

Update Company Information via the MIC For Your Members

1. After logging in to the **Member Information Center (MIC)**, select either **Account Settings** or **Company** on the left-hand menu.

The screenshot shows the Member Information Center (MIC) interface. On the left-hand menu, the 'Company' option is highlighted with a red box. The 'Company Information' dropdown menu is open, showing options: Personal Information, Company Information (highlighted with a red box), Billing, Help, Switch User, and Log Out. The main content area displays the 'Organization Information' form, which includes fields for Company Name, Primary Phone, Alternate Phone, Toll Free Phone, Website, Address Information, and Mailing Address.

2. The **Profile Summary** indicates what areas of your Company Profile have been completed as well as areas that need updating.

The screenshot shows the 'Profile Summary' section of the MIC. It displays progress bars for various sections: Overall Profile Completion (94%), Organization Information (100% Complete), Website Information (90% Complete), MapPin Information (100% Complete), and Photos & Logos (100% Complete). The 'Organization Information' section lists completed items: Primary Phone, Email, Website, Physical Address, Mailing Address, and At Least One Category. The 'Website Information' section lists items to be updated: At Least One Social Network, Description, Results Summary, Hours Of Operation, Driving Directions, Additional Bulleted Description, and Keywords. The 'MapPin Information' section lists the Map Link. The 'Photos & Logos' section lists Logo, Photos, and Search Logo.

3. In the **Organization Information** section, update your contact information and additional information, such as your **Billing Contact**.



Search

Logged in as Mary West
Diephouse Realty
Account Settings

HomeDirectoryEventsResourcesReportsNewsSettings

Account Settings

Personal

Company

Profile Summary

Organization Information

Employees

Website Information

Categories

Additional Information

Logos

Photos

Video

Map Pin Information

Membership Badge

Billing

Organization Information

Save ChangesClear Changes

Contact Information

Company Name:
Diephouse Realty

Primary Phone:
(123) 456-7890

Alternate Phone:

Toll Free Phone:

Website:
http://diephouse Realty.com
[Verify URL]

Fax:
(Call First)

Email:
mwest@mailinator.com

Cell Phone:

Address Information

Physical Address:
1903 W. Michigan

City:
Kalamazoo

State:
MI

Postal Code:
49008

Country:
United States

Mailing Address:
1903 W. Michigan

City:
Kalamazoo

State:
MI

Postal Code:
49008

Country:
United States

☒ Use this contact information on your public member webpage.

Additional Information

Established Date: (m/d/yyyy)
9/1/2022

Full-Time Employees:
10

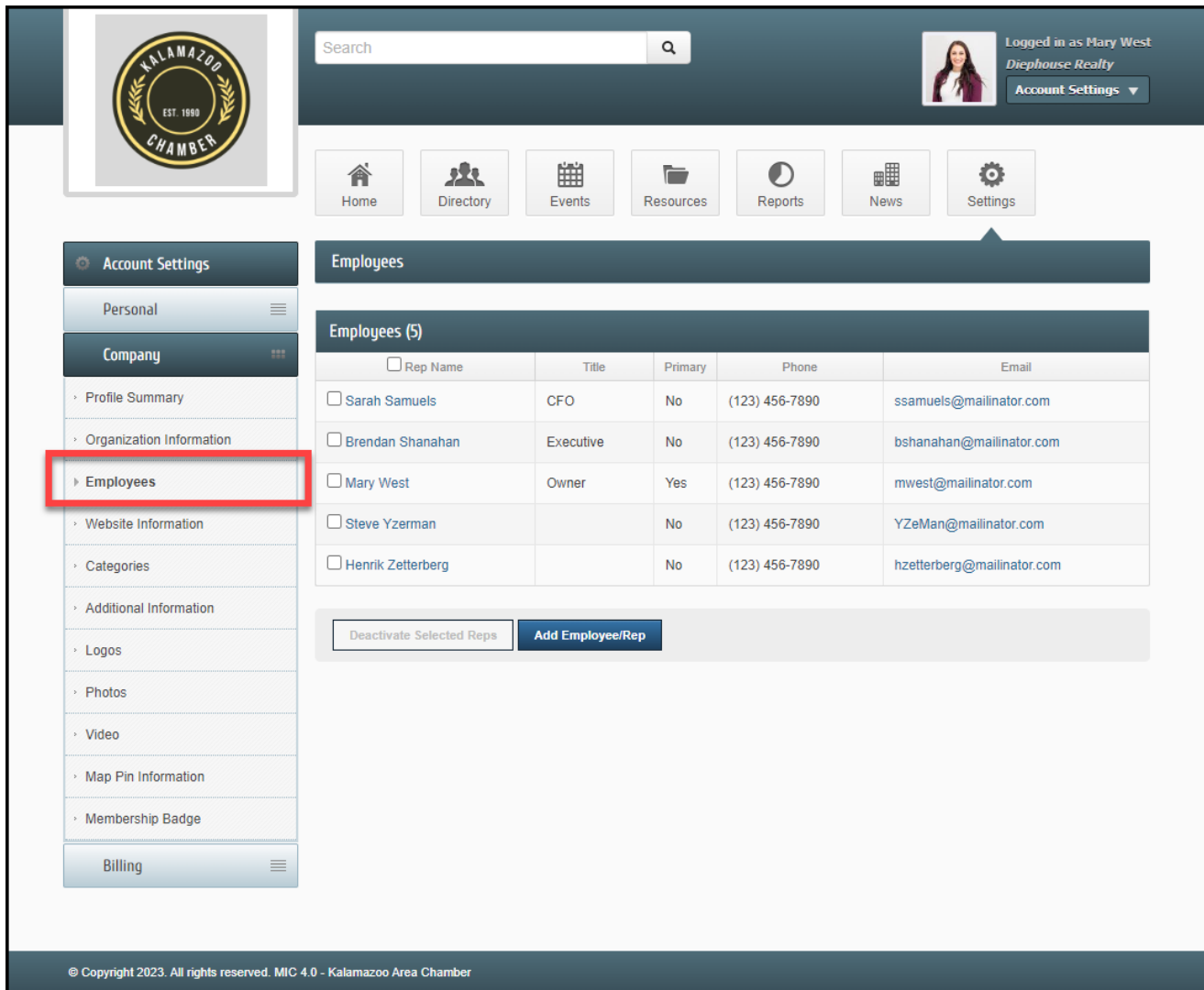
Part-Time Employees:
5

Billing Contact

Sarah Samuels
1903 W. Michigan
Kalamazoo, MI 49008
ssamuels@mailinator.com
Billing Contact Preference:
Email

Save ChangesClear Changes

4. In the **Employees** section, if you're the Primary Rep, you can update and manage your employees. Clicking an employee's name allows you to edit their information, including their groups and their display preferences.



The screenshot shows the Kalamazoo Area Chamber website interface. The top navigation bar includes a search bar, a user profile for Mary West (Diephouse Realty), and an Account Settings dropdown. Below this is a secondary navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar contains a list of menu items under 'Account Settings', with 'Employees' highlighted by a red box. The main content area is titled 'Employees' and displays a table of 5 employees. The table has columns for Rep Name, Title, Primary, Phone, and Email. Below the table are buttons for 'Deactivate Selected Reps' and 'Add Employee/Rep'.

☐ Rep Name	Title	Primary	Phone	Email
☐ Sarah Samuels	CFO	No	(123) 456-7890	ssamuels@mailinator.com
☐ Brendan Shanahan	Executive	No	(123) 456-7890	bshanahan@mailinator.com
☐ Mary West	Owner	Yes	(123) 456-7890	mwest@mailinator.com
☐ Steve Yzerman		No	(123) 456-7890	YZeMan@mailinator.com
☐ Henrik Zetterberg		No	(123) 456-7890	hzetterberg@mailinator.com

Deactivate Selected Reps Add Employee/Rep

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5. Clicking an employee's name allows you to edit their information, including their photo, groups, and display preferences for the MIC and your organization's public website.

The screenshot displays the Kalamazoo Chamber of Commerce member portal. The top navigation bar includes a search bar, a user profile for Mary West (Diephouse Realty), and an 'Account Settings' dropdown. Below this is a secondary navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar contains a menu with 'Account Settings' (expanded) and 'Company' sections. The main content area is titled 'Employee Preferences' and shows the profile for Sarah Samuels. A red box highlights the tabs for Profile, Photo, Groups/Interests, Social Networks, Preferences, and Custom Fields. Below the tabs is the 'Edit Employee Preferences' section, which includes a table for selecting display options for Public and Members.

Kalamazoo Chamber
EST. 1880

Search

Logged in as Mary West
Diephouse Realty
Account Settings

Home Directory Events Resources Reports News Settings

Account Settings
Personal
Company
Profile Summary
Organization Information
Employees
Website Information
Categories
Additional Information
Logos
Photos
Video
Map Pin Information
Membership Badge
Billing

Employee Preferences
Save Changes Clear Changes Employee/Rep List

Sarah Samuels

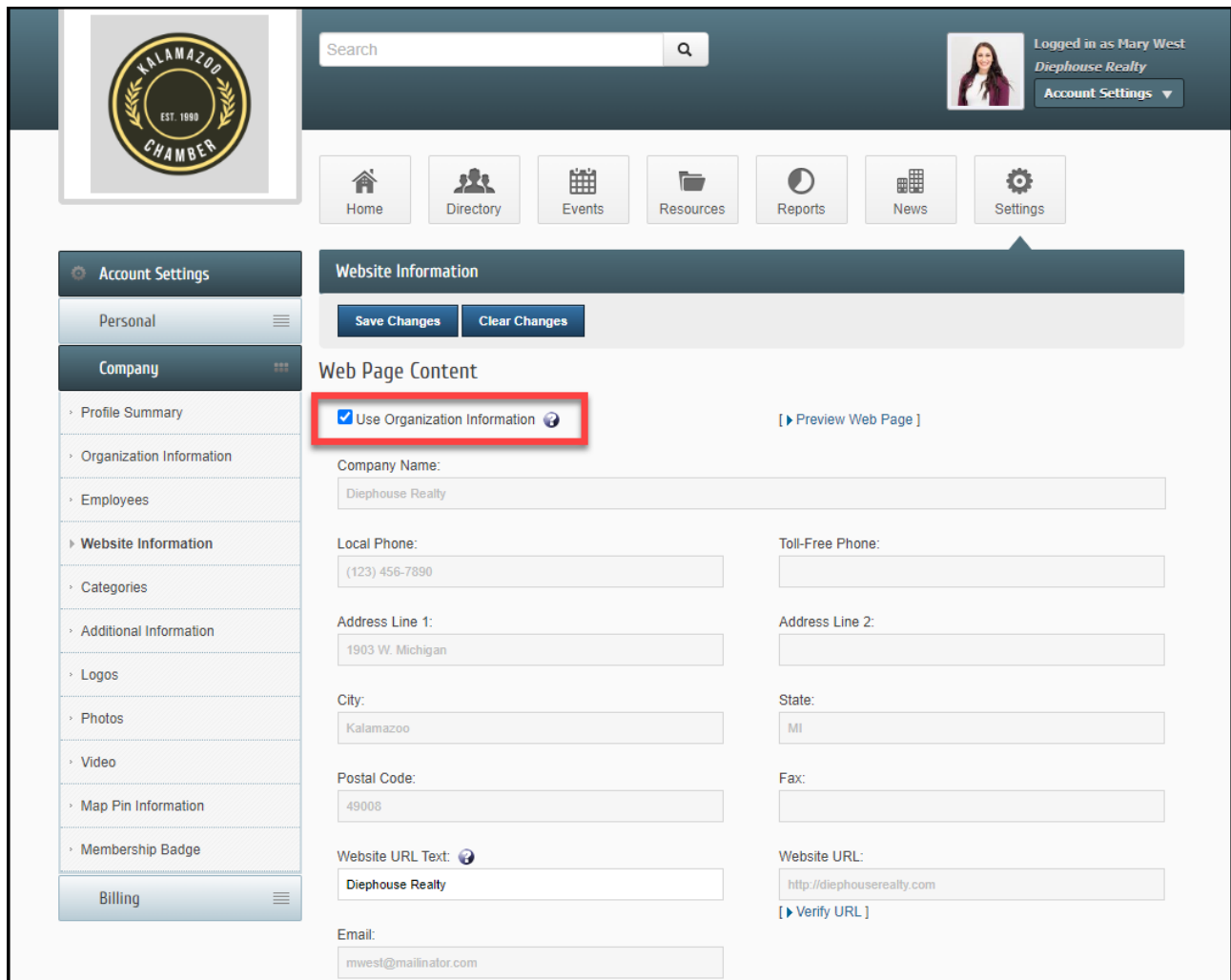
Profile Photo Groups/Interests Social Networks Preferences Custom Fields

Edit Employee Preferences
Select which items should display for the public and which items should display to other members.

Public	Members	
☐	☐	Allow Sarah Samuels information to be displayed (displays First and Last name)
☐	☐	Full Name (prefix, middle, suffix)
☐	☐	Job Title
☐	☐	Email Address
☐	☐	Work Phone
☐	☐	Cell Phone
☐	☐	Fax number
☐	☐	Social Networks
☐	☐	Address Information

Save Changes Clear Changes Employee/Rep List

6. In the **Website Information** section, update your directory information. If your website listing is the same as your company information, you can select the **Use Organization Information** box allowing your Organization Information to be used in the directory. If your listing is different, uncheck the box and make the desired edits.



The screenshot displays the Kalamazoo Chamber website management interface. The top navigation bar includes a search bar, a user profile for Mary West (Diephouse Realty), and an account settings dropdown. Below this is a secondary navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar contains a menu with 'Account Settings' (expanded) and 'Billing'. Under 'Account Settings', the 'Company' section is active, showing options like Profile Summary, Organization Information, Employees, Website Information (selected), Categories, Additional Information, Logos, Photos, Video, Map Pin Information, and Membership Badge. The main content area is titled 'Website Information' and features 'Save Changes' and 'Clear Changes' buttons. Below this is the 'Web Page Content' section, where the 'Use Organization Information' checkbox is checked and highlighted with a red box. To the right of this checkbox is a link to '[Preview Web Page]'. The form fields for company information are populated with data for 'Diephouse Realty', including a local phone number, address, city, postal code, website URL, and email address. A 'Verify URL' link is also present next to the website URL field.

Kalamazoo Chamber
EST. 1990

Search

Logged in as Mary West
Diephouse Realty
Account Settings

Home Directory Events Resources Reports News Settings

Account Settings
Personal
Company
Profile Summary
Organization Information
Employees
Website Information
Categories
Additional Information
Logos
Photos
Video
Map Pin Information
Membership Badge
Billing

Website Information
Save Changes Clear Changes

Web Page Content
☒ Use Organization Information [Preview Web Page]

Company Name:
Diephouse Realty

Local Phone:
(123) 456-7890

Toll-Free Phone:

Address Line 1:
1903 W. Michigan

Address Line 2:

City:
Kalamazoo

State:
MI

Postal Code:
49008

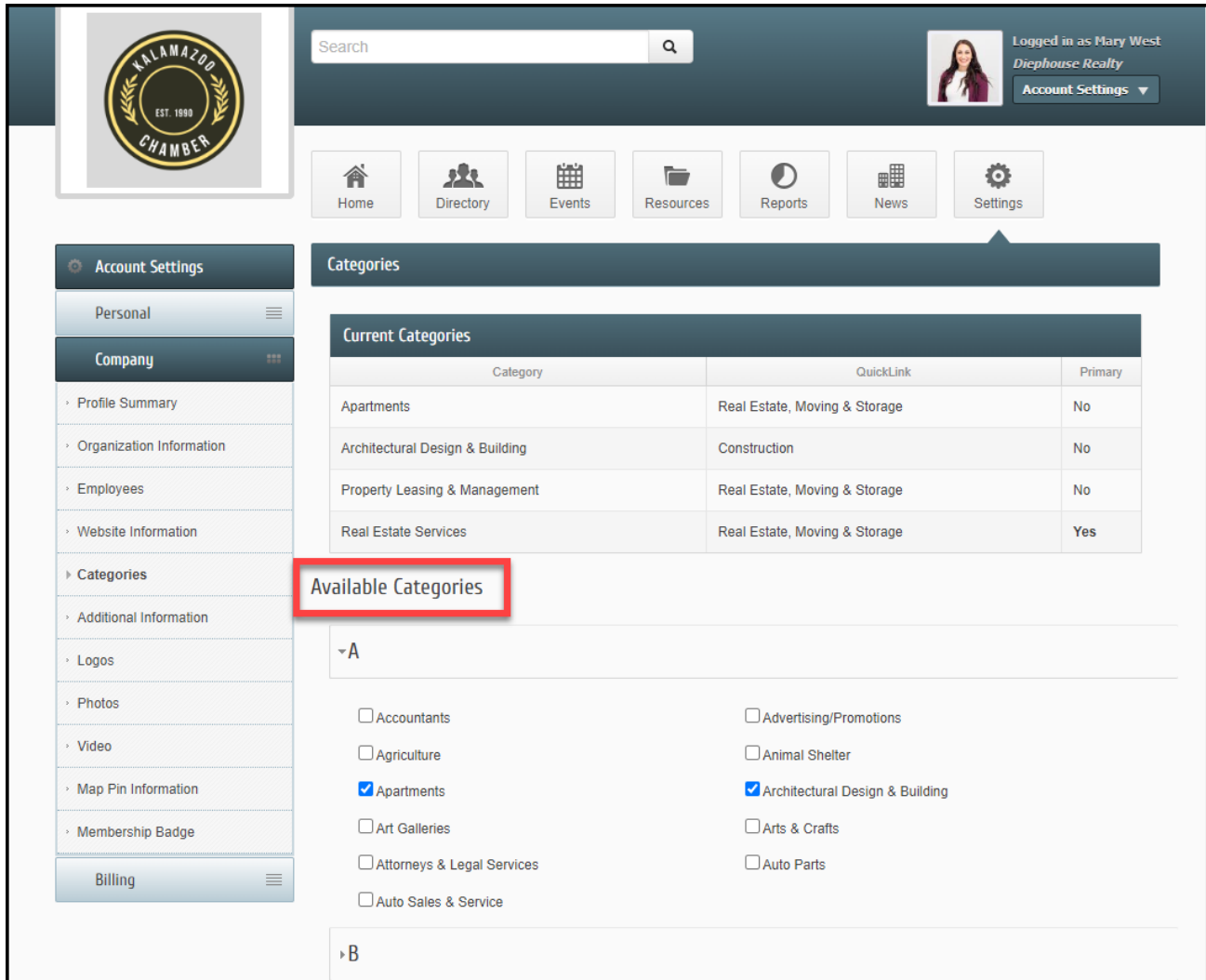
Fax:

Website URL Text:
Diephouse Realty

Website URL:
http://diephouse.realty.com
[Verify URL]

Email:
mwest@mailinator.com

7. In the **Categories** section, update your business categories if your organization has given you permission to do so.



The screenshot displays the Kalamazoo Chamber of Commerce account settings interface. The top navigation bar includes a search bar, a user profile for Mary West (Diephouse Realty), and an account settings dropdown. The main navigation bar features icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar contains a menu with options like Account Settings, Personal, Company, Profile Summary, Organization Information, Employees, Website Information, Categories, Additional Information, Logos, Photos, Video, Map Pin Information, Membership Badge, and Billing. The main content area is titled 'Categories' and contains a table of 'Current Categories' and a section for 'Available Categories'.

Current Categories

Category	QuickLink	Primary
Apartments	Real Estate, Moving & Storage	No
Architectural Design & Building	Construction	No
Property Leasing & Management	Real Estate, Moving & Storage	No
Real Estate Services	Real Estate, Moving & Storage	Yes

Available Categories

A

- ☐ Accountants
- ☐ Agriculture
- ☒ Apartments
- ☐ Art Galleries
- ☐ Attorneys & Legal Services
- ☐ Auto Sales & Service
- ☐ Advertising/Promotions
- ☐ Animal Shelter
- ☒ Architectural Design & Building
- ☐ Arts & Crafts
- ☐ Auto Parts

B

8. In the **Additional Information** section, if you've been given permission to do so, you may update responses to the displayed questions from your organization.

The screenshot shows the Kalamazoo Chamber of Commerce account settings interface. The top navigation bar includes a search bar, a user profile for Mary West (Diephouse Realty), and a settings button. Below this is a row of icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar contains a list of settings categories: Account Settings, Personal, Company, Profile Summary, Organization Information, Employees, Website Information, Categories, **Additional Information** (highlighted with a red box), Logos, Photos, Video, Map Pin Information, Membership Badge, and Billing. The main content area is titled 'Additional Information' and contains a 'General' tab. Under the 'General' tab, there are several questions and input fields:

- Why did you join? (Dropdown menu with 'Community Involvement' selected)
- Would you like a ribbon cutting ceremony? (Checkbox 'Yes / No' is checked)
- Are you willing to host a Business After Hours event? (Checkbox 'Yes / No' is checked)
- Would you like to volunteer? (Checkbox 'Yes / No' is checked)
- Number of Employees (Dropdown menu with '1-10' selected)
- Referred by (Text input field with a character limit of 50)

9. The **Logo**, **Photos**, **Video**, and **Map Pin Information** sections are for Enhanced Directory Listings. If applicable, update your information accordingly.