# How to add an Employee Picture to your Chamber Website Business Listing

**Including a picture by the employees listed in your business listing is a great way to personalize your listing and create engagement.**

1. **Log into Member Information Center on the Chamber Website -** https://www.rohnertparkchamber.org/login

2. **In the Shortcuts area, click on Company**

3. **Click on Employees. Need to add an employee? Click on Add Employee/Rep.**

4. **Click on the employee you want to update**

5. **Click on Photo**

6. **If you want to add or remove an employee from showing on your business listing, click on Preferences. Public means they will be on your listing and Members means they are displayed in the Member Info Center and other members can see them. You can also select what information you would like to display.**

**Need help? Contact the Chamber Office at (707) 584-1415 or at info@rohnertparkchamber.org.**