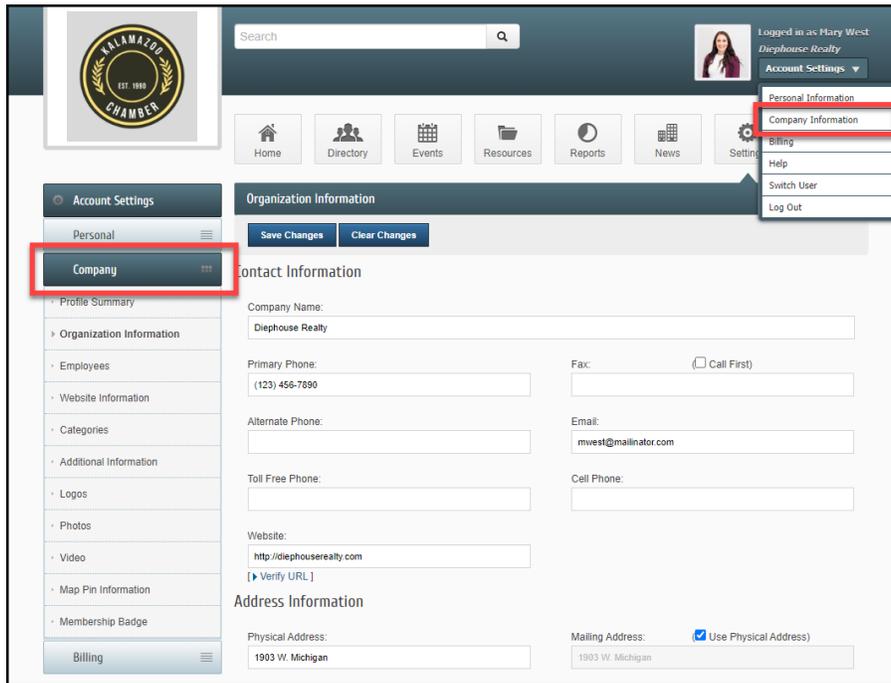
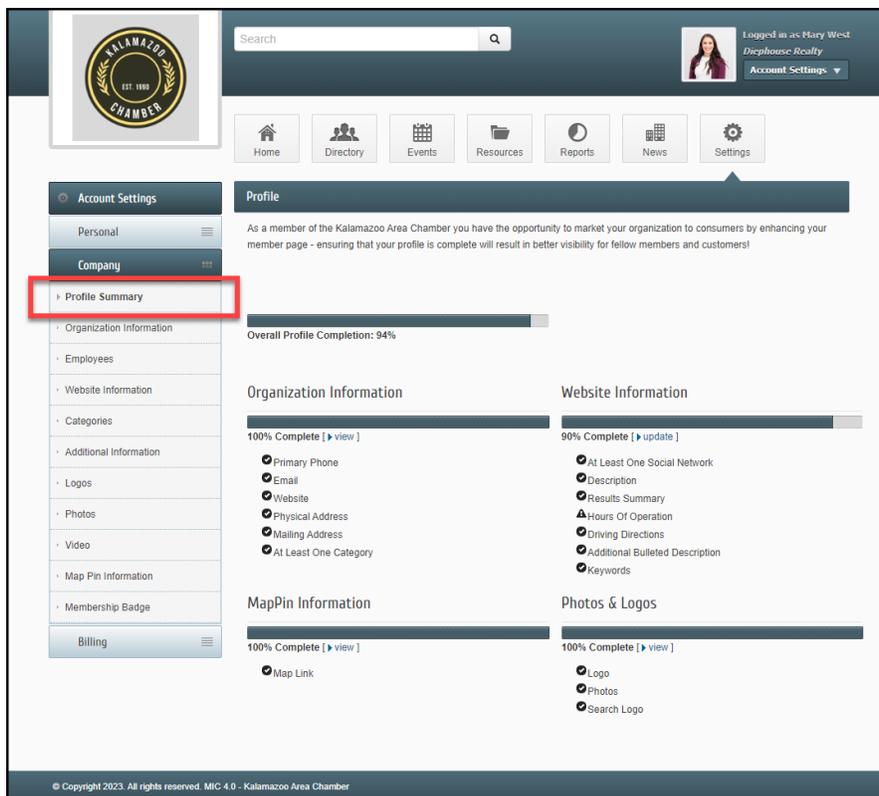


Update Company Information via the MIC For Your Members

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



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



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

The screenshot displays the account settings interface for the Kalamazoo Chamber of Commerce. The user is logged in as Mary West, Diephouse Realty. The left sidebar shows navigation options: Account Settings (Personal, Company), Profile Summary, Organization Information (highlighted with a red box), Employees, Website Information, Categories, Additional Information, Logos, Photos, Video, Map Pin Information, and Membership Badge. The main content area is titled "Organization Information" and includes "Save Changes" and "Clear Changes" buttons. It is divided into three sections: Contact Information, Address Information, and Additional Information. The Contact Information section includes fields for Company Name (Diephouse Realty), Primary Phone ((123) 456-7890), Alternate Phone, Toll Free Phone, Website (http://diephouse Realty.com), Fax (with a "Call First" checkbox), Email (mwest@mailinator.com), and Cell Phone. The Address Information section includes Physical Address (1903 W. Michigan) and Mailing Address (1903 W. Michigan), with a "Use Physical Address" checkbox checked. It also includes fields for City (Kalamazoo), State (MI), Postal Code (49008), and Country (United States). A checkbox is checked for "Use this contact information on your public member webpage." The Additional Information section includes Established Date (9/1/2022), Full-Time Employees (10), and Part-Time Employees (5). A Billing Contact section at the bottom, also highlighted with a red box, shows Sarah Samuels at 1903 W. Michigan, Kalamazoo, MI 49008, with email ssamuels@mailinator.com and a dropdown menu set to "Email". "Save Changes" and "Clear Changes" buttons are located at the bottom of the form.

Organization Information

Save Changes Clear 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

Mailing Address: 1903 W. Michigan Use Physical Address

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

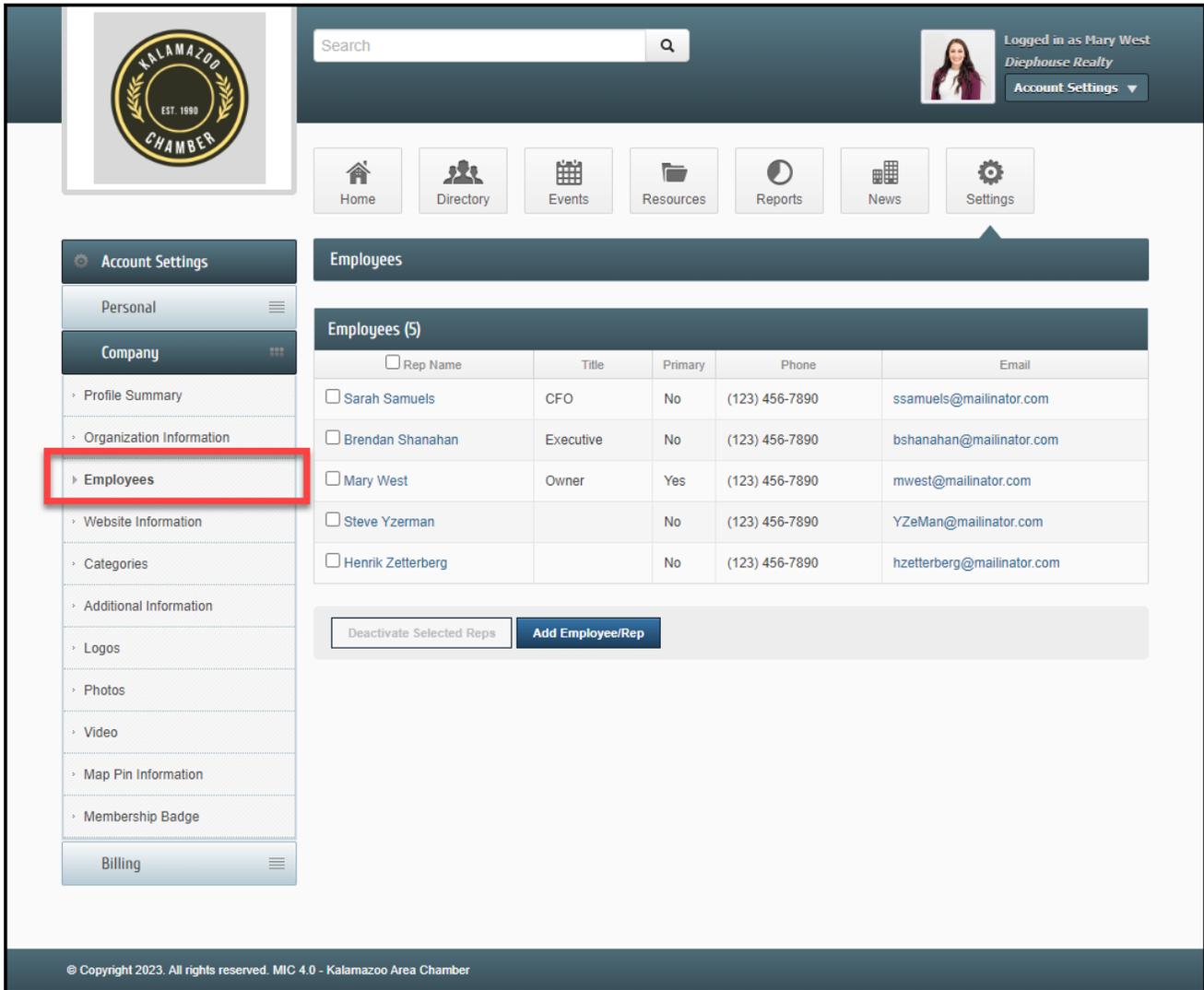
Part-Time Employees: 5

Billing Contact

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

Save Changes Clear 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 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 the navigation bar are icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar contains a menu with 'Account Settings' expanded, showing options like Personal, Company, Profile Summary, Organization Information, **Employees** (highlighted with a red box), Website Information, Categories, Additional Information, Logos, Photos, Video, Map Pin Information, and Membership Badge. The main content area is titled 'Employees' and shows a table of 5 employees. At the bottom of the table area are buttons for 'Deactivate Selected Reps' and 'Add Employee/Rep'.

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

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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 shows the Kalamazoo Chamber website interface. At the top left is the Kalamazoo Chamber logo (EST. 1890). A search bar is located at the top center. On the top right, the user is logged in as Mary West, Diephouse Realty, with an Account Settings dropdown menu. Below the search bar is a navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, there is a sidebar menu with 'Account Settings' expanded to show 'Personal' and 'Company' sections. The 'Company' section includes links for Profile Summary, Organization Information, Employees, Website Information, Categories, Additional Information, Logos, Photos, Video, Map Pin Information, and Membership Badge. At the bottom of the sidebar is a 'Billing' section. The main content area is titled 'Employee Preferences' and shows the name 'Sarah Samuels'. Below the name is a row of tabs: Profile, Photo, Groups/Interests, Social Networks, and Preferences. The 'Preferences' tab is highlighted with a red rectangular box. Below the tabs is a 'Custom Fields' section. The main content area is titled 'Edit Employee Preferences' and contains a table for selecting which items should display for the public and which items should display to other members.

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	
<input type="checkbox"/>	<input type="checkbox"/>	Allow Sarah Samuels information to be displayed (displays First and Last name)
<input type="checkbox"/>	<input type="checkbox"/>	Full Name (prefix, middle, suffix)
<input type="checkbox"/>	<input type="checkbox"/>	Job Title
<input type="checkbox"/>	<input type="checkbox"/>	Email Address
<input type="checkbox"/>	<input type="checkbox"/>	Work Phone
<input type="checkbox"/>	<input type="checkbox"/>	Cell Phone
<input type="checkbox"/>	<input type="checkbox"/>	Fax number
<input type="checkbox"/>	<input type="checkbox"/>	Social Networks
<input type="checkbox"/>	<input type="checkbox"/>	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 shows the user interface for updating website information. At the top left is the Kalamazoo Chamber logo. A search bar is located at the top center. On the top right, the user is logged in as Mary West, Diephouse Realty, with an account settings dropdown. Below the header is a navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. The main content area is titled 'Website Information' and includes 'Save Changes' and 'Clear Changes' buttons. Under the 'Web Page Content' section, 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]'. Below this are various input fields for company details: 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), and Website URL (http://diephouse Realty.com). A link to '[Verify URL]' is also present. On the left side, there is a sidebar 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.

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

The screenshot displays the user interface for managing business categories. At the top left is the Kalamazoo Chamber logo. The top right shows the user is logged in as Mary West, Diephouse Realty, with an Account Settings dropdown. A navigation bar includes Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar contains Account Settings, Personal, and Company sections. The main content area is titled 'Categories' and features a table of 'Current Categories' and a list of 'Available 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 user interface for the Kalamazoo Chamber account settings. At the top left is the Kalamazoo Chamber logo. A search bar is located at the top center. On the top right, the user is logged in as Mary West, Diephouse Realty, with an 'Account Settings' dropdown menu. Below the search bar is a navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. The main content area is divided into two columns. The left column contains a sidebar menu with 'Account Settings' at the top, followed by 'Personal' and 'Company' sections. Under 'Company', there are several options: Profile Summary, Organization Information, Employees, Website Information, Categories, **Additional Information** (highlighted with a red box), Logos, Photos, Video, Map Pin Information, and Membership Badge. At the bottom of the sidebar is 'Billing'. The right column is titled 'Additional Information' and contains a 'General' section. It includes the following questions and options: 'Why did you join?' with a dropdown menu set to 'Community Involvement'; 'Would you like a ribbon cutting ceremony?' with a checked 'Yes / No' option; 'Are you willing to host a Business After Hours event?' with a checked 'Yes / No' option; 'Would you like to volunteer?' with a checked 'Yes / No' option; 'Number of Employees' with a dropdown menu set to '1-10'; and 'Referred by' with a text input field limited to 50 characters.

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