



# SEATTLE METRO CHAMBER MEMBER PORTAL

A guide to getting the most out of your member portal



## What can I do in the Member Portal?

- Update company information
- Pay invoices
- Share items on the Member News section and the Community Calendar
- Manage your Member Directory listing
- Change your password
- Register for events

Hi Margaret! You're currently viewing your personal profile  [Switch Profile](#)

[Member portal home](#)   [Edit this profile](#)   [Pay open invoices](#)   [Relationships](#)   [Membership Resources](#) ▾

Welcome to the Seattle Metro Chamber member portal!



**Margaret Sauer**  
Membership Manager

ProfileID: 123456

Email

example@seattlechamber.com

Phone

(206) 389-7200

Address

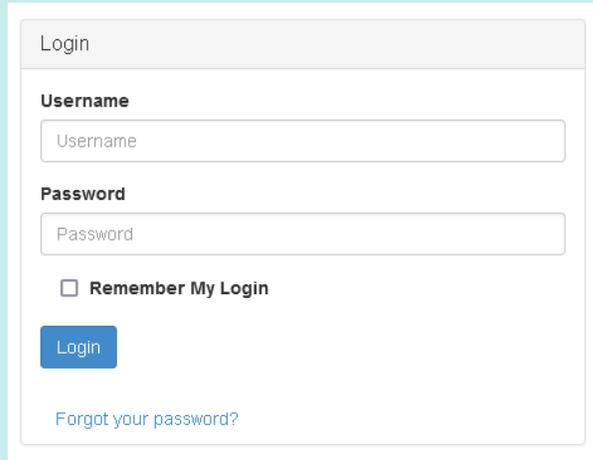
1301 5th Ave., Ste. 1500  
Seattle, WA 98101

Title

Membership Manager

- [How to Log In](#)
- [Manage Email Preferences](#)
- [Types of Employee Profile Permissions](#)
- [Manage Your Company Account](#)
- [Add Your Company Logo to Your Member Directory Listing](#)
- [Update Your Contact and Billing Info](#)
- [Add Your Social Channels or Embed Videos on Your Directory Listing](#)
- [Register for Events](#)
- [Use a Complimentary Networking or Speaker Pass for an Event](#)
- [Pay Invoices](#)
- [Contact Info](#)

## How do I login to the Member Portal?



The screenshot shows a login form with the following elements:

- Login** (header)
- Username** (label) with a text input field containing "Username".
- Password** (label) with a text input field containing "Password".
- Remember My Login**
- Login** (button)
- [Forgot your password?](#)

I already have a login  
for the Chamber website



**Login**  
Your username is  
your email address  
Select "forgot your password"  
to set a new password

I do **not** have  
a login for the  
Chamber website



**Create a new  
account**  
Please allow 1-2 business days  
for account creation.

## Manage Email Preferences

- [Click here](#) to update your email preferences. We'll only send you what you're interested in.
- See descriptions of all our events and programs [here](#)

### Seattle Metro Chamber of Commerce

Let us know what kind of content you wish to receive from us. We'll only send you what you're interested in.

Email Address

First Name

Last Name

I'm interested in:

- Speaker Programs
- Premium Engagement
- Networking
- Message from the President
- Policy & Advocacy

Subscribe

#### Message from the President

- Messages directly from Chamber President & CEO Rachel Smith about things that matter to you and your business

#### Speaker Programs:

- Alaska Business Forum
- Recalibrate
- Elevate NW Series
- Industry Insights

#### Premium Engagement

- Annual Meeting
- Intercity Study Mission
- International Leadership Mission
- PNW Study Mission
- Public Officials Reception
- Regional Leadership Conference
- Seattle Day

#### Networking

- Business After Hours
- Chamber 101
- Elected Happy Hours
- Morning Member Meetup
- Toast of Seattle
- YPN Seattle
- Member Appreciation Reception
- Power Hour

#### Policy & Advocacy

- Chamber Briefings
- RLC in Action
- Business Issues Forum
- In the Know
- World Cup Ready

## Types of Employee Profile Permissions

### Main Contact

Primary point person  
(can only be 1 person)

Can edit company info

### Editor

Can edit  
company info

### Billing

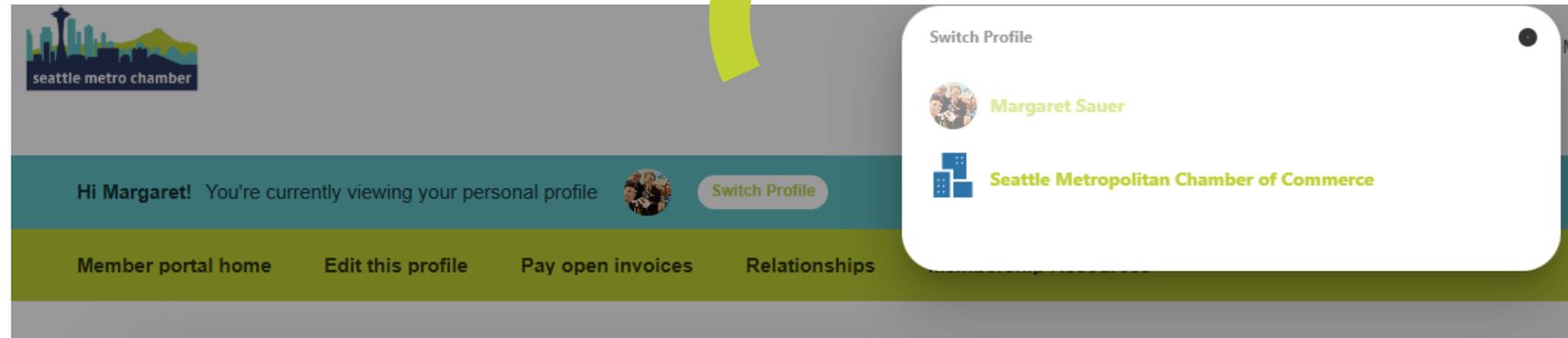
Primary point  
person  
for invoices

Cannot edit  
company info

Main contacts and editors can manage employee permissions.

## How to Manage the Company Account

- Select "Switch Profile"
- Only main contacts and editors can do this
- This allows you to manage your company contact and billing information, directory listing, and employees.



## Managing the Company Profile: Update Your Member Directory Listing

Add your company's logo

- Click on member portal home
- Scroll to the bottom of the page to the "Manage Files And Images" section
- Click Add logo
- Upload a logo file that is 250px wide x 100px high in a jpeg or png format

The screenshot shows the member portal interface. At the top, a green navigation bar contains the following links: "Member portal home" (circled in blue with a green arrow pointing to it), "Edit this profile", "Pay open invoices", "Relationships", and "Membership Resources" with a dropdown arrow. Below the navigation bar is a white box with the text "Welcome to the Seattle Metro Chamber member portal!". The main content area features the Seattle Metro Chamber logo (three blue squares with white dots) on the left, the text "Seattle Metropolitan Chamber of Commerce" in the center, and "ProfileID: 128023" on the right. To the right of the profile information is a white box with a green button labeled "PAYMENT HISTORY". At the bottom, a white box titled "Manage Files And Images" contains three buttons: "+ Add file", "+ Add logo" (circled in blue with a green arrow pointing to it), and "+ Add photo".

# Managing the Company Profile: Update Your Contact and Billing Info

Update your company info  
under General Information

- Website
- Phone
- Mailing & billing addresses

Once you make changes, they  
are submitted for approval by  
the Chamber.

Hi Cori! You're currently viewing **Seattle Metropolitan Chamber of Commerce** 's profile 

[Member portal home](#) **Edit this profile** [Pay open invoices](#) [Relationships](#) [Membership Resources](#) ▾

## Profile Edit

 Seattle Metropolitan Chamber of Commerce

CANCEL

SAVE AND



### General Information

Additional Addresses

Additional Phones

Additional Emails

Directory Listing

Embedded Video

Social Media

Update Your Preferences

#### Address

1301 5th Ave., Ste. 1500

City

Seattle

State/Province

WA

Zip

98101

Zip Ext

County

# Managing the Company Profile: Update Your Member Directory Listing

- Click Social Media to add your business' social media channels
- Click Embedded Video to add a short video about your company from YouTube
  - Visit the video you want to use on YouTube, click Share, click Embed, click Copy to copy the embed code, paste it in the box, and click Save This Profile

Once you make changes, they are submitted for approval by the Chamber.

Hi Cori! You're currently viewing **Seattle Metropolitan Chamber of Commerce** 's profile  [Switch Profile](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Membership Resources](#) ▾

## Profile Edit

 Seattle Metropolitan Chamber of Commerce

CANCEL

SAVE A

General Information

Additional Addresses

Additional Phones

Additional Emails

Directory Listing

Embedded Video

**Social Media**

Update Your Preferences

Add Social Media

-- Select --

 Facebook

Delete

 Twitter

Delete

 LinkedIn

Delete



# Managing the Company Profile: Update Employee Relationships

- Add new employees
- Remove former employees
- Manage permissions ex: editor/main/billing contact
- Staff marked as Main Contact or Editor can edit their related organization(s) as well.

Once you make changes, they are submitted for approval by the Chamber.

Hi Cori! You're currently viewing Seattle Metropolitan Chamber of Commerce's profile [Switch Profile](#) [Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) **Relationships** [Membership Resources](#) ▾

Seattle Metropolitan Chamber of Commerce

## Related Profiles

There are 53 relationships

Main Contact ⇅	Billing Contact ⇅	Editor ⇅	Receives Communication ⇅	Name ⇅	Title ⇅	Email ⇅	Phone ⇅	Relation Type ⇅	
Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter by name	Filter by title	Filter by email	Filter I	Filter By Type ▾	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Seattle Metropolitan Chamber of Commerce				Employer	<a href="#">ACTIONS</a> ▾

# How to Register for Events

- Visit the [Seattle Metro Chamber Event Calendar](#)
- Select event you wish to attend
- Complete registration form

Hi Margaret! You're currently viewing your personal profile  [Switch Profile](#) [Change Password](#) [Log Out](#)

[Calendar Home](#) [Community Calendar](#) [Members Only Calendar](#)

## Events Calendar

Connect with our region's business community through the Seattle Metro Chamber's 300+ networking, professional development, and policy events each year and maximize the value of your membership.

### Filters

View Specific Date:  

**Event Type**

- Member Events
- Networking
- Policy Updates
- Premium and Signature Engagement
- Speaker Programs
- World Cup Ready

**Calendar Type**

- Community
- Members Only
- Organization

### Calendar View

Today < > March 2025 [Month Grid](#) [Event List](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
2	3	4	5 1p PNW Study Mission: Vancouver B.C.	6	7 8a Morning Member Meetup: Get Your Network Brewing at Filson	8
9	10	11	12	13	14	15
16	17 8a Business Issues Forum: March 2025	18	19	20	21	22

## How to Register for Events: Use a Complimentary Networking or Speaker Pass

- At the fourth step of event registration, "Submit and Pay," choose Complimentary Pass from the "Use Member Benefits" drop down field and select "Apply Benefits."
- To see how many passes come with your membership level, please see the [\*\*Chamber Membership Guide\*\*](#)

The screenshot displays a four-step registration process: 1. Registration Contact, 2. Select Items, 3. Attendees, and 4. Submit And Pay. The 'Submit And Pay' step is active. Below the steps, there is a 'Use Member Benefits' section with a dropdown menu showing 'Complimentary networking event pass'. To the right of the dropdown is a quantity field with the number '1'. Further right are two buttons: a green 'APPLY BENEFITS' button and a red 'Remove' button.

Step	Description
1	Registration Contact
2	Select Items
3	Attendees
4	Submit And Pay

Use Member Benefits

Complimentary networking event pass	1	APPLY BENEFITS	Remove
-------------------------------------	---	----------------	--------

## How to Pay Invoices

- The Chamber will email your dues invoice prior to your renewal date. This will include a special link to pay your invoice.
- You can also pay with a credit card through your account following these steps:
  - Once logged in, switch to the company profile.
  - Select "Pay Invoices"
  - Select the invoice to pay and choose "Pay Now"
- ACH and check payment instructions are listed on the lower portion of your invoice.

### 6 open invoices

Freddy's Frozen Custard Two	\$100.00
Freddy's Frozen Custard	\$1,025.00
Gloria Gaynor	\$14.00

PAYMENT HISTORY PAY INVOICES

You must be a billing contact, editor, or main contact to view and pay invoices.

For ACH support, please email [AR@seattlechamber.com](mailto:AR@seattlechamber.com).  
For all other payment related questions, please email [membership@seattlechamber.com](mailto:membership@seattlechamber.com).

## Questions?



Please contact the Seattle Metro Chamber  
Membership Team  
[membership@seattlechamber.com](mailto:membership@seattlechamber.com)