



Member Information Center

Did you know...

- That by being a member of the SouthWest Metro Chamber of Commerce you have access to free job posting?
- That you can easily pay for events and Membership Dues online?
- That you are able to post Member-only deals and promotions to drive customers to your business?
- That you can share News Releases about anything from new-hires to groundbreakings
- That you can create and share events on the Chamber's public events calendar?

All these tools **and more** can be accessed by utilizing your [MEMBER INFORMATION CENTER](#)! This is a free networking page focused solely on connecting you with other Members of the SouthWest Metro Chamber of Commerce, and by being a Member of the SWMCC you already have access! To set up or access your account, click [HERE](#). Having troubles accessing your account? Check out [this resource video](#) to learn more or read about it [here](#). If you still have questions, feel free to contact us at Info@swmetrochamber.com and we will assist you.

For more information about specific tools available, check out the links below

How to Pay Bills Online

Learn how you can pay your open invoices online from within the MIC. Watch the [video](#) and download the [handout](#).

How to Post a Hot Deal

Learn how you can access, create and manage your Hot Deals and Member-to-Member Deals from within the MIC. Watch the [video](#) and download the [handout](#).

How to Add a Job Posting

Learn how you can access, create and manage your Job Postings from within the MIC. Watch the [video](#) and download the [handout](#).

How to Add a News Release

Learn how you can add News Releases in the MIC. Watch the [video](#) and download the [handout](#).

How to Update Your Personal Profile

You can update all of your personal information from within the MIC. Watch the [video](#) and download the [handout](#).

How to Update Your Company Profile

You can update your company information, including logos and contact details, from within the MIC. Watch the [video](#) and download the [handout](#).

How to Update Your Staff

You can update your staff, add new staff, and deactivate staff. Watch the [video](#) and download the [handout](#).

How to Store your Credit Card in the MIC

You can easily store your credit card information via the MIC for use when registering for events and even use in paying recurring fees & dues. Watch the [video](#) and download the [handout](#).

How to Setup Autopay

You can easily [set up Autopay](#) via the MIC using their stored payment profiles.

How to Manage and Use Events

You can learn how to use, manage, submit, and register for events from within the MIC. Watch the [video](#) and download the [handout](#).

Further Questions? Talk to me directly

Alan Niebeling, Membership Sales Coordinator

SouthWest Metro Chamber of Commerce

Phone: 952-474-3233

Email: Alan@swmetrochamber.com