailinator.com
☐ Shannon Jones	Owner	Yes	414-870-2258	shannon@mailinator.com
☐ Hannah Slawey		No		hannah@mailinator.com

Deactivate Selected Reps Add Employee/Rep

4. Select the check-box next to the employee(s) you wish to de-activate.
5. Click **Deactivate Selected Reps**.
6. Click **OK**.