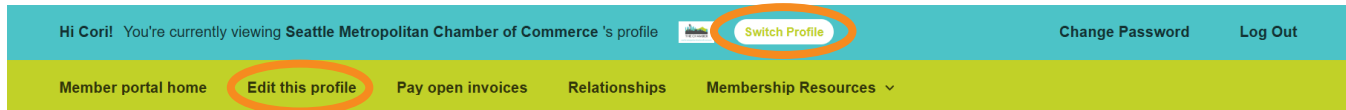


How to Update Your Member Directory Listing



A step-by-step guide on how to change your company's contact info, website, social media, and more!

1. Sign in at seattlechamber.com - click MEMBER LOGIN at the top right corner
(If you don't know your password, enter your email, check FORGOT MY PASSWORD, then click LOGIN)
2. Switch to your company account by clicking SWITCH PROFILE



Profile Edit

Seattle Metropolitan Chamber of Commerce

CANCEL

SAVE AND CONTINUE EDITING

SAVE THIS PROFILE

- 1 **General Information**
 - Additional Addresses
 - Additional Phones
 - Additional Emails
 - Directory Listing
- 2 **Embedded Video**
 - Social Media

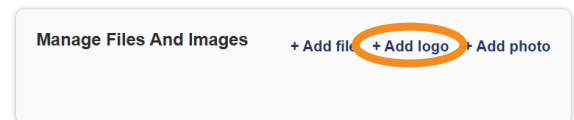
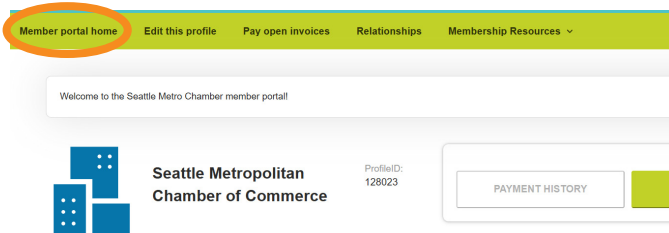
Address

1301 5th Ave., Ste. 1500

City State/Province Zip Zip Ext

Seattle WA 98101

3



1 Update Your Contact and Billing Info

- Click on **Edit this Profile**
- Click on **General Information** to update:
 - Website
 - Phone number
 - Mailing & billing addresses

2 Add Your Social Channels or Embed a Video

- Click on **Edit this Profile**
- 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, and paste it in the box

3 Add Your Company Logo

- Click on **Member portal home**
- Find **Manage Files And Images** at the bottom of the page
- Click **Add logo**
- Select your logo file
 - Recommended specs:
250px wide x 100px
jpeg or png

SAVE THIS PROFILE ← Make sure to SAVE!

Once you make changes, they are submitted for approval by the Chamber.
Once approved, your changes will be live on the Seattle Metro Chamber Member Directory.

*In order to edit all company information, you must be listed as a main contact or editor for the company.
If you have any questions, please contact membership@seattlechamber.com.*