

A great benefit of membership with The Joplin Area Chamber of Commerce is the 24/7/365 promotion you receive on [www.joplincc.com](http://www.joplincc.com). Our website receives an average of 42,000 unique page views each month. Perhaps the most beneficial aspect of our site for visitors and Chamber Members is the Online Membership Directory. All Chamber Members are listed online featuring detailed business and representative information, with multiple search options.

We have recently updated the online member services on [www.joplincc.com](http://www.joplincc.com). We have added a Members-only section through which you will be able to log in, update your membership and representative information and pay invoices online!

Please read this message in its entirety as it contains important instructions for managing your membership information. This is the first step in making sure your membership account is ready for the soon to be released Members-Only Event Registration.

#### STEP 1. Administrator to log into your Member Account

To get started using our new Members-only online service perform the following steps:

1. Click on "Members Only Area" under Find Our Members on the home page.
2. Under the "Member Administrative Login" section, click on the "Forgot password" link.
3. Enter your "Member #" and click "Send." Contact Tonya to receive your Member ID.
4. An e-mail will be sent to which is the main e-mail address we have on record for your business, as your primary contact or basic company email. If you would like to modify the e-mail address to which the password will be sent, please contact Lea, Ginger or Tonya at 417-624-4150, so that we can change this for you. Or you can e-mail Tonya.
5. The e-mail that you receive with your login information will be from "noreply@chamberdata.com." Once you have received this e-mail, enter your Member # and password in the "Members Administrative Login" section to log in.
6. Administrators may NOT delete representatives. Please e-mail Tonya to delete a Representative from your Member account.

You will be able to view and update your basic membership information once you have logged in.

The “noreply@chamberdata.com” could be filtered by your spam or security system. Please advise your IT department to allow this email address to come through.

## STEP 2. Administrator to configure the Login Information for each of your Company Representatives

To configure a representative’s login perform the following steps:

1. Log in to your Members-only account as described above.
  
2. Select the “Reps” page within your Members-only account.
  
3. From here you can select a representative’s name to view the representative’s information or you can add a new representative.
  
4. From within the representative’s information, select the link “Change rep login” in the upper right corner of the page to configure login information for the representative.
  
5. The Administrator must provide the login information you configured to each representative as follows:
  - Member ID
  - Rep Login
  - Password

Your representatives must now login using their Representative Login information configured as described above when registering for events.

### Use your Representative Login When Registering for Events

We have also upgraded the registration process for our online-calendar of events so that it is more automated and provides greater flexibility. This function will be available soon on our website.

In the future when registering for an event on our Web site, you must use a Representative Login which you will configure as described above. (Do not use the Member Administrative Login when registering for events.) This is especially important as some of the items for which you will be registering may be available only for members or may be offered for members at a reduced rate. Additionally, it will allow us to keep track of your event participation within your member account.

If you have any questions or concerns, please do not hesitate to give me a call. We are always trying to serve you better.