



## **HOW TO Access Your Member Profile**

1. Visit our home page at [www.hanoverchamber.org](http://www.hanoverchamber.org)
2. On the left side of the screen, log in with the Username and Password provided in your member welcome letter.
  - a. If you've forgotten either, call us and we will look it up. Once you log in, you can change it to whatever you want.
3. From here you will see two items:
  - a. Your profile information as it is currently showing to the public:
  - b. Member exclusive documents made available to you in the document archive at the bottom of the profile page.
4. From this screen, look to the right hand side where you can:
  - a) Edit your Profile
  - b) Add/Edit an event for our Calendar
  - c) Add/Edit a new Coupon
  - d) Add/Edit a new Job Posting
  - e) Add/ Edit press releases

Note: When the word “List” is noted, it indicates any items you have already entered.

Simply click on the item you want to work within and the screen to enter will open. If you are uncertain about the effects of entering in to a field, mouse over the green question mark for information.