You can either click on Account Settings or Company in the shortcuts on the left side.

Profile Summary shows what you have completed and have not completed.

Update your Organization Information
If you are the primary rep, you can update employees

You can update the employees by clicking on their name.

Upload Photo

Edit Employee Photo

This photo may be displayed publicly based on the settings of your organization. Common uses would be to display your photo when listing group or committee members on your organization’s website.

Note: After clicking the ‘+’ and selecting a new picture, the original picture will be deleted and no longer be available.

To display this photo to other members in the Member Information Center, make sure to choose “Allow my information to be displayed” in your Display Preferences.
Subscribe to groups/interests

Edit Employee Groups/interests

- Groups
  - Select All
  - Car Show
    - Lafayette Car Show
  - Recreational
    - Restored - Restored that are part of the Chamber

- Interests
  - Select All
  - Mailing Lists
  - Recreation

Add your social networks

Edit Employee Social Networks

- LinkedIn: http://linkedin.com/in
- Facebook: http://facebook.com/pages
- Twitter: http://twitter.com/

Update directory preferences

Edit Employee Preferences

- Online public directory
- MIC directory

Select which items should be displayed and which items should be displayed to other members.

- Full Name (first and last name)
- Job Title
- Email Address
- Work Phone
- Cell Phone
- Fax number
- Social Networks
- Address Information

Save Changes Clear Changes Employee/Rep List
If there are custom fields you can choose them here

Update your directory information. If your website listing is the same as your company information, you can leave this checkmark checked so you don’t have to type it in again. If your listing is different, uncheck the box and make the desired edits.

If permissions are granted, update your categories
Next 4 items are Enhanced Listing items:

Add a logo

Add a photo gallery

Add a YouTube video – upload the video to YouTube and copy the shared link and place it here

Map information
Generate a code to add a Membership Badge on your website