



IMPORTANT USER AND PASSWORD INFO

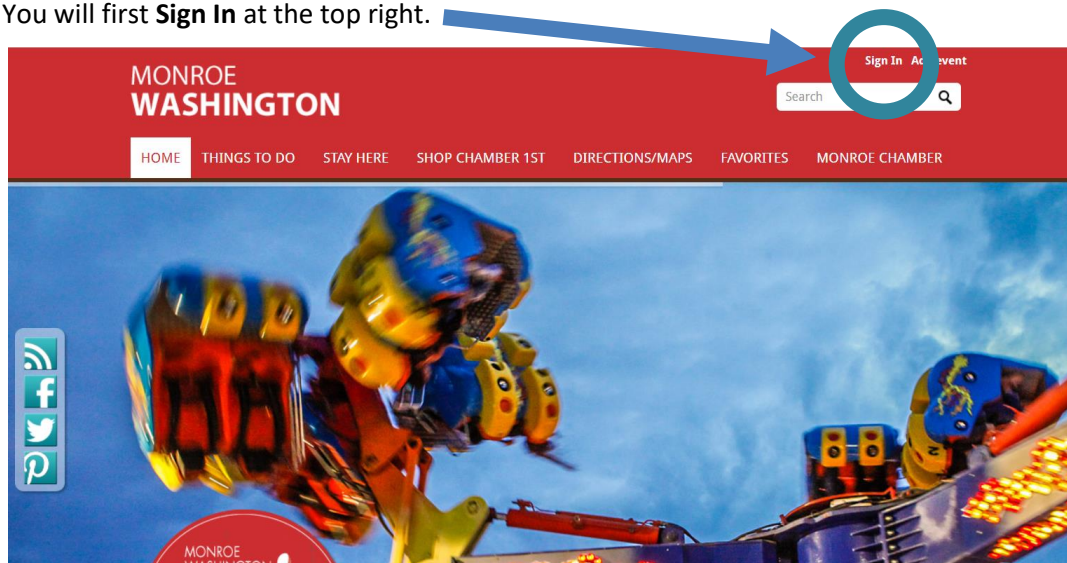
Website, member profile page and newsletter

The Monroe Chamber of Commerce is very excited to have your business' support. As a member your business qualifies to get a webpage on our website, www.choosemonroe.com. Your "place" listing on www.ChooseMonroe.com is for Business to Customer (B2C) promotions, and a full listing in our exclusive Business to Business (B2B) "Members Only" directory both on www.choosemonroe.com and our Business Profile Page software, Wild Apricot.

The B2C side of www.ChooseMonroe.com gives your business a customizable webpage where you can upload information including photos, videos, graphics and special offers. Your page is listed under the home tab called "Shop Chambers 1st". Your business webpage connects to your website, social media, and allows customers to "share" information about your business directly to their contacts. On www.ChooseMonroe.com, customers can "like" your social media, but also comment about your business to their own connections across over 100 social media channels.

The first step is to go to the ChooseMonroe.com **homepage**.

You will first **Sign In** at the top right.



- **Username:** _____
- **Pass:** TempUser123 (till you change it – if you forget your password after you change it, one will be sent to your email.)

This first step takes you to the public facing B2C **Update Business** page. This is also a gateway page to get to your B2B page – more on that below)

Your B2C "place" listing is an actual customizable webpage that you will control and update.

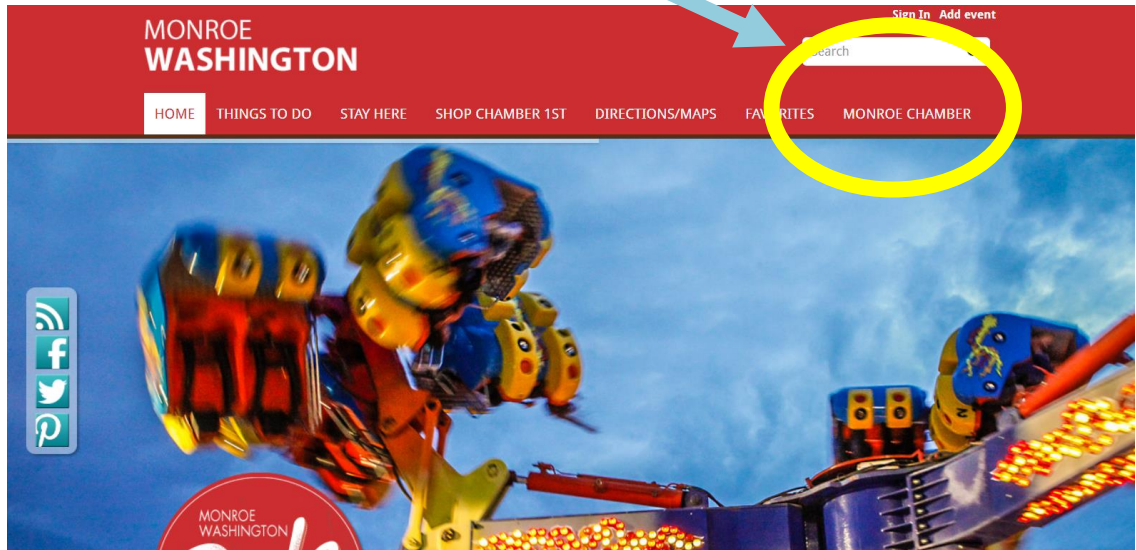
When you are satisfied with your B2C business listing, click **Review Your Listing** at the bottom of the page – then click **Update Now**.

Note: Don't be alarmed! Your updated submission will come to us for review and so it won't go live till we approve it. This is for your protection!

Wild Apricot Member Profile Page software

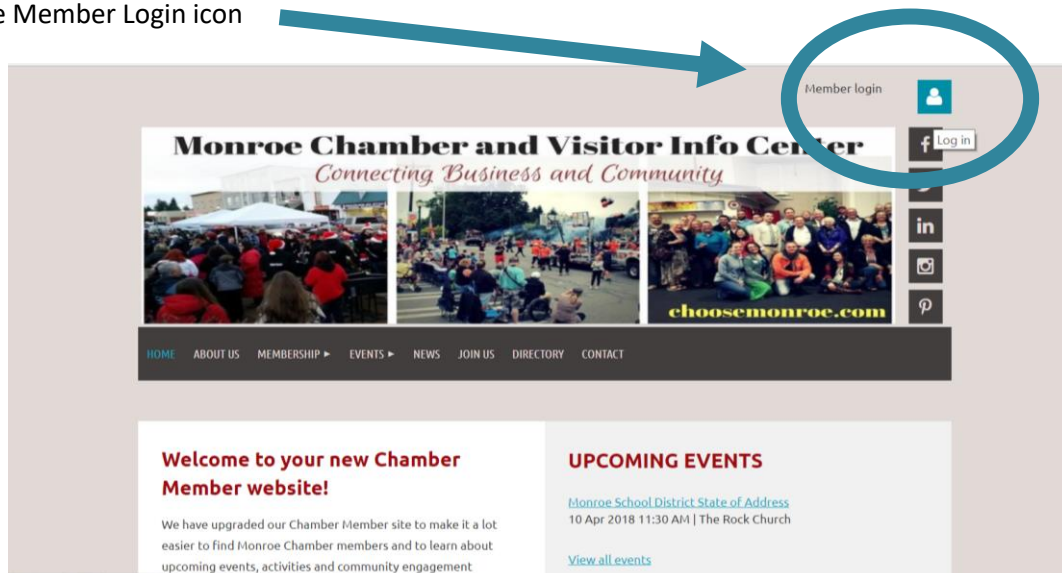
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While on www.choosemonroe.com click on “Monroe Chamber”.



This is the website where you share detailed content about your business with other businesses including contact information, photos and graphics.

Click on the Member Login icon



Once you are logged in, click on the Member Icon again and click on “View Profile”. Now click on “Edit Profile”.

Fill in as much info as you would like to share with the other Chamber Members. Keep in mind that this info is public so if you are a home based business and would not like to post your address or info on a public site just type “N/A” in any required field.

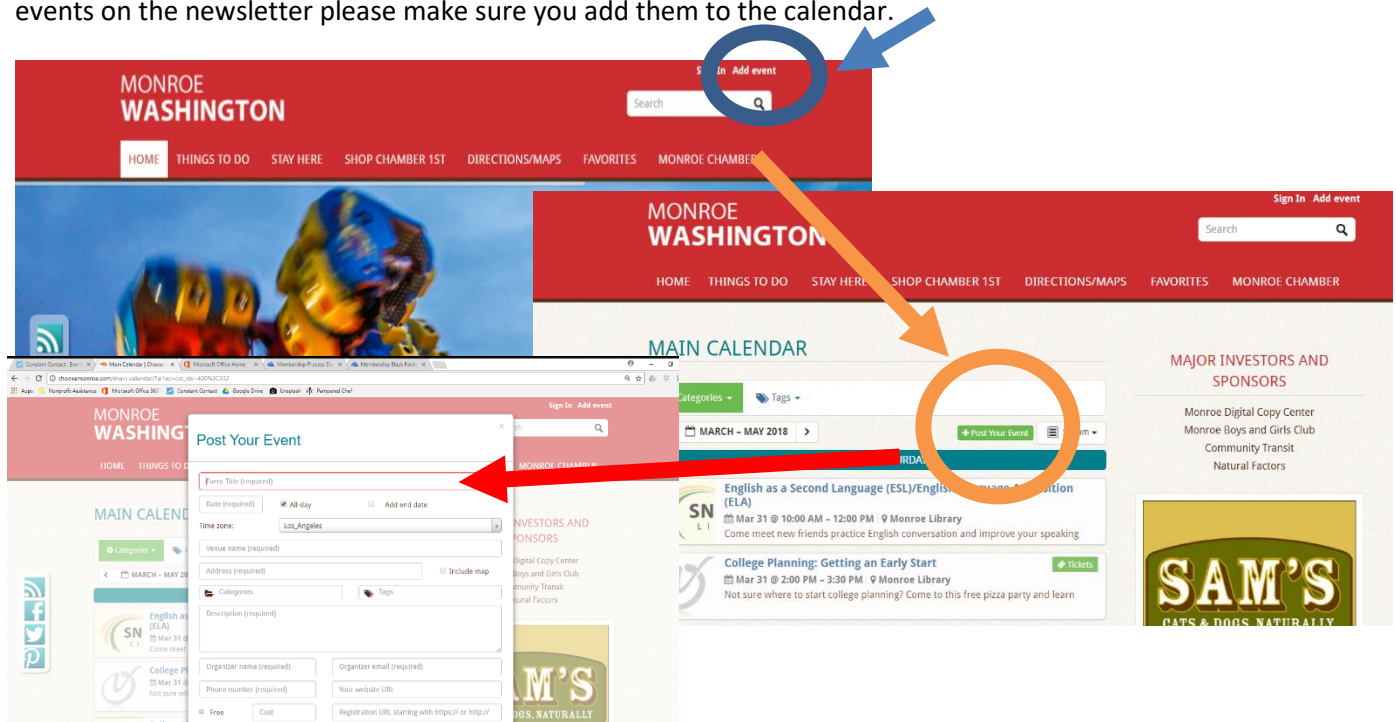
After you've filled out your member information, click **SAVE** at bottom of page and your listing should be ready to go. You can go in and update and change your information as often or as much as you'd like!

www.ChooseMonroe.com is also connected to the Visitors tab on the www.MonroeWA.gov website putting your business only a few clicks away from where the local residents go every day for information – helping keep business local in Monroe.

There are so many useful features and benefits available on www.ChooseMonroe.com to help you build your business and connect with other businesses. We are especially excited about the events calendar and map-building itinerary feature. *This feature allows users to select your business and pin it to a personal map they can email to themselves and contacts. Imagine how useful it will be for new residents to create maps for family members showing them where to find service providers are located within the community. Or for guests attending a weekend wedding or meeting in Monroe!*

Your content contribution to your webpage is essential to the success of this website and we appreciate your patience and interest in this new service provided as part of your membership.

We would also like to invite you to contribute to our monthly Chamber Chatter newsletter. Please feel free to email us any ideas you may have for stories or topics for any upcoming Chamber Chatter newsletter. Events announced on our Events version of the Chamber Chatter are pulled from www.choosemonroe.com. To get your events on the newsletter please make sure you add them to the calendar.



Please let us know if you have any questions or need help with your webpage. Our office is open Monday-Friday from 10 am to 4 pm. Our Operations Manager, Janelle, can be reached via email at office@choosemonroe.com and our office phone number is 360.794.5488.

Regards,

Yvonne M. Gallardo-Van Ornam, *Executive Director*
Monroe Chamber of Commerce
director@choosemonroe.com