



MORRIS COUNTY  
CHAMBER + EDC  
[www.morrischamber.org](http://www.morrischamber.org)

**100 YEARS:** 1921 to 2021

# Member's Guide to the **Member Portal**

An illustrated guide to getting the most out of our interactive self-service website

## Membership Has its Privileges

- Our website offers many self-service and exclusive benefits that only members and/or their employees can take advantage of.
- To ensure only members receive these benefits, these areas of our site require a valid log in.
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.
- The more you update and personalize your membership, the more value you will receive from us!

## Log in To Take Control of Your Membership

- You will need your username and password both to access to our Members Only Area and to receive member pricing on events.
- To login, Go to <https://www.morrischamber.org/>. Click “Member Login” on the top right.
- Upon joining the Chamber, you are sent a default username and password (from the email address chamberworks@morrischamber.org). If you cannot find this email, please check your junk folder. You can change your password after logging in for the first time.
- If you forget your password, click the ‘Forgot your password?’ link to receive a reset email.
- Still can’t log in? Contact us at [chamberworks@morrischamber.org](mailto:chamberworks@morrischamber.org)

Login

**Username**

**Password**

Remember My Login

Login

[Forgot your password?](#)

## Change Your Password

- You can change your password at any time on the top right menu of the Members Only page.
- Once you have a username and password, you can use it to access any restricted items, like our self-service items.
- In addition, many of our events offer special pricing for members and their employees and some are restricted to members only.
- **Login for every event to be recognized as a member** to ensure that you receive the full benefits of your membership.

Current Password

New Password

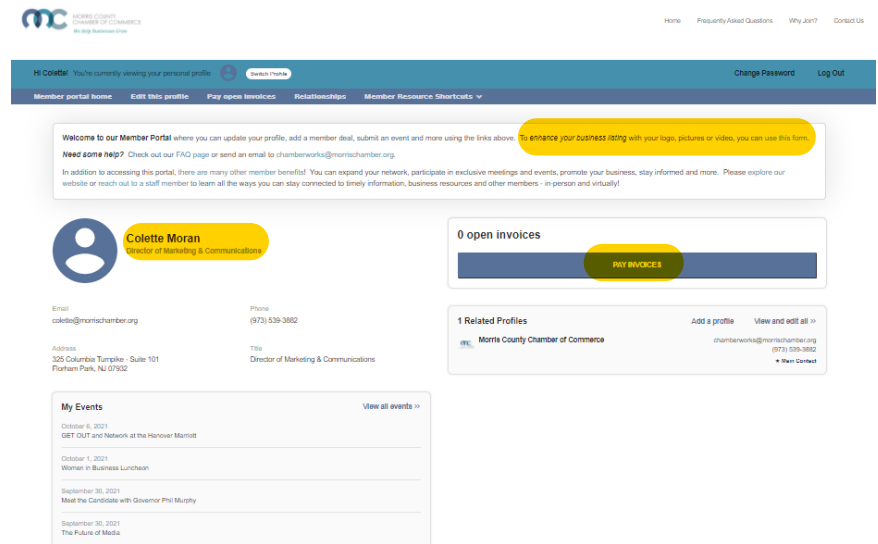
Repeat Password

CANCEL

CHANGE PASSWORD

# What can I do here?

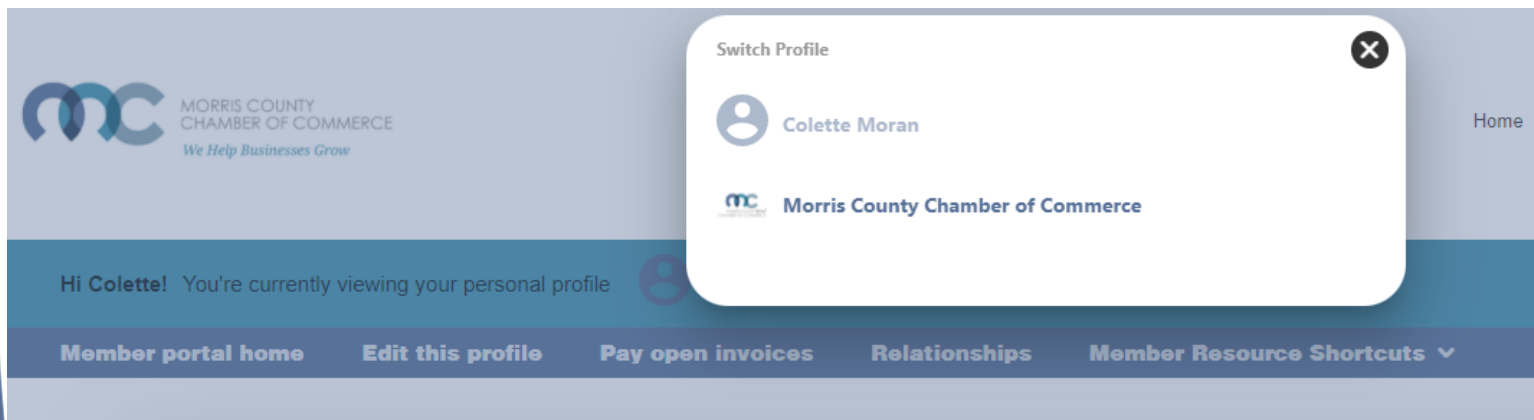
- Update your contact information (plus organization information if you're the main contact or an editor)
- Pay invoices for any related profiles (main contacts/editors) Access members only content
- Upload media (company logo, staff pictures, directory photo gallery and video)
- Change your password



The screenshot shows the user interface of the Morris Chamber of Commerce Member Portal. At the top, there is a navigation bar with the logo and links for Home, Frequently Asked Questions, Why Join?, and Contact Us. Below this is a user-specific header for 'Hi Colette!' with a search bar and links for 'Change Password' and 'Log Out'. The main content area includes a welcome message, a 'Need some help?' section, a profile card for Colette Moran (Director of Marketing & Communications) with contact details, a '0 open invoices' section with a 'PAY INVOICES' button, and a '1 Related Profiles' section for Morris County Chamber of Commerce. A 'My Events' section lists upcoming events like 'GET OUT and Network at the Hanover Marriot' and 'Meet the Candidate with Governor Phil Murphy'.

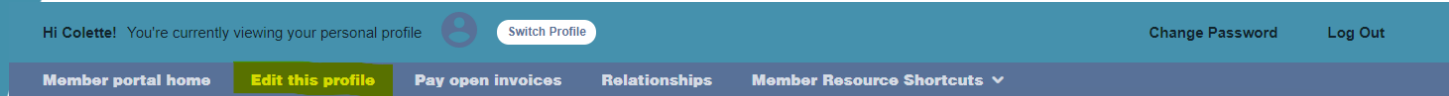
## Switch Profiles

- If you are the main contact or an Editor of your member organization, you will be able to switch the profile you are editing at any time!
- Make sure to save any edits before you switch to another profile!
- If you do not see your company listed switch profile, **STOP**. You are not authorized to edit your organization's profile. Please contact [chamberworks@morrischamber.org](mailto:chamberworks@morrischamber.org) if you need this permission.



The screenshot shows the Morris County Chamber of Commerce member portal. The header includes the logo and text: "MORRIS COUNTY CHAMBER OF COMMERCE We Help Businesses Grow". A navigation bar contains links: "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "Member Resource Shortcuts". A "Hi Colette!" message indicates the user is viewing their personal profile. A "Switch Profile" dialog box is open, listing "Colette Moran" and "Morris County Chamber of Commerce" as available profiles to switch to. A "Home" link is visible in the top right corner of the dialog area.

# Edit This Profile



This link will open a page that allows you to update much of the information on your profile.

If you are an Editor for your related organization(s), you can **click Switch Profile** at any time to edit additional profiles.

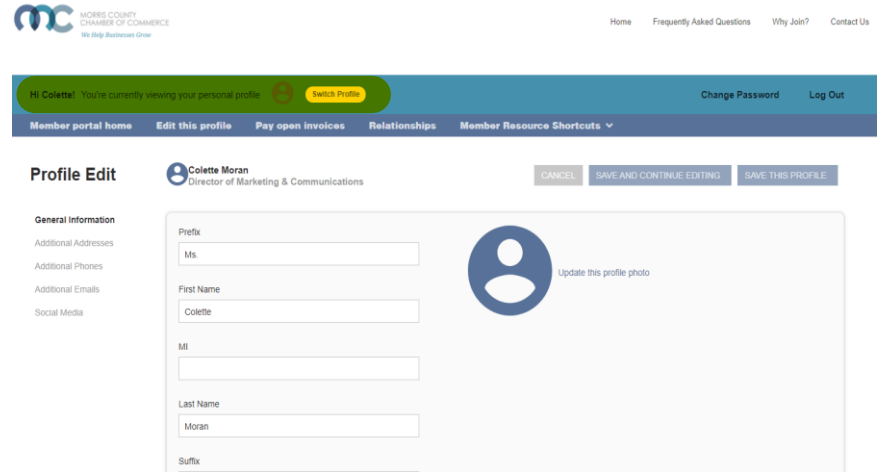
This helps us ensure we always have the latest information about you and your business.

## You can edit the following information:

- Name, address& other basic contact info
- Directory Listing category and descriptions of your member organization.
- Relationships you have to other profiles (including adding new profiles related to you)
- Social media accounts of your member organization.

## Edit This Profile

- You have the ability to edit your profile. Staff marked as Main Contact or Editor are able to edit their related Organization(s) as well.
- Once you make changes, they are submitted for approval by our association.
- If you have the right permissions, you can also edit the profiles related to your organization including your Directory listing Business Category, Business Description, Search Keywords and Social Media pages (which must include https:// to be posted).



The screenshot shows the 'Profile Edit' page for Colette Moran, Director of Marketing & Communications. The page includes a navigation bar with links for Home, Frequently Asked Questions, Why Join?, and Contact Us. A user notification bar indicates 'Hi Colette! You're currently viewing your personal profile' with a 'Switch Profile' button. The main navigation bar contains links for Member portal home, Edit this profile, Pay open invoices, Relationships, and Member Resource Shortcuts. The profile edit form includes a 'General Information' section with fields for Prefix (Ms), First Name (Colette), MI, Last Name (Moran), and Suffix. A profile photo placeholder is visible with the text 'Update this profile photo'. Action buttons for CANCEL, SAVE AND CONTINUE EDITING, and SAVE THIS PROFILE are located at the top right of the form area.



# Edit Relationships

- The Relationships menu item (and Related Profiles area of the home page) shows all profiles related to the profile you're editing
- You can add new staff relationships, as well as update existing ones such as marking new editors or main contacts or former employees
- All updates you make are submitted for approval.
- Make sure to Save.

Morris County Chamber of Commerce ADD A PROFILE

### Related Profiles

There are 16 relationships

Main Contact	Billing Contact	Editor	Receives Communication	Name	Title	Email	Phone	Relation Type	
Filter	Filter	Filter	Filter	Filter by name	Filter by title	Filter by email	Filter by p	Filter By Type	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meghan Hunscher	President & CEO	meghan@morrischamber.org	973 219-5081	Employee	ACTIONS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dina O'Keefe	Chief Financial Officer	dina@morrischamber.org	973 539-3862	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Steven Cipicetti	Intern	stevens@morrischamber.org	973 539-3862	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rich Eastman	CASA	rich@morrischamber.org	973 539-3862	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Nuelle Gemma	Database Marketing Manager	ngemma@morriscountyesc.org	973 539-3862	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Kaleigh Hilling	Events Manager	kaleigh@morrischamber.org	973 539-3862	Employee	ACTIONS

## View Invoices and Renewal Information

- From the Members Only home page, Main Contacts and Editors can view all open invoices for their related profiles as well as renewal information
- You can view Payment History and click to Pay Invoices.

### 1 open invoices

Colette Moran	\$0.00
Morris County Chamber of Commerce	\$35.00

[PAY INVOICES](#)

# Pay Open Invoices

## Open invoices across accounts

**PAY NOW** Select invoices below to pay

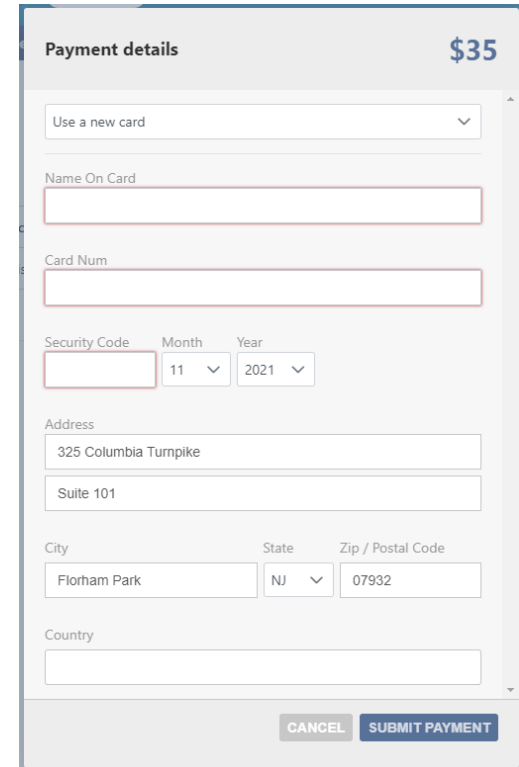
<input type="checkbox"/>	Due date ⇅	Invoice date ⇅	Invoice ⇅	Invoiced profile ⇅	Description ⇅	Item amount ⇅	Paid ⇅	Due ⇅
<input type="checkbox"/>	12/9/2021	11/4/2021	143492	Morris County Chamber of Commerce	Miscellaneous	\$35.00	\$0.00	\$35.00

<< < 1 > >>

- Click Pay Open Invoices from top Navigation menu or the Pay Invoices button on the right side of the home page
- Main Contacts and Editors will see company invoices, other staff will view only invoices connected to their individual profile
- Select any invoices you would like to pay by checking the box in the first column
- To print an invoice, click on the Invoice Number link.

## Paying Invoices

- Once you select an invoice/invoices to pay, you will see a Payment details pop up screen, where you will enter your credit card and address payment information
- [If you would like to be automatically charged on your renewal schedule, you will see a checkbox above the Submit Payment screen detailing the amount and when you will be charged (annually, quarterly, monthly)]



**Payment details** **\$35**

Use a new card

Name On Card

Card Num

Security Code  Month  Year

Address

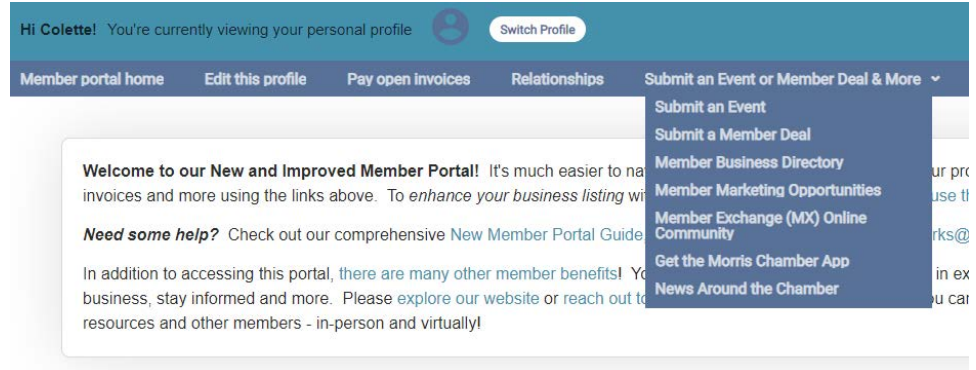
City  State  Zip / Postal Code

Country

## Member Resource Shortcuts

You can access additional content and resources under the Member Resource Shortcuts link in the top navigation menu including

- Submit an Event for the Member Events calendar
- Submit a Member Deal or Coupon
- Access Member Business Directory
- Access Member Marketing Opportunities
- Access the Member Exchange Online Community
- Read Member News Around the Chamber
- Get the Morris Chamber App



The screenshot shows the top navigation bar of the Morris Chamber Member Portal. The user is logged in as 'Hi Colette!' and is viewing their personal profile. The navigation menu includes links for 'Member portal home', 'Edit this profile', 'Pay open invoices', 'Relationships', and 'Submit an Event or Member Deal & More'. A dropdown menu is open under 'Submit an Event or Member Deal & More', listing options such as 'Submit an Event', 'Submit a Member Deal', 'Member Business Directory', 'Member Marketing Opportunities', 'Member Exchange (MX) Online Community', 'Get the Morris Chamber App', and 'News Around the Chamber'. Below the navigation bar, there is a welcome message and a 'Need some help?' section with a link to the 'New Member Portal Guide'.

# Upload Media

Upload Media

[+ Add new](#)

**Welcome to our New and Improved Member Portal!** It's much easier to navigate and you will be able to update your profile, add a member deal, submit an event, pay invoices and more using the links above. *To enhance your business listing with your logo, pictures or video, you can use this form.*

**Need some help?** Check out our comprehensive [New Member Portal Guide](#), [FAQ page](#) or contact us at [chamberworks@morrischamber.org](mailto:chamberworks@morrischamber.org).

In addition to accessing this portal, there are many other member benefits! You can expand your network, participate in exclusive meetings and events, promote your business, stay informed and more. Please [explore our website](#) or reach out to a staff member to learn all the ways you can stay connected to timely information, business resources and other members - in-person and virtually!

- **Click the '+ Add new' button to add new content or use the form.**
- You have the ability to upload logos and pictures to your member organization's directory listing so you can promote yourself as best as possible.
- The images will display automatically on your directory listing.