

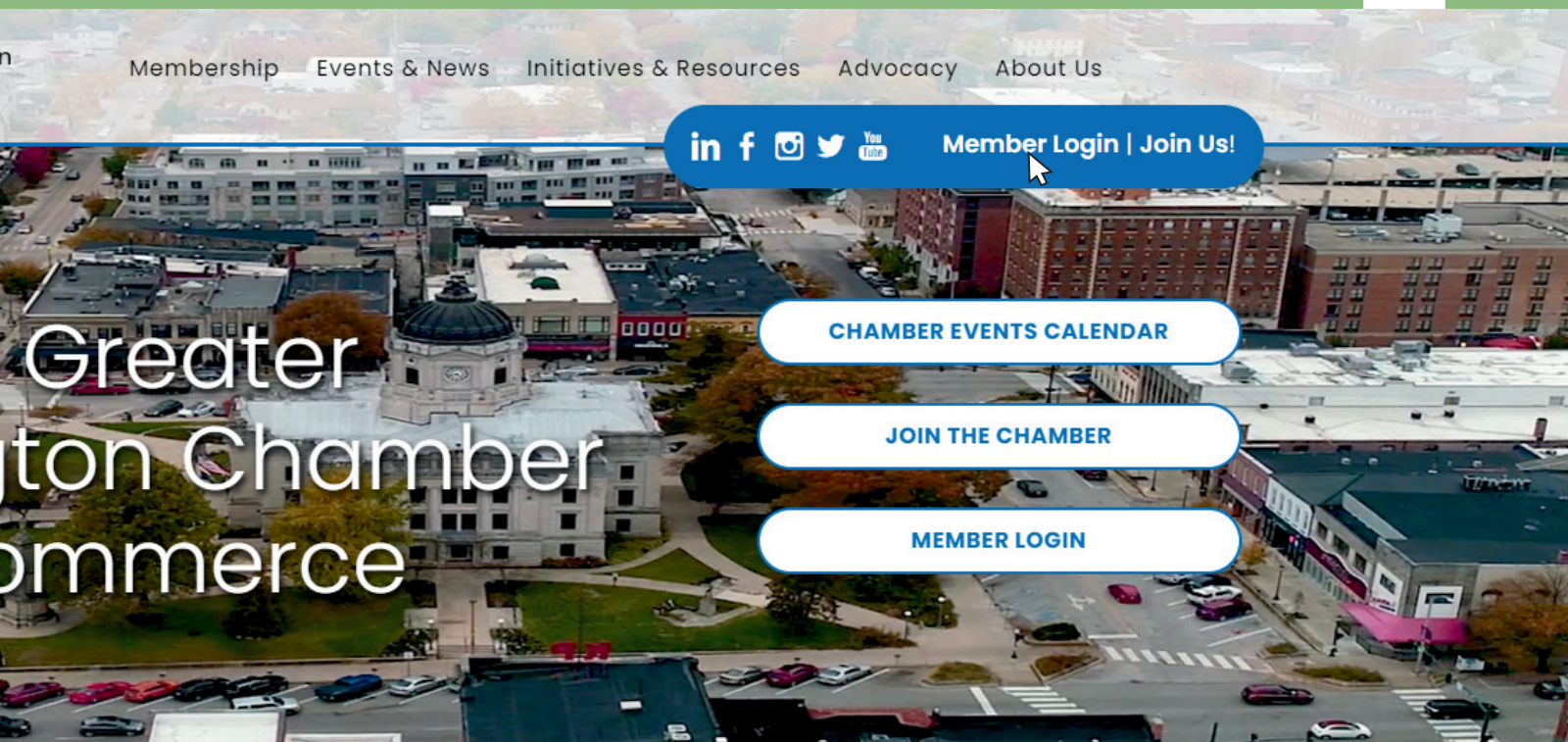
The Greater Bloomington
Chamber of Commerce

5 STEPS TO UPDATE YOUR PROFILE INFO

Open your preferred web browser

Visit our website ChamberBloomington.org and click on the “Member Login” tab displayed on the home page.

1



Log into your account

2

Type your login information in and hit the “Login” button. This should take you to your member account.

Bloomington Chamber of Commerce

Login

Username

Password

Remember My Login

Flip to the back for steps 3-5

For any additional information or any questions, please email us info@chamberbloomington.org

Edit your profile

Click the “Edit this profile” button. This should take you to a new screen where you can enter new information for your profile. Click the “General Information” tab.

3

Profile Edit



- Relationship
- General Information**
- Additional Addresses
- Additional Phones
- Additional Emails
- Directory Listing
- Embedded Video
- Social Media

Report Name

Address

City State/Province Zip Zip Ext

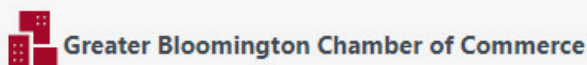
Update Information

Look through your current information and add or take away. Pay specific attention to the “Directory Listing” tab. Also reference the “Updating Your Profile Info Checklist”.

4

Choose the category your customers/clientele would look for to find you in our directory.

Profile Edit



- Relationship
- General Information
- Additional Addresses
- Additional Phones
- Additional Emails
- Directory Listing**
- Embedded Video
- Social Media

Add

Delete

Category

Primary Listing

Keywords

Description

Source

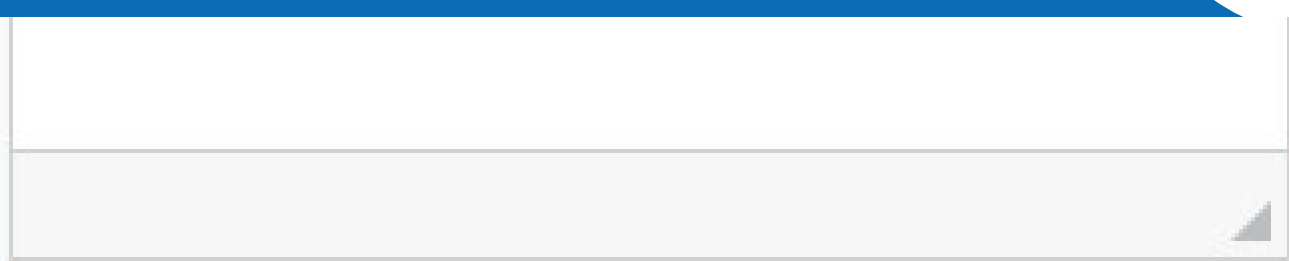
Styles | Format | Font

Size

Save Your Edits

Be sure to click the “SAVE AND CLOSE” button when you are finished making your profile edits. The edits may take a short period of time to take effect. Once they do, your business/organization will be much easier to locate and contact for all who search for you.

5



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