

A Guide to the
Members-Only Area
for the



PORTLAND
Regional Chamber
of Commerce

*Instructions for getting the most out of our
interactive, self-service website:*

PortlandRegion.com

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MEMBER LOGIN AREA

What can I do here?

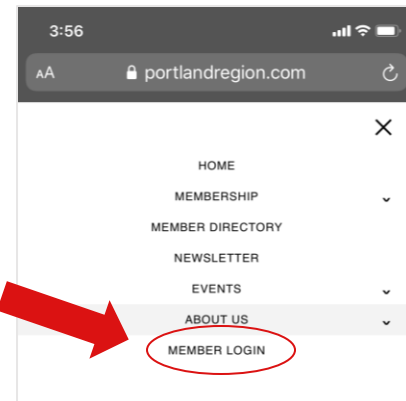
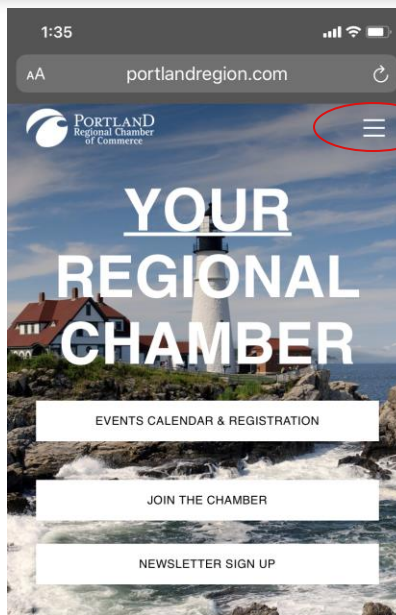
- [Change username/password](#)
- [Update your member profiles \(organization & employee\)](#)
- [Update your business directory listing](#)
- [Upload your logo](#)
- [Submit an event to our online calendar](#)
- [Get your Referral Report \(YTD\)](#)
- [Pay your bill](#)

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Desktop View



Mobile View





Take Control of Your Membership

[Login HERE](#) to Access the Members-Only Area

- You will need to use your username and password to gain access to our private [Members Only Area](#).
- If you ever forget your password, click [the link below login](#) to have a reset email sent to the **main contact** associated with the account.
- If you still cannot access your account, please call the Chamber directly for assistance: **(207) 772-2811**

The screenshot shows a login interface with the following elements:

- A label "Username" followed by a text input field.
- A label "Password" followed by a text input field.
- A black button with the text "LOGIN" in white.
- A red arrow pointing from the text "main contact" in the list above to the LOGIN button.
- A red oval around the text "[Click here for login information](#)".



PORTLAND
Regional Chamber
of Commerce

Your Member Portal Home

Log Out

Member Portal Home

Change Username / Password

Stay Informed

Submit an Event

Pay Your Bills

Profile Update

Take A Survey

Referral Report (YTD)

Media Update

Add A Coupon

Your organization name will appear HERE

Welcome to the Members Only Area!

My Events

Event Title

Event Item

Quantity

Amount

Your tickets to upcoming events will appear HERE



Change Your Username and Password

1.



Member Portal Home Pay Your Bills Referral Report (YTD)
Change Username / Password Profile Update Media Update
Stay Informed Take A Survey Add A Coupon
Submit an Event

Log Out

2.

Reset your password

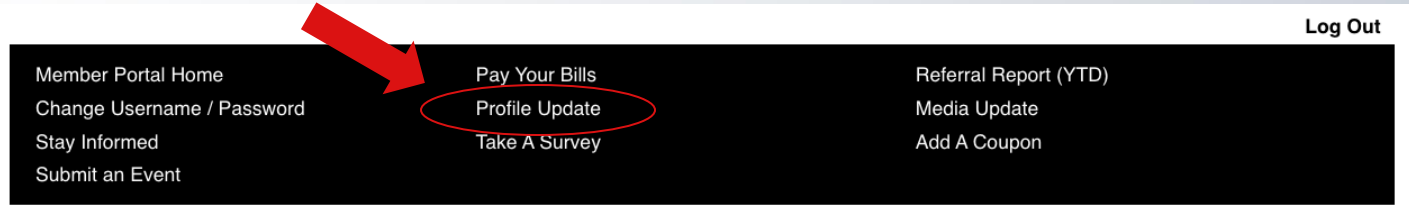
Email

[Request Password Reset Email](#)

- To reset your password, please type in the preferred email address to receive instructions.
- If you do not have access to that email, please call the Chamber directly for assistance: **(207) 772-2811**

Update Your Member Profile

1.



Log Out

- Member Portal Home
- Change Username / Password
- Stay Informed
- Submit an Event
- Pay Your Bills
- Profile Update
- Take A Survey
- Referral Report (YTD)
- Media Update
- Add A Coupon

2.

Your organization name will appear HERE

Edit My Profile

Editable Profiles Related to **your organization**

Add New Profile

Profile

Profile name HERE

Main Contact

Editor

Receives Communication

Billing Contact

Relation Type

Employee

Title

CEO

Edit Profile

Edit your
organization
info HERE

Add new employee
profiles HERE

Edit employee
profiles HERE

Edit Your Organization's Profile

- Employees with Editor privileges are able to edit profile information for their Organizations.
- Make sure to click **Save** at the end of the process.
- Changes made to an organization's profile will update within 24 hours.

Your organization name will appear HERE

| | |
|----------------------------|--|
| General Information * | General Information |
| Additional Addresses | Organization Name <input type="text"/> |
| Additional Phones | Required |
| Additional Email Addresses | Report Name <input type="text"/> |
| Directory Listing | Required |
| Social Media | Address 1 <input type="text"/> |
| Update Your Preferences | City State/Province Zip Zip Ext Portland ME 04101 County <input type="text"/> |
| | Country <input type="text"/> |
| | Work Phone <input type="text"/> |
| | Ext <input type="text"/> |
| | Home/Other Phone <input type="text"/> |
| | Phone Default Work |
| | Fax <input type="text"/> |
| | E-mail <input type="text"/> |
| | Website <input type="text"/> |
| | Preferred Method of Contact E-Mail |
| | Preferred Billing Method Both |
| | Employees Full-Time <input type="text"/> |
| | Employees Part-Time <input type="text"/> |
| | Save and Keep Working Save and Submit Cancel |

DON'T FORGET: Directory Listing & Social Media information

| | |
|----------------------------|--|
| General Information | Directory Listing |
| Additional Addresses | Add |
| Additional Phones | Category Required |
| Additional Email Addresses | -- Category -- |
| Directory Listing * | Description <input type="text"/> |
| Social Media | Short Description (Max 250 Characters) <input type="text"/> |
| Update Your Preferences | Keywords <input type="text"/> |
| | <input type="checkbox"/> Primary Listing Delete |

| | |
|----------------------------|------------------------------------|
| General Information | Social Media |
| Additional Addresses | Facebook <input type="text"/> |
| Additional Phones | Twitter <input type="text"/> |
| Additional Email Addresses | LinkedIn <input type="text"/> |
| Directory Listing * | Pinterest <input type="text"/> |
| Social Media | YouTube <input type="text"/> |
| Update Your Preferences | Flickr <input type="text"/> |
| | Yelp <input type="text"/> |
| | Open Table <input type="text"/> |
| | Instagram <input type="text"/> |

Edit and Add Employee Profiles

- You have the ability to edit your employee profile. You must have *Editor* privileges to add new employee profiles to the organization.
- Make sure to click **Save** at the end of the process.
- Changes made to a profile will update within 24 hours.

Editing Your Employee Profile

Your employee name will appear HERE

| | |
|----------------------------|--|
| General Information * | <p>General Information</p> <p>Prefix <input type="text"/></p> <p>First Name <input type="text"/></p> <p>Required</p> <p>MI <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Required</p> <p>Suffix <input type="text"/></p> <p>Report Name <input type="text"/></p> <p>Required</p> <p>Personal Title <input type="text"/></p> <p>Address 1 <input type="text"/></p> <p><input type="text"/></p> <p>City <input type="text"/> State/Province <input type="text"/> Zip <input type="text"/> Zip Ext <input type="text"/></p> <p>Portland <input type="text"/> ME <input type="text"/> 04101 <input type="text"/></p> <p>County <input type="text"/></p> <p><input type="text"/></p> <p>Country <input type="text"/></p> <p>Work Phone <input type="text"/></p> <p>Ext <input type="text"/></p> <p>Home/Other Phone <input type="text"/></p> <p>Phone Default <input type="text"/></p> <p>Work <input type="text"/></p> <p>Fax <input type="text"/></p> <p>E-mail <input type="text"/></p> <p>Website <input type="text"/></p> <p><input type="button" value="Save and Keep Working"/> <input type="button" value="Save and Submit"/> <input type="button" value="Cancel"/></p> |
| Additional Addresses | |
| Additional Phones | |
| Additional Email Addresses | |
| Directory Listing | |
| Social Media | |
| Update Your Preferences | |

Adding a New Employee Profile

| | |
|----------------------------|--|
| New Profile | |
| New Profile Settings * | <p>New Profile Settings</p> <p>This profile is for an: <input checked="" type="radio"/> Individual <input type="radio"/> Organization</p> |
| General Information * | <p>Relationship Information</p> <p>How is this profile related to Portland Regional Chamber of Commerce?</p> <p>-- Select -- <input type="text"/></p> <p>Required</p> <p>Title <input type="text"/></p> <p>If applicable, this should be the title as it applies to the relationship between Chamber of Commerce. For example: CEO or President.</p> |
| Additional Addresses | |
| Additional Phones | |
| Additional Email Addresses | |
| Directory Listing | |
| Social Media | |
| Update Your Preferences | |



Media Update

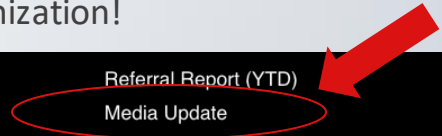
Please upload a .png/.jpg of your logo, along with any publicity photos to help the Chamber promote your organization!

1.

Member Portal Home
Change Username / Password
Stay Informed
Submit an Event

Pay Your Bills
Profile Update
Take A Survey

Referral Report (YTD)
Media Update
Add A Coupon



2.

Logo:

Upload your company logo or profile picture here. Accepted file format: jpg or gif. Maximum dimensions: 245px width; 160px height.

No file chosen (max size 4 mb)

Photo 1:

Upload your photo here. Accepted file format: jpg or gif. Maximum dimensions: 200px width; 150px height.

No file chosen (max size 0.075 mb)

Photo 2:

Maximum dimensions: 200px width; 150px height.

No file chosen (max size 0.075 mb)

Submit an Event

- Complete the form and click **Submit** at the end.
- Once your event has been submitted it will take 24-48 hours for it to appear on our online Events Calendar.
- Events **MUST** be submitted by Thursday at 12:00 PM in order to appear in the following Monday's Events Newsletter.

Event Name

Event Type (choose from list)

Event Start Date (MM/DD/YYYY)

2/19/2020

Event End Date (MM/DD/YYYY) (Should be same as event start date unless multiple day event)

2/19/2020

Event Start Time

1 : 00 : PM

Event End Time (not required, leave blank if unknown)

Event description, details and additional information

Email address for questions about the event. (not displayed publicly)

Physical address where the event will take place. (No PO Boxes)

City

State

Zip

Phone number for questions about the event. (displayed publicly)

Special Registration URL - Enter the full path URL (For example, <http://www.website.com>)

SUBMIT EVENT **CANCEL**

DON'T FORGET to include
a link to register!



Referral Report (YTD)

Your directory analytics

Ever wonder how often you've been referred by us?

Through our member directory (the second most-trafficked page on our website!), banner ads, and event sponsorships, we track most of the online referrals the Chamber provides to you as a member benefit.

This section runs a detailed Referral Report, which shows you a very granular report of every time you've received a lead or impression from our website.

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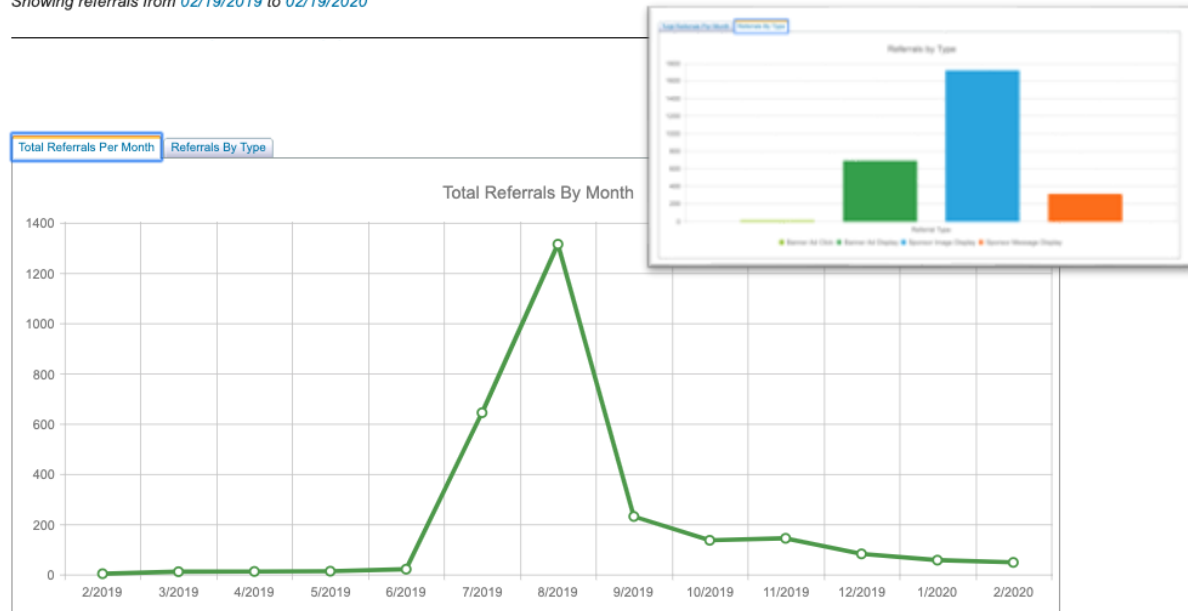
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Value Report for your organization name will appear HERE

Showing referrals from 02/19/2019 to 02/19/2020



TOTAL REFERRALS

2,717

TOTAL IMPRESSIONS

2,713

BANNER IMPRESSIONS

690

TOTAL LEADS

4

BANNER CLICKS

4

LEAD RATE

0.15%

CLICK-THRU RATE

0.58%

Pay Your Bills

- The top section displays your open invoices. Check the box to pay online, or click View to print a copy.
- The bottom portion shows your previously paid invoices. Click Invoice Number to print a copy for your records.

Open Invoice Items for:

Your organization name will appear HERE

| Selected | Date Due | Invoice Num | Invoice Date | Description | Item Amount | Paid Amount | Due Amount | |
|--------------------------|----------------------|-------------|--------------|-------------|------------------|-------------|------------|----------|
| <input type="checkbox"/> | VIEW | 5/1/2017 | 9387 | 11/05/2016 | Tax Revenue Item | \$937.50 | \$0.00 | \$937.50 |
| <input type="checkbox"/> | VIEW | 5/1/2017 | 9387 | 11/05/2016 | Tax Flat Amount | \$25.00 | \$0.00 | \$25.00 |
| <input type="checkbox"/> | VIEW | 4/25/2016 | 9527 | 6/7/2017 | Tradeshaw Booth | \$500.00 | \$0.00 | \$500.00 |
| <input type="checkbox"/> | VIEW | 4/25/2016 | 9527 | 6/7/2017 | Bill Me Later | \$50.00 | \$0.00 | \$50.00 |

Payment Amount: \$0.00

Payment Options: Credit Card

Name On Card: Aladdin Construction

Billing Address 1: 12273 S Shimmers Blvd

Billing Address 2:

City: Blount State/Prov: Zip/Postal Code: 39532 MS

Country: United States

Credit Card:

Card Number:

Security Code: Pin is the number 1 to 4 digits on the back of our card.

Expires: Month Year: 2018 01

Phone Number:

Email Address:

Save Credit Card

[Accept Payment\(s\)](#)

Transaction History For **your organization name will appear HERE**

Start Date: End Date: [REFRESH](#)

| Invoice Num | Date | Description | Amount |
|-------------|------|-------------|--------|
|-------------|------|-------------|--------|

Your transactions history will appear HERE

[Subscribe to our Newsletter](#) to be kept up-to-date on Chamber events and offerings.

And be sure to visit our [Value of Membership page](#) for an ever-expanding list of member benefits!

Still have questions?



PORTLAND
Regional Chamber
of Commerce

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Stay connected with the Chamber:



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