

Website Enhancements

To purchase:

1. **Visit StCloudAreaChamber.com**
2. **Hover your mouse over “Membership” at the top of the page, then click on “Website Enhancements” in the drop-down menu.**
3. **Scroll to bottom of page and click on “Purchase Now”**
4. **Login with your member login information**
 - a. *Don't have or can't remember your login info? Email Vicki to reset your password or set up your account: vlenneman@StCloudAreaChamber.com*
5. **In the checkout window, you can select to make an online credit card payment, or have an invoice mailed to you.**
 - a. *Payment MUST be received in full before you will receive access to your upgrade package.*
6. **After checkout is complete, you will receive a confirmation email with further instructions.**
 - a. **If you pay online:** *Your website enhancement package will be turned on within 24 hours and you can begin your upgrades!*
 - b. **If you choose to receive an invoice:** *Your package will be turned on as soon as we receive payment. The confirmation email contains a list of materials you can begin to gather, so you are prepped to upgrade your business listing as soon as your enhancement package is turned on.*

Once payment is received:

1. **You will update your business listing through the member login portal on the Chamber website.**
 - a. *To locate the member login portal, go to the Chamber home page and click on “Member Login” at the top of the page.*
2. **Once logged in, click on “Company” on the left-hand side of the screen.**
3. **From here, you can click through each of the sections and make updates accordingly.**

With questions on payment, logging in, or making website updates, contact Kelti or Vicki.

Kelti

(320) 656-3830

klorence@StCloudAreaChamber.com

Vicki

(320) 656-3822

vlenneman@StCloudAreaChamber.com

This document will be updated periodically as tips and tricks are acquired. Please contact Kelti if you would like to submit a tip on how to better update your business directory listing.

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