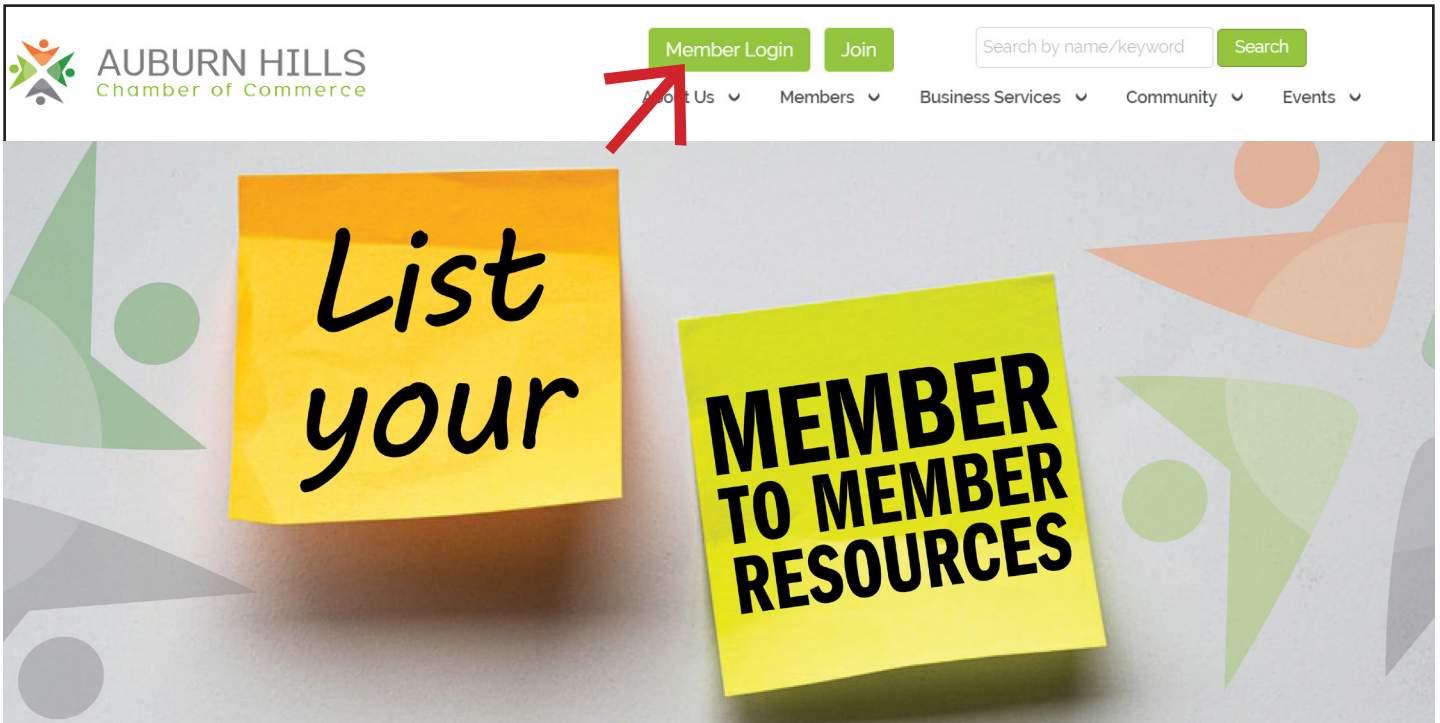


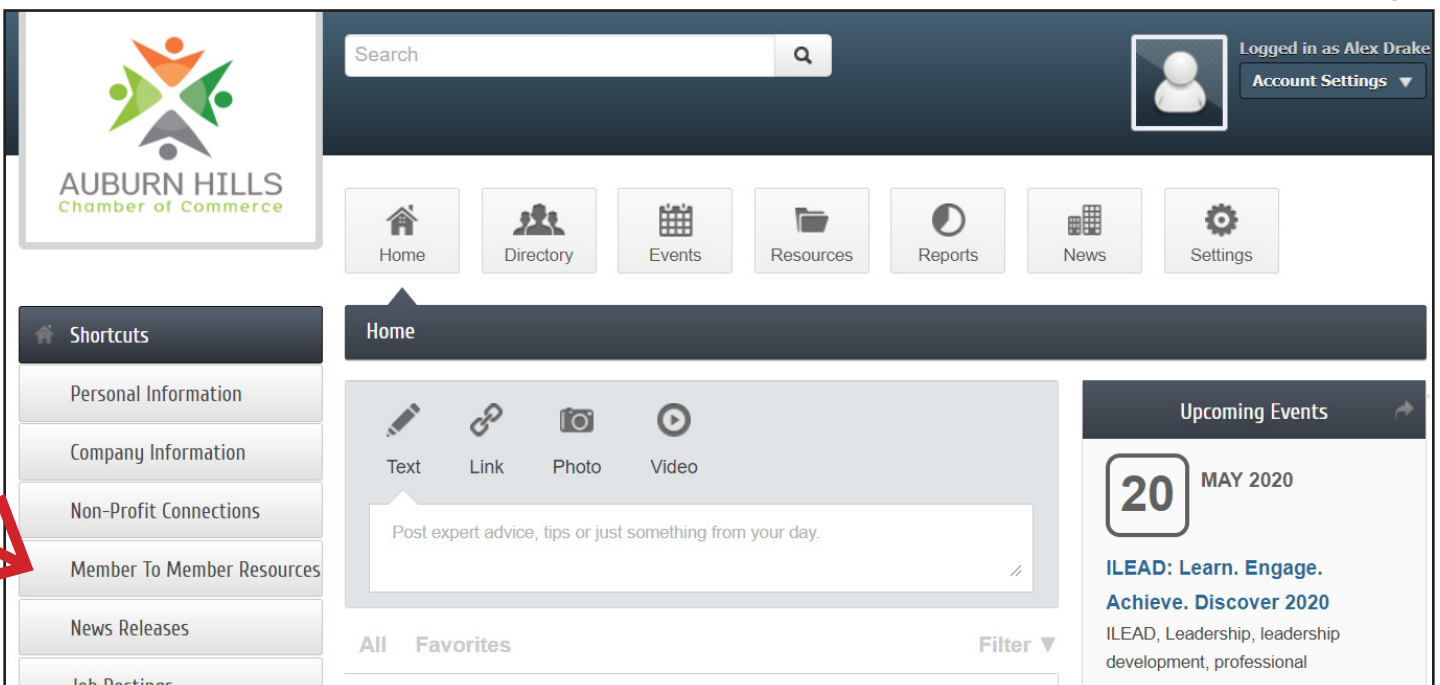
HOW TO: AUBURN HILLS Chamber of Commerce

MEMBER TO MEMBER RESOURCES

1. Log into the Member Portal by going to AuburnHillsChamber.com and clicking the green “Member Login” button at the top of the page.



2. Click on the Member to Member Resources shortcut on the left hand side of the page.



3. Click Add Member to Member Resource

Search

Logged in as Alex Drake
[Account Settings](#)

Home Directory Events Resources Reports News Settings

Community

Member To Member Resources

[Add Member To Member Resource](#) [Manage Member To Member Resources](#)

Computer/IT Services (1) Hotels (1) Non-Profit Organizations (1)
Printing (1) Restaurants (1) Venues & Catering (2)

Community

Non-Profit Connections

Member To Member Resources

News Releases

4. Complete all sections of form: title, tagline, category, details, search results logo, contact, and active dates.

Member To Member Resources - Create

[Manage Member To Member Resources](#)

General

Title:

Tagline:

Category:

Details

Description:

Community

Non-Profit Connections

Member To Member Resources

News Releases

Job Postings

Social Feed

Request for Proposals

5. Click Submit for Approval

[Save as Draft](#) [Cancel](#) [Submit for Approval](#)

6. Once information is submitted, the Auburn Hills Chamber of Commerce will receive a notification and our staff will review content and then approve. If you have any questions, contact our office at 248-853-7862.

In addition to adding Member to Member Resources, your business can also add news releases, job postings and events. This is also where you can update your businesses Company Information. These options can be accessed on the left hand side of your member portal under "Shortcuts."