

## RVC Chamber Account Profile Instructions

Use this [Access Password](#) link to get your password sent to you via email.

**Please Note:** The email we have on record for your account is now your username. You can verify the email by going to the Website and look up your business on [Member Directory](#). The easiest way to find your company is to search for it in Keywords.

Once you have the email with your Password, connect to the Website by clicking on the link below. Check your **Spam Folder** if your email address is correct and you do not receive an email with the password.

If you have a problem acquiring your Password, please go to the [Contact](#) page on the website and email us.

### [New Chamber Website Home](#)

Go to [Member Login](#) page to access your Member Home Page.

Click on [Login Details](#) to change your Password.

Next, select [My Details](#) to update your company information.

Spend some time on this page and complete all of the information.

**Now would be a great time to renew your membership for 2021 and take advantage of our early renewal discount.**

All businesses have been pre-categorized. In the [Business Category](#) Section, you may change and/or choose multiple categories. The **first category you select will be the main category for your listing**. You will show up in searches, however, for the other categories you choose. Choose the category by selecting it and clicking the right hand arrow.

In the [Keywords](#) area you can type in any words that your customers may use to find your business. Remember to **put a comma after every key word you input**.

Complete the [Website and Social Media \(Facebook, Instagram, Twitter\)](#) links section by just cutting and pasting in your sites address links.

If you have a **specific discount or promotion** you want to advertise, you can complete that section and it will be posted on the **Current Shopper Discount** page.

Upload your logo or picture.

**IMPORTANT:** Once you have finished, click **Update** at the bottom of the page.

If you have any problems, use the [CONTACT](#) tab to email us and please be specific as to the issue you are having.