

How to Update Your Membership Listing and/or Check Your Listing for Accuracy

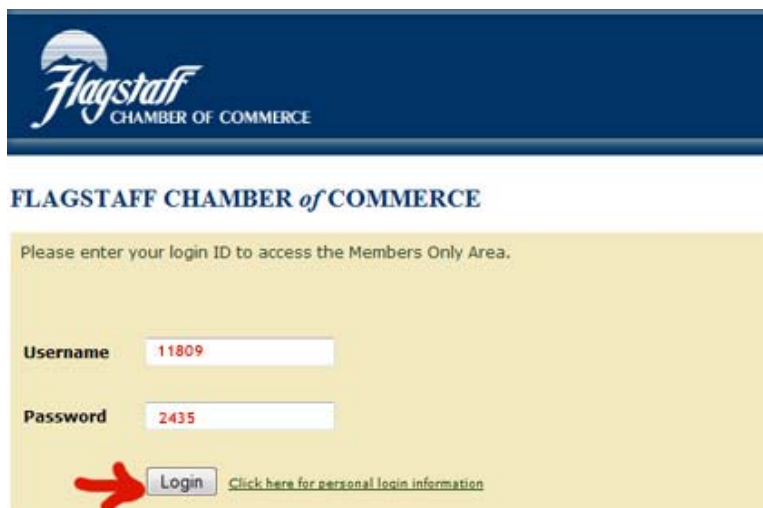
IMPORTANT – IT TAKES 48 HOURS FOR CHANGES/UPDATES TO SHOW ONLINE

STEP ONE: Go to www.flagstaffchamber.com, then click on 'member log-in' to update your listing and/or check it for accuracy.



STEP TWO: Log in with your username and password, then click 'log-in'.

Important note, you received your username and password in the most recent e-notes. If you lost it, you can click on "click here for personal login information". If you still can't figure out your password call Christine Pierce at the Chamber (928.774.4505) for your password .



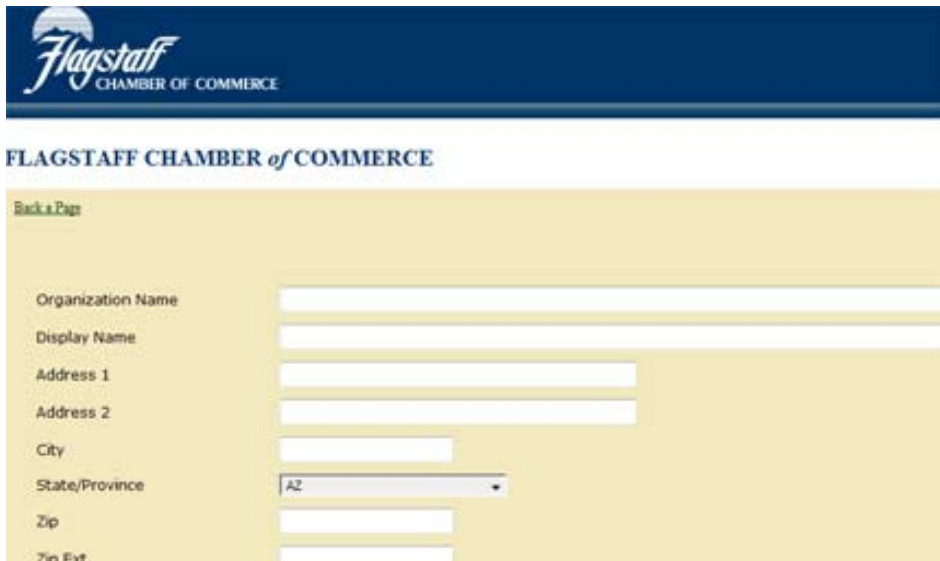
STEP THREE: Click on 'update your contact information'.

Click on update your contact information. Note. If you have no changes to your information, please send an email to cpierce@flagstaffchamber.com indicating this fact.



STEP FOUR: Type in your updated information.

Input all relevant information. This information will be online and in the printed membership directory – double check your spelling for typos!



STEP FIVE: Click on 'save'.

After you save your information it will be put into a holding bin for approval. Once the update is approved it will appear online.

