

# SHOP WHERE I LIVE 101

The Chamber's new Ohio Valley Shop Where I Live website is not just for restaurants and retailers. It truly is a free promotional tool for many other kinds of businesses and organizations as well. There are five ways to use our "Shop Where I Live" site. And you are not limited to just one.

1. Selling gift cards
2. Selling products (limit 25 listings)
3. Offering a virtual, downloadable and/or printable product including coupons, event registrations or gift certificates.
4. Accepting donations for a project or non-profit donations.
5. Providing guests with a "learn more", "request quote" or "visit our website" button.
6. Taking guests directly to your website or shopping page.

**Step 1:** Register at [www.ohiovalley.shopwhereilive.com/register](http://www.ohiovalley.shopwhereilive.com/register). There is no charge for chamber members to participate and the non-member fee is just \$35 per month (three-month minimum required). Contact the Chamber offices for information on becoming a member or to complete a non-member sales agreement. Once you complete your registration page, you will receive a confirmation email within 2 days.

**Step 2:** Your confirmation email will have a user name in it. Once you are logged in, follow onboarding steps 2 through 5. These include setting up your storefront, policies, billing & shipping information and they must be completed, with something in each field, before you can go to the next step and begin adding products, gift cards or promotional information.

For billing, you may choose Paypal or Stripe as your payment method. The fees associated with each are minimal, per transaction fees similar to your current credit card processing fees. If you already have a website with shopping cart capabilities, do not make any selection. You'll be able to link to your site later in the process. Once you are done with each step, click "save options" in the top right corner.

**Step 3:** Remember to utilize the how-to videos under, "Knowledgebase" on the left side of your screen. There is a brief video detailing each step.

The Chamber staff is here to help you get set up as is the tech support team at Shop Where I Live. Email them at [info@shopwhereilive.com](mailto:info@shopwhereilive.com) or contact the Chamber offices at 740.282.6226 or via email at [tmaple@jeffersoncountychamber.com](mailto:tmaple@jeffersoncountychamber.com) for assistance.



Sponsored by:

- Apollo Pro Cleaning & Restoration
- Uncle Johnny Delivers
- Trinity Health System
- M & M True Value Hardware
- Hancock County Savings Bank
- Eastern Gateway Community College