



**Rochester  
Regional  
Chamber**  
of Commerce



# GUIDE: MEMBER INFORMATION CENTER

[RRC-MI.COM](http://RRC-MI.COM)

# STEP 1

Visit the Chamber website at RRC-MI.Com. You'll see the following header at the top of the page. Next select Member Login.



# STEP 2

Enter your login credentials. To reset your login, select Forgot your username/password text and follow the prompts.

## Login

Username:

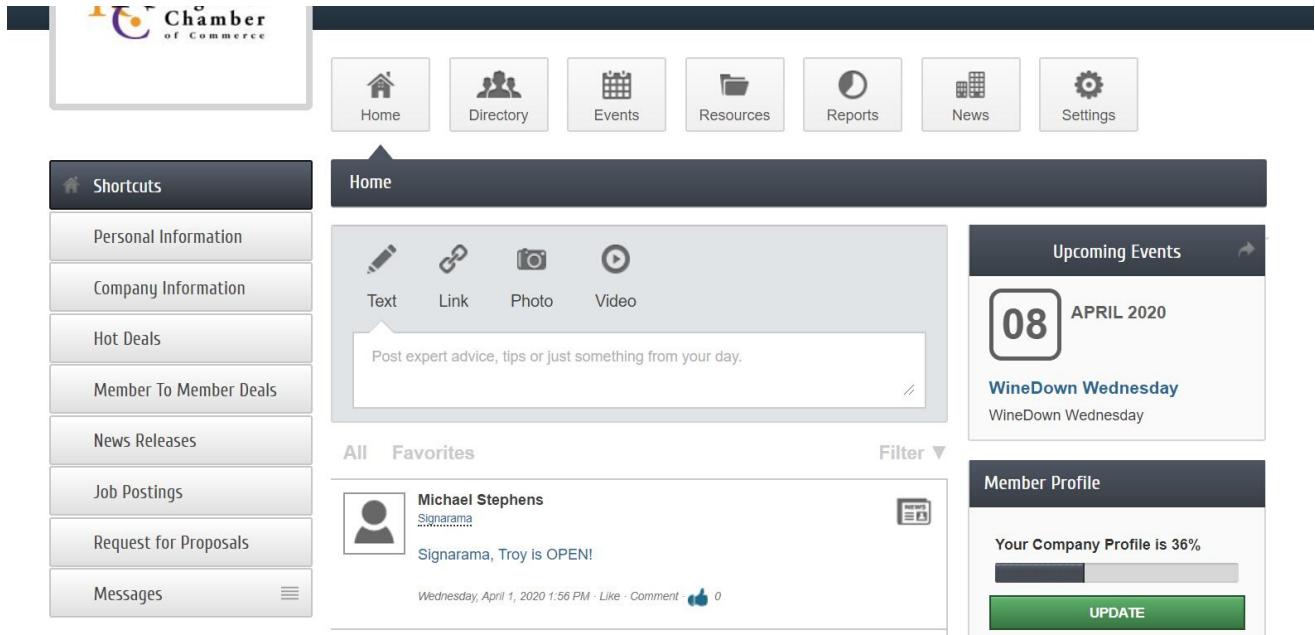
Password:

[Forgot your username/password?](#)



# STEP 3

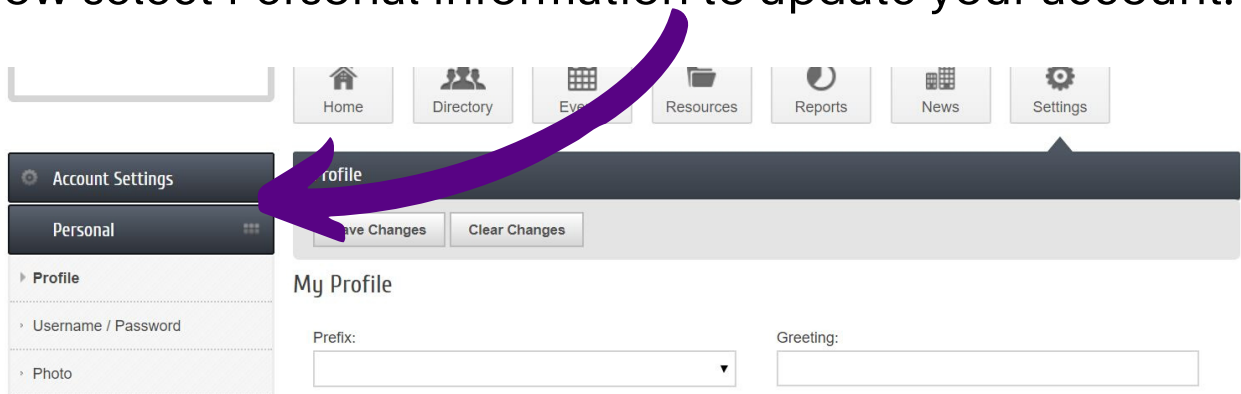
Once you're in the Member Information Center (MIC), your screen will look like this.



# STEP 4

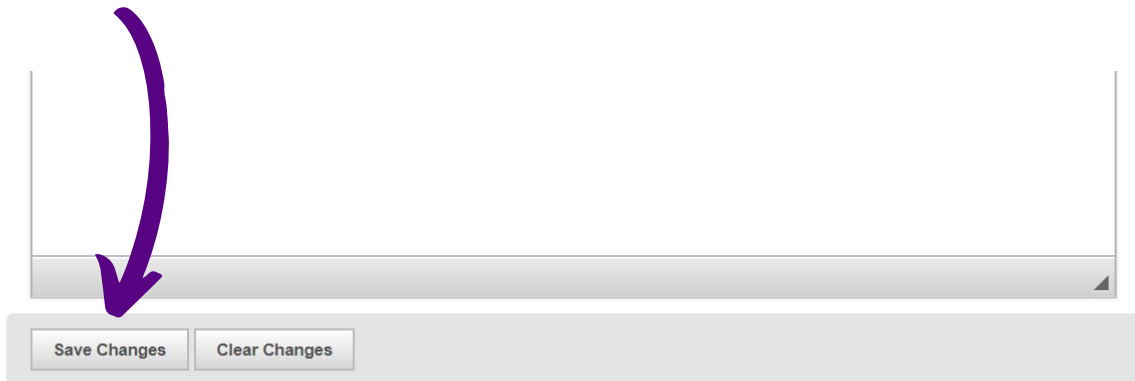
Look at the Shortcut Navigation panel on the left side of the screen. You will spend the most time here. Note the options: Hot Deals, Member to Member Deals, News Releases, Job Postings, RfPs, & Messages.

Now select Personal Information to update your account.



# STEP 5

Review and update information in each text field as necessary. Be sure to click save at the bottom of the page every time.



## NOTES

### Unable to Change the Text?

Make sure to start at the top tabs in the left side navigation panel and work down toward the bottom because some fields toward the bottom tabs auto-populate with information from top tabs.

If you need to correct auto-populated information, go back through the shortcut panel on the left side starting from top down.

Company Name:

Rochester Regional Chamber of Commerce

Local Phone:

(248) 651-6700

Toll-Free Phone:

# NOTES CONTINUED

## Check Your Display Preferences

Select the Profile tab and then click the Display Preferences sub tab. Now, make sure to select: Allow my information to be displayed, for your photo to show up along with other appropriate information in the locations you desire.

The two display locations explained:

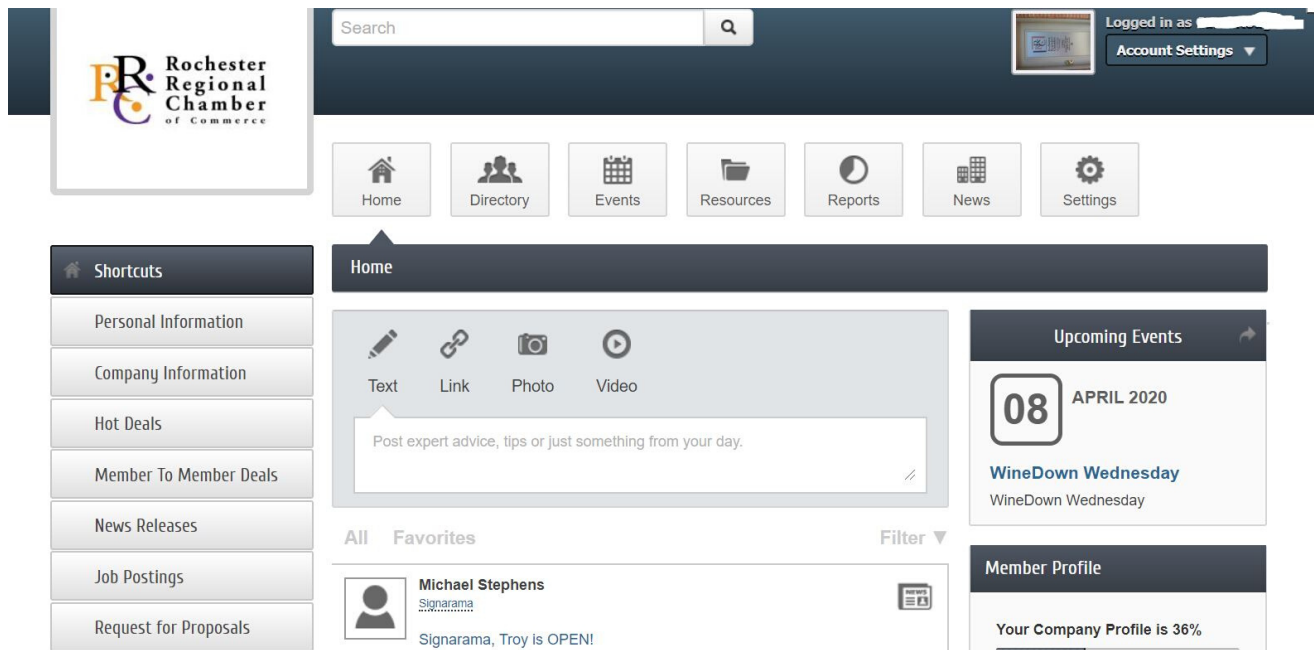
- Public is for your landing page on our website.
- Members is your information displayed only to other members within the MIC.

The image shows two side-by-side screenshots of a web application interface. The left screenshot is titled 'Account Settings' and shows a sidebar menu with options: Personal (selected), Profile, Username / Password, Photo, Groups/Interests, Social Networks, Display Preferences, Company, and Billing. The right screenshot is titled 'Preferences' and shows a 'My Preferences' section with a table of checkboxes for 'Public' and 'Members' visibility. Below the table are 'Save Changes' and 'Clear Changes' buttons.

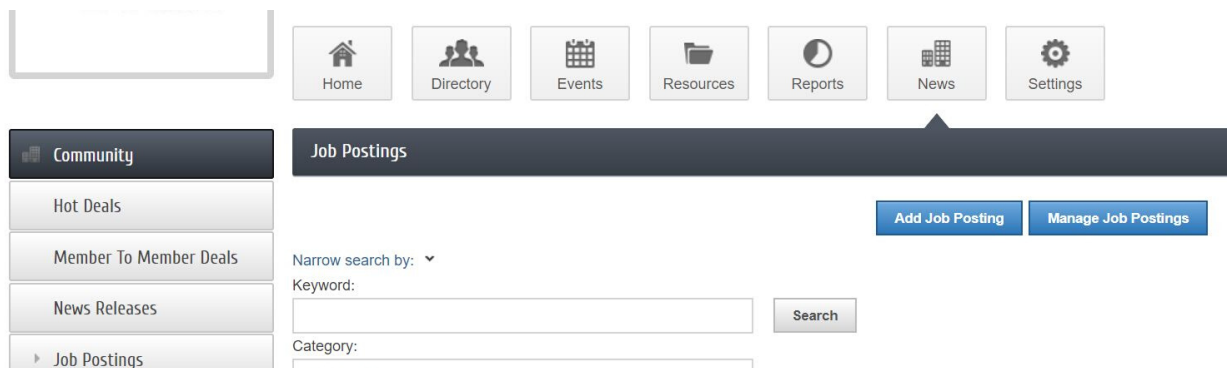
Public	Members	Item
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Allow my information to be displayed (displays First and Last name)
<input type="checkbox"/>	<input type="checkbox"/>	Full Name (prefix, middle, suffix)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Job Title
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Email Address
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Work Phone
<input type="checkbox"/>	<input type="checkbox"/>	Cell Phone
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fax number
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Social Networks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Address Information

# NOTES CONTINUED

**Submitting News Releases, Job Postings, & Hot Deals**  
Similar to updating your profile, select the appropriate tab in the left navigation panel or the top short cut buttons.



The inner block will change according to the option you selected. Under the grey header bar, there may be blue buttons with options to **Add** (News Release Job Posting, Hot Deal, or Event)- or **Manage** these items. Select the button based on your desired action.





# CONTACT US

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