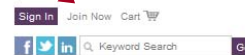




The Chamber of Commerce Southern New Jersey has launched a new web site at chambersnj.com offering you exciting new tools to make the most of your membership. All Chamber members will now have an online account with the Chamber providing you with more access and information.

Please Take a Moment to Activate Your Sign-In

An account has already been created for our members. To **activate** your online account, simply click the purple Sign In button at the top of the home page. Then click 'Forgot My Password' and enter your email address in the username field. We will email you information to set up your new password and you will then be able to Sign In to your account.



Sign In

Username

Password

Remember me on this computer

[Sign In](#)

[Forgot my password or my username](#)

Register for Events (See page 2 for step-by-step instructions)

- You will now be required to log in to your account to register for events and meetings, making the process even easier.

Member-only Access

By logging into your web account, you will have member-only access to certain areas of the site:

- On our **Membership Directory** page, you will have access to more detailed information on our member companies than the general public.
- You will have full access to the **Chamber's newsletter** archives.
- You will have member-only access to the fine work of our staff lobbyists, including full archives of our **Legislative Updates** and **Position Paper Library**.
- You will be able to **join Committees**.

So, don't forget to Sign In before visiting these pages!

Update Your Profile (See page 3 for step-by-step instructions)

- All members will now have the ability to update their personal information in our database as changes occur.
- Representatives designated as the Main Representative will be able to maintain the company's information, including adding and deleting company representatives, and paying membership dues online.

Registering for Events



A listing of our upcoming events are listed on the Upcoming Events page, under the Events drop down.



Click the Register Button for the event you would like to register for. (If you have not already signed into your account prior to registering for an event, you will be required to sign in)

To complete the registration process click the 'Register Myself' button. Or, to register another representative from your company, click the 'Register Someone Else' button and select the individual(s) from the roster in the pop-up window.

If you need to register someone who does not appear on the roster, your Main Company Representative may add them to the company roster (see page 3 for instructions).

The registrations will be added to your shopping cart.

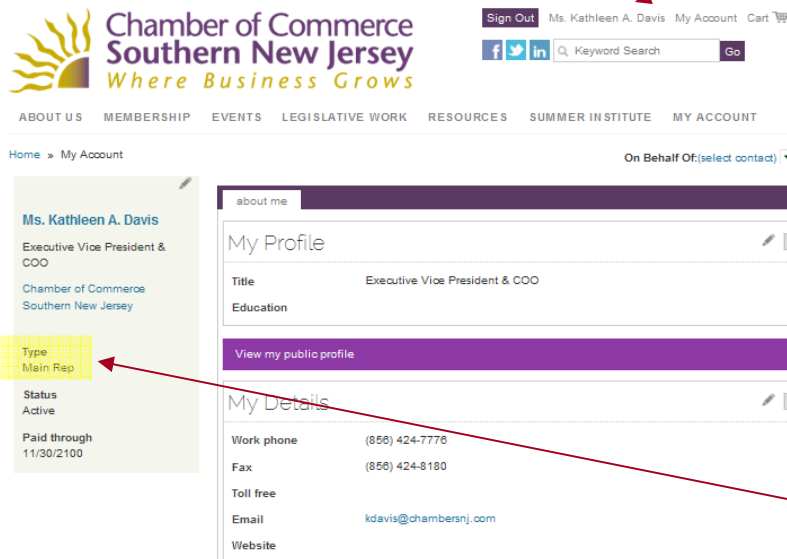
You may register for additional events by clicking the 'Continue Shopping' Button and/or complete your transaction by clicking the 'Proceed to Checkout' Button or the 'Shopping Cart' Button in the top right corner of the page.

Then complete the payment process for all of the items (events) in your cart.



Having Trouble?
Need to add someone to your company roster?
Contact Carol Revak at (856) 424-7776 ext. 121

Member Profile Maintenance

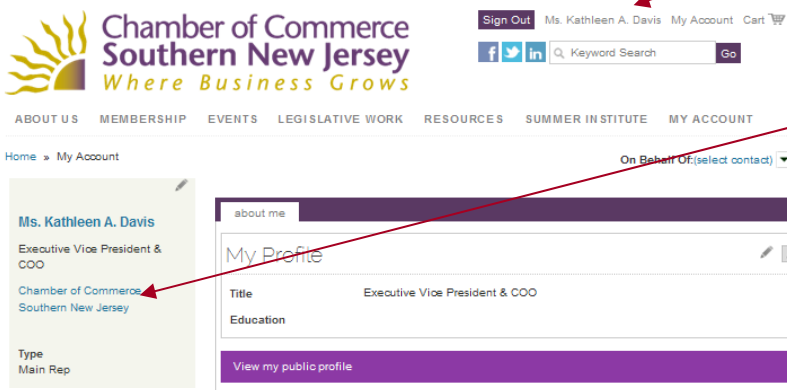


After you sign in click on your name, to the right of the purple Sign In button.

You will be able to edit your profile information using the pencil tool(s). Additionally, you will be able to view the Committees that you are a member of, events you have registered for, and be able to change your password.

Company information (company name, address, phone, web site, roster, description, etc.) can only be changed by your Main Company Representative (Main Rep). If you are the Main Company Representative, your Member Type will appear as Main Rep in the gray box on the left side of the page.

Main Rep Profile Screen

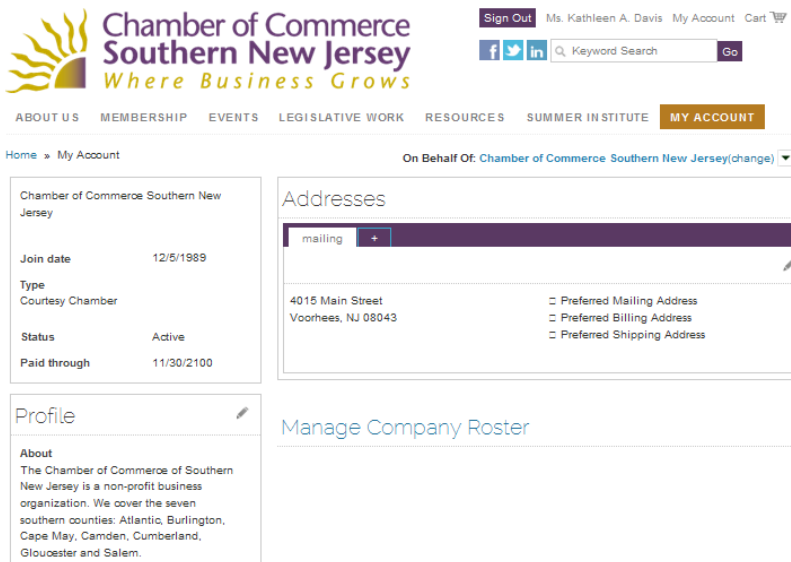


If you are a Main Rep, you can edit your personal information when your name appears to the right of the purple Sign In button.

To switch to the company account to make changes, click your company name in the shaded box in the left column.

Then the page will refresh and your company information will appear. You now have the ability to edit the company information. To edit the company info, click the pencil tools. To add/delete representatives from your company roster, click 'Manage Roster.'

Company Profile Screen



When your membership dues are due for renewal, the 'Renew Now' button will be activated at the bottom of the left column. Click this button to pay renewal dues online.

Having Trouble?
Contact Misty Ralston at (856) 424-7776 ext. 123