

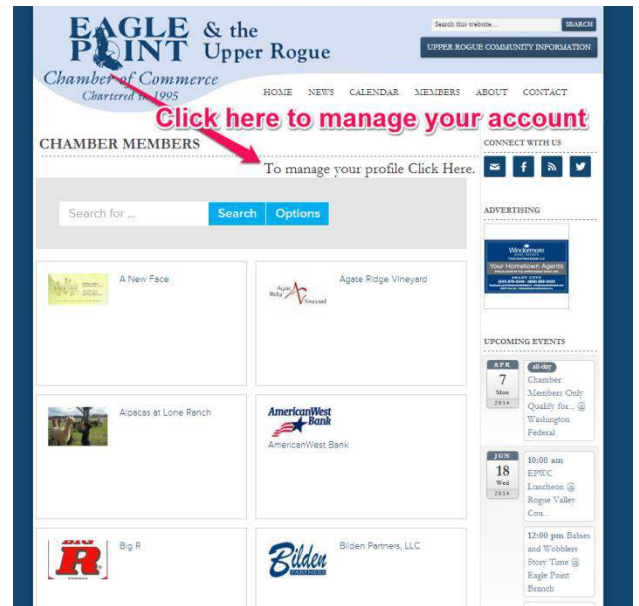
# How to log in to your EPUR directory profile

We have updated the billing and directory system for the Eagle Point and the Upper Rogue Chamber website! With this new directory each member can have a great profile and presence on the Eagle Point and the Upper Rogue Chamber website.

To access this new feature just go to [eaglepoinchamber.org](http://eaglepoinchamber.org) navigate to the members directory and you will see this page:

Click on the link to manage your page.

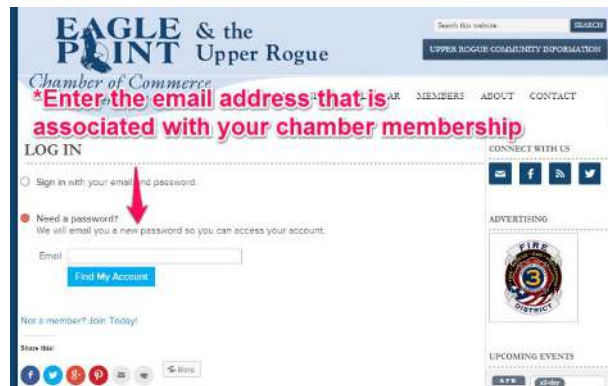
You will be taken to a log in screen, if this is your first time logging in; you will need to get a new password follow the steps below:



Step 1.



Step 2.



\*If you enter an incorrect email address it will alert you. If you do not know the address that is associated with your account please email [info@eaglepoinchamber.org](mailto:info@eaglepoinchamber.org) with the email address that you would like to be associated with this account.

Step 3.

Check your inbox for an email with your new password, if you do not see it make sure to check your spam box. Once you have it you will want to return to the log in page and enter your email address and new password.

# Changing your Password and setting up your profile

Now that you are logged in you will want to set up your billing preferences and manage your directory profile so that anyone who is looking to do business with you online has access to all of your information!

The screenshot shows the user profile page with the following fields and options:

- LOG IN** (1)
- About** | **Profile** | **Sign Out**
- Name:** Chamber Member
- Contact Person:** John Smith
- Address:** [City, state/province, postal code]
- Email:** john@mybusiness.com
- Phone:** [ ]
- Fax:** [ ]
- Website:** www.mybusiness.com
- Password:** [ ] [Change](#) (3)
- Chamber Member 1-yr 11-25 Employees** (4)
- Next renewal on Mon Jun 30 2014** (5)
- Make a Payment** (6)
- Save & Continue** |  **Skip**

1. This is the first section of your membership dashboard.
2. This is your contact information that is visible on the website, make sure that this is filled in as completely as you can and will all of the correct information.
3. Here you can change your password to something more memorable.
4. This is where you can see what membership level you are at
5. This is your next renewal date.
6. If this is your first time logging in you will need to set up your payment information click the Make a Payment button to do this and follow the instructions below.

# Setting up your preferred billing arrangements.

The screenshot shows the payment setup page with the following options:

- LOG IN** | **About** | **Profile** | **Sign Out**
- Chamber Member 1-yr 11-25 Employees** (1)
- Next renewal on Mon Jun 30 2014**
- Automatic renewal: \$125/year** (2)
  - Name on card:** [ ]
  - Billing address:** [City, state/province, postal code]
  - Credit card:** [ ]
  - Expiration date:** [ ] / [ ]
  - CVC number:** [ ]
- Make an online payment** (3)
  - Make payment of \$125 to extend membership to Tue Jun 30 2015
- Save & Continue** |  **Skip**

1. Automatic Payments will automatically pay and renew your membership every year on your renewal date\*.
2. Online Billing will require you to log in and enter your payment information and approve the transaction.
3. Make sure that once you have entered the correct information below that you save before you move on.

\*Note: your membership directory profile will be automatically removed from the website if your dues are not paid within 30 days of your renewal date.

# Adding social links and your business information

Fill out your profile as completely as you can. You can add an image of your business card or your logo for the directory. You can also add a description of your business and some images.

1. Here you can choose what information that you want to be shown in the directory. If you do not wish to be listed choose the first option. Also if you work online or from home you can choose for your address to not be shown
2. Here you can upload an image of your business card or logo.
3. Upload images of and about your business
4. Give a detailed description of what your business does and offers.
5. Add links to your social media pages so that EPUR Chamber members and visitors can follow you

When you have filled out the profile completely make sure that you hit save and continue so that you don't lose any of the changes you made.

**EAGLE POINT & the Upper Rogue Chamber of Commerce**  
Chartered in 1995

HOME NEWS CALENDAR MEMBERS ABOUT CONTACT

Search this website... SEARCH

UPPER ROGUE COMMUNITY INFORMATION

**LOG IN**

About Profile **Deal** Sign Out

Create a Deal or Coupon [Learn more](#)

Upload a picture (or click on existing picture to replace) and enter the title of your deal below.

Click or drag file here to upload image

Title

Enter the details, terms and conditions of your deal or coupon below

Optional: Add a barcode, QR code or other image to the bottom of the deal:

Click or drag file here to upload image

Create Deal

Save & Continue Skip

Share that:

CONNECT WITH US

ADVERTISING

UPCOMING EVENTS

**7** Mon 2014  
Chamber Members Only Quality for Washington Federal

**18** Wed 2014  
10:00 am EPUC Luncheon @ Rogue Valley Coa.  
12:00 pm Babies and Wobblers Story Time @ Eagle Point Branch  
1:00 pm Mah Jongg - C. Ann Grossman 541...

**19** Thu 2014  
12:30 pm Bridge - H. Joyce Todd C. Karen  
7:00 pm EP Community Assn @ Airpole

**20** Fri 2014  
9:00 am Hiking - PCT at Hobart Blvd C... @ Meet at Arthur

## Making Deals

Here you can share deals or coupons to fellow chamber members or EPUR chamber website guests. Upload graphics and details of your offer here. When you are done make sure to hit the save button at the bottom.

And that is it! If something in your business changes, you have a new sale going on or you want to add some information you can log in at any time and update your information. If you have questions or need assistance please contact [info@eaglepointchamber.org](mailto:info@eaglepointchamber.org).