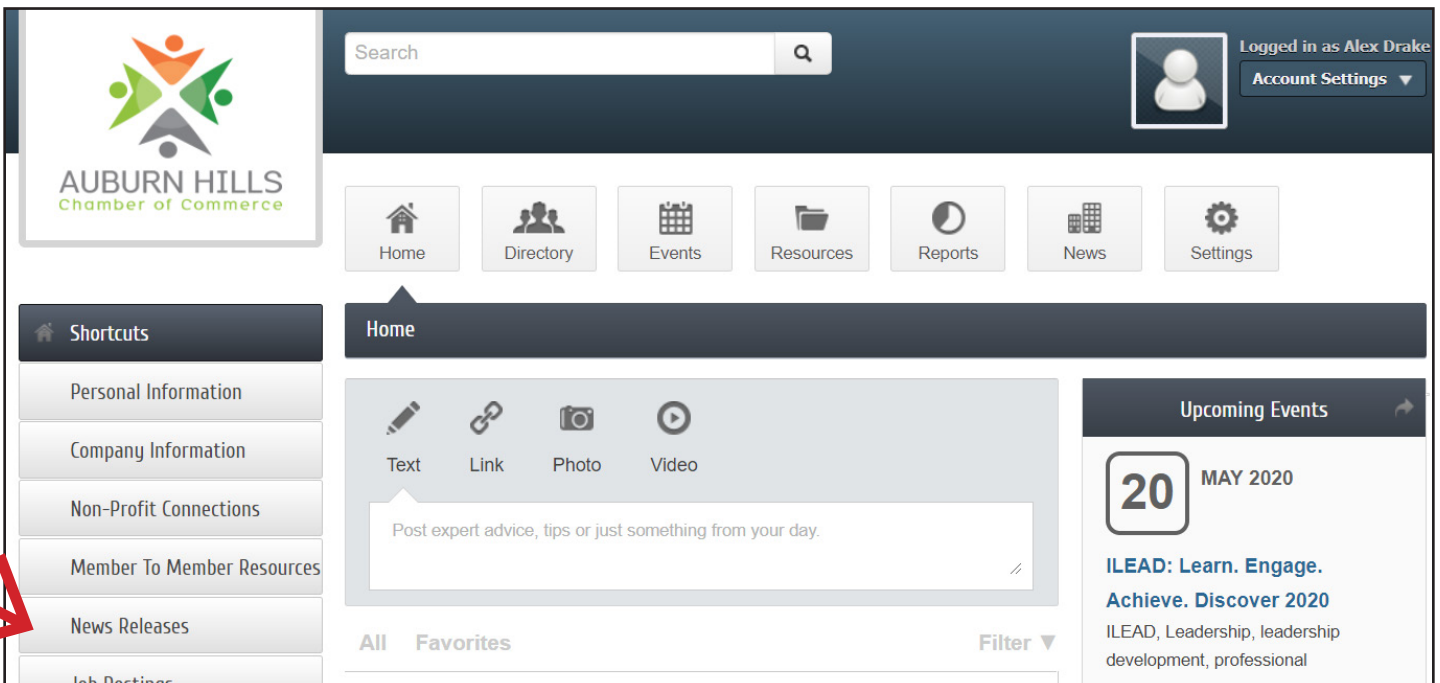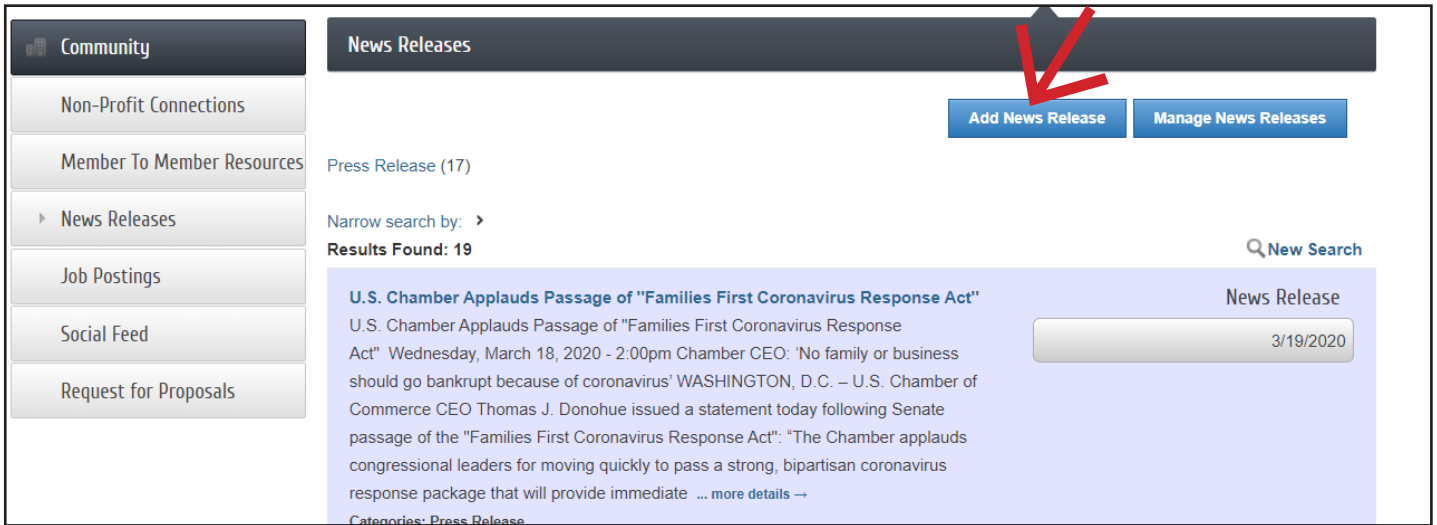# HOW TO:
NEWS RELEASES

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

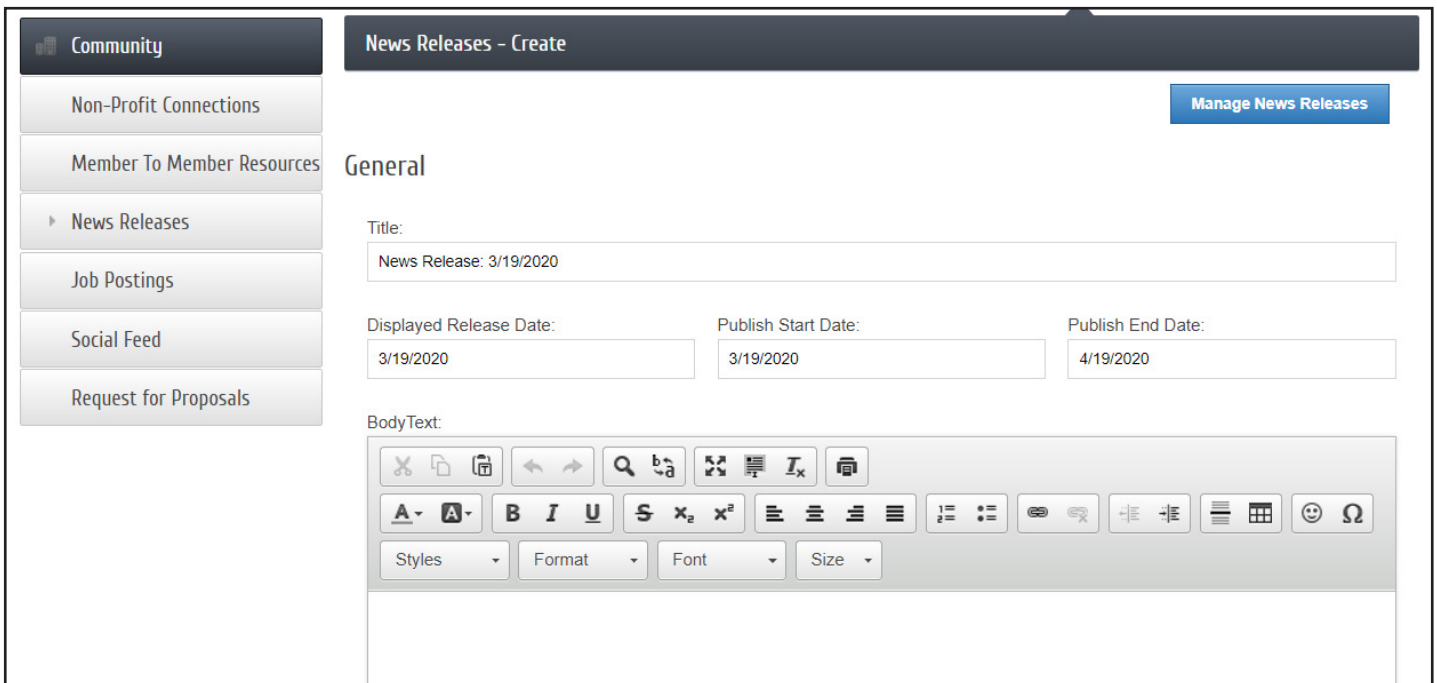**2. Click on the News Releases shortcut on the left hand side of the page.**

3. Click Add News Release.

4. Complete all sections of form: title, release date, publish start & end date, body text, category, search results logo, and contact information.

5. Click 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 News Releases, your business can also add Member to Member Resources, 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."