

How to Update Your Company Info on the Jefferson Chamber Website

As a member, you have access to your page on the Chamber's web site where you can **update your company information, post hot deals, job openings, and events.**

To obtain your login and password, please have your primary representative email Dee Shall, dees@jeffersonchamber.org, for Login Name and Password.

After receiving your login/password, go to your web browser and enter www.chamberlogin.com, then enter your login name and password. You will find the following sections that accessible to you.

Member Info

- Business Info – can update co. info
- Bus. Categories – view current designation; contact Chamber to change category
- Employees/Reps – can add/delete/change info
- Under Web Display can mark info to be reflected on the web page
- Login/Password – can change both

Web Page Info

- Web page info – basic company contact/hours of operation/location info
- Photos & Logos – not available; can contact Chamber Master directly to purchase space
- Links – click on generate link; copy and paste on your company web site that will link back to your page on the Chamber's web site. You can create your own mini web page with info different than what is imbedded in your company info section
- View Home Page – reflects all info you have entered

Advertising

- **Hot Deals – click on Add a Hot Deal and complete the info.**
- Submit for Approval (the Chamber will receive an alert that this has been posted, review/approve, then it will be visible on the web site.
- Job Postings – click on Add a Job Posting and complete the info –
- Submit for Approval (the Chamber will receive an alert that this has been posted, review/approve, then it will be posted on the web site.
- Events – click on Add an Event – complete info and submit for approval. To view the members'-only calendar, you will need to go back into the www.chamberlogin.com site.

There are links to Hot Deals and Job Postings on the Chamber's home page plus on the Member-to-Member Benefits page (under the membership drop down).

Reports (specific to your company)

- Hot Deal Hits – will display number of hits on your page
- Profile – each option adds more detailed info

Manuals - An overview of all.