



# Updating your Company Profile

Ensure the Community Guide  
offers accurate information

# Log in through whchamber.com



Directory

Join Chamber ▾

About Us ▾

Events ▾

Business Resources ▾

Chamber Committees ▾

Member Zone ▾

Member Login



## Login

Username

Password

[Forgot your username/password?](#)

[Sign In](#)

If you don't know your log in credentials, contact WH Chamber Staff to reset your password

# You can either click on Account Settings or Company in the shortcuts

The screenshot displays the user interface of the West Hartford Chamber of Commerce website. At the top left is the logo for the West Hartford Chamber. A search bar is located in the top center. On the top right, the user is logged in as 'Kate Kobs' and the text 'West Hartford Chamber of Commerce' is visible. Below this, there is a dropdown menu labeled 'Account Settings' with a green arrow pointing to it. A horizontal navigation bar contains icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, there is a 'Shortcuts' menu with options: Personal Information, Company Information (indicated by a green arrow), Hot Deals, Member To Member Deals, News Releases, and Job Postings. The main content area is titled 'Home' and features a 'Welcome Message' section with a 'Read Later' button. Below the welcome message are icons for editing content: Text, Link, Photo, and Video. To the right, there is an 'Upcoming Events' section for March 2024, featuring an event titled 'Chamber 101 - Maximize Your Membership' with a 'REGISTER NOW' button. Below that is a 'Member Profile' section showing 'Your Company Profile is 57%' with a progress bar and an 'UPDATE' button.

# Profile Summary shows you what you have and have not completed

**West Hartford Chamber**

Search

Logged in as Kate Kobs  
West Hartford Chamber of Commerce  
Account Settings

Home Directory Events Resources Reports News Settings

Account Settings

- Personal
- Company
  - Profile Summary**
  - Organization Information
  - Employees
  - Website Information
  - Categories
  - Logos
  - Photos
  - Video
  - Map Pin Information
  - Membership Badge
- Billing

### Profile

As a member of the West Hartford Chamber of Commerce you have the opportunity to market your organization to consumers by enhancing your member page - ensuring that your profile is complete will result in better visibility for fellow members and customers!

Overall Profile Completion: 57%

#### Organization Information

66% Complete [ update ]

- Primary Phone
- Email
- Website
- Physical Address
- Mailing Address
- At Least One Category

#### Website Information

45% Complete [ update ]

- At Least One Social Network
- Description
- Results Summary
- Hours Of Operation
- Driving Directions
- Additional Bulleted Description
- Keywords

#### MapPin Information

100% Complete [ view ]

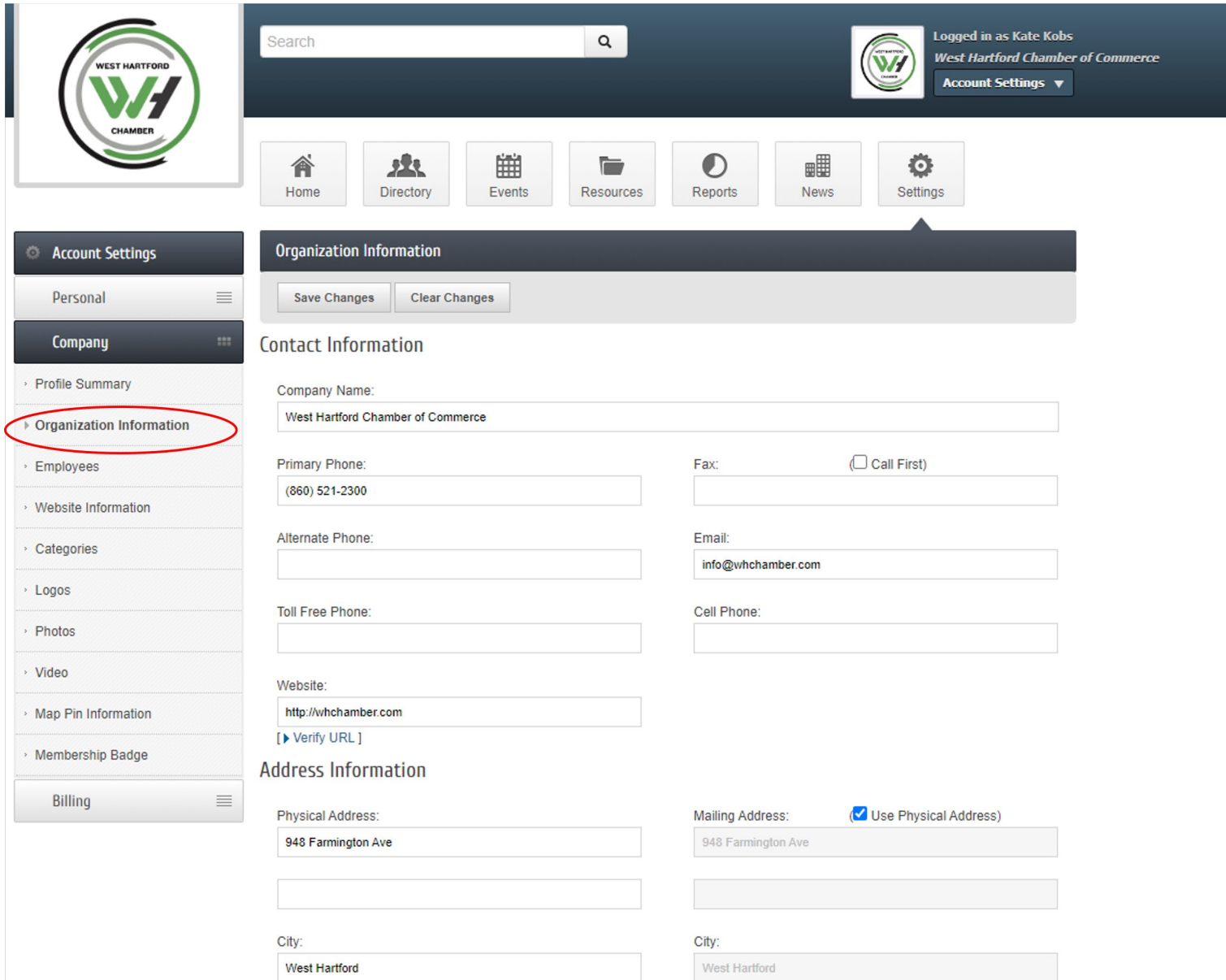
- Map Link

#### Photos & Logos

75% Complete [ update ]

- Logo
- Photos
- Search Logo

# Update your Organization Information



The screenshot shows the West Hartford Chamber of Commerce account settings interface. The top navigation bar includes a search field, the user's name (Kate Kobs), and the organization name (West Hartford Chamber of Commerce). Below the navigation bar are icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar contains a menu with options like Account Settings, Personal, Company, Profile Summary, Organization Information (highlighted with a red circle), Employees, Website Information, Categories, Logos, Photos, Video, Map Pin Information, Membership Badge, and Billing. The main content area is titled "Organization Information" and contains two sections: "Contact Information" and "Address Information".

**Organization Information**

Save Changes Clear Changes

**Contact Information**

Company Name:  
West Hartford Chamber of Commerce

Primary Phone: (860) 521-2300

Alternate Phone:

Toll Free Phone:

Website: <http://whchamber.com>  
[ Verify URL ]

Fax:  Call First

Email: info@whchamber.com

Cell Phone:

**Address Information**

Physical Address: 948 Farmington Ave

City: West Hartford

Mailing Address:  Use Physical Address  
948 Farmington Ave

City: West Hartford

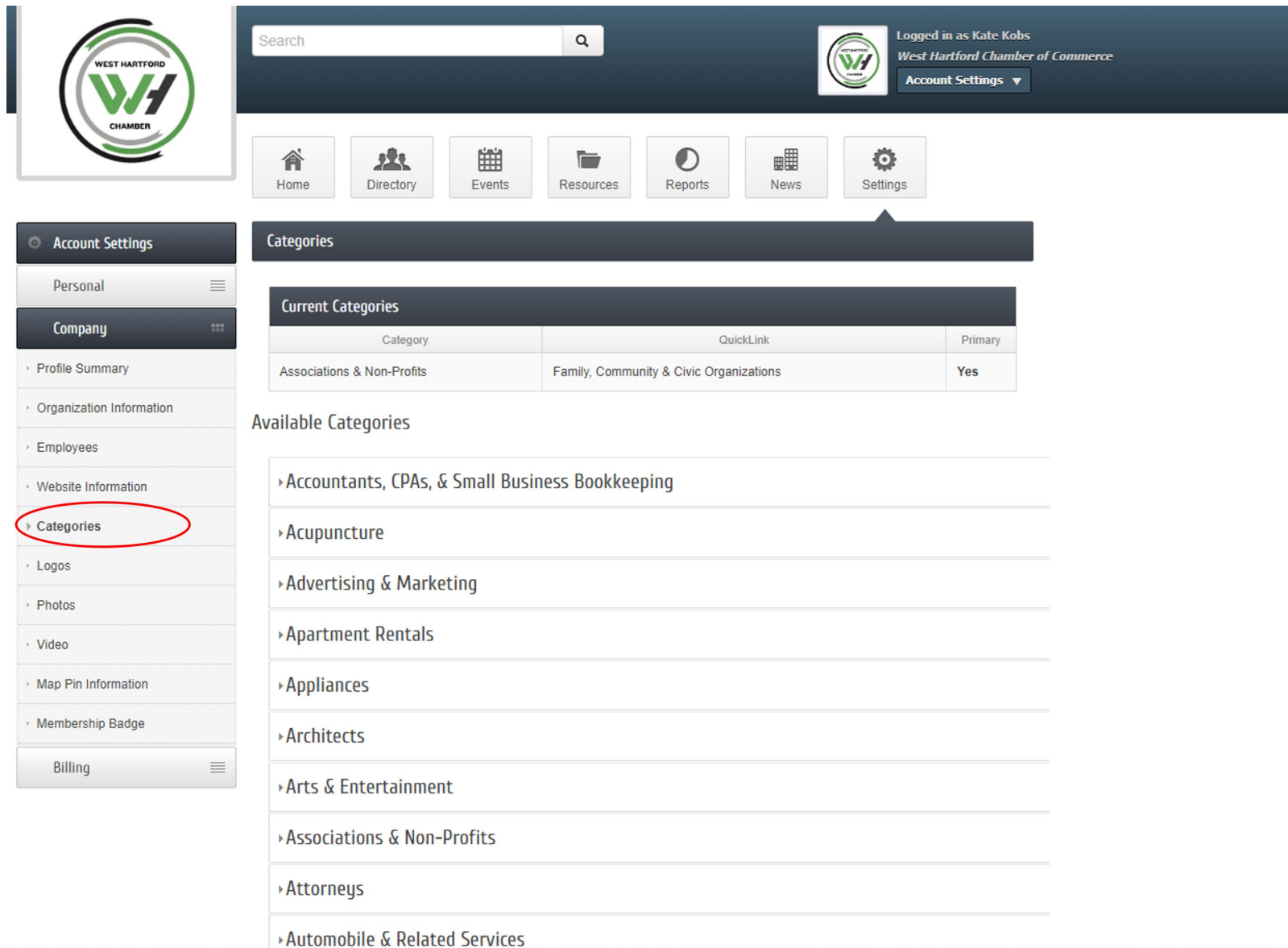
# Update your Website Information (This is what appears in the Online Directory)

The screenshot shows the user interface for updating website information. At the top left is the West Hartford Chamber logo. The top navigation bar includes a search box, a user profile for 'Kate Kobs', and an 'Account Settings' dropdown. Below this is a row of icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar contains a menu with 'Account Settings' at the top, followed by 'Personal' and 'Company' sections. Under 'Company', 'Website Information' is highlighted with a red oval. The main content area is titled 'Website Information' and contains a 'Save Changes' button and a 'Clear Changes' button. Below these are the 'Web Page Content' settings, where the 'Use Organization Information' checkbox is checked. A green arrow points from a text box on the right to this checkbox. The form fields include: Company Name (West Hartford Chamber of Commerce), Local Phone ((860) 521-2300), Toll-Free Phone, Address Line 1 (948 Farmington Ave), Address Line 2, City (West Hartford), State (CT), Postal Code (06107), Fax, Website URL Text, Website URL (http://whchamber.com), and Email (info@whchamber.com). There are also links for 'Preview Web Page' and 'Verify URL'.

If your website listing is the same as your company information, you can leave this box checked. If your listing is different, uncheck the box and make the desired edits.




# Update Your Categories



The screenshot shows the West Hartford Chamber of Commerce account settings page. The user is logged in as Kate Kobs. The 'Categories' section is active, showing current categories and a list of available categories. The 'Categories' menu item in the left sidebar is circled in red.

**West Hartford Chamber of Commerce**

Search  

Logged in as Kate Kobs  
West Hartford Chamber of Commerce  
[Account Settings](#)

Home Directory Events Resources Reports News Settings

**Account Settings**

- Personal
- Company**
- Profile Summary
- Organization Information
- Employees
- Website Information
- Categories**
- Logos
- Photos
- Video
- Map Pin Information
- Membership Badge
- Billing

**Categories**

**Current Categories**

Category	QuickLink	Primary
Associations & Non-Profits	Family, Community & Civic Organizations	Yes

**Available Categories**

- Accountants, CPAs, & Small Business Bookkeeping
- Acupuncture
- Advertising & Marketing
- Apartment Rentals
- Appliances
- Architects
- Arts & Entertainment
- Associations & Non-Profits
- Attorneys
- Automobile & Related Services