



# GUILDERLAND CHAMBER OF COMMERCE

MEMBER INFORMATION CENTER (MIC) TRAINING – HOW TO VERIFY YOUR DIRECTORY LISTING

[Click here to Login](#)

# HOME PAGE

On the home page, click on the “Company Information” section from the right sidebar.

The screenshot displays the Guildlerland Chamber of Commerce home page. At the top left is the logo with the tagline "In Business for Business". To the right is a search bar and a user profile for "Danielle Walsh" with an "Account Settings" dropdown. Below this is a navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. A "Shortcuts" sidebar on the left lists: Personal Information, Company Information (highlighted with a red box), Hot Deals, Member To Member Deals, News Releases, and Job Postings. The main content area features a "Welcome Message" with a "Read Later" button, a "Post" section with options for Text, Link, Photo, and Video, and a feed of updates. On the right, there are sections for "Upcoming Events" (March 9, 2020), "Member Profile" (8% complete), "Refer a Business for Membership", and "MemberPlus" with a "Free app" promotion.

# COMPANY INFORMATION

In the Company information section, select “Organization Information,” review and edit:

- Company Name
- Primary Phone
- Website
- Physical Address

**Note:** A Primary Contact name is displayed in directory – please see next page for how to verify primary contact.

**Account Settings**

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

**Organization Information**

Save Changes Clear Changes

**Contact Information**

Company Name: Guilderland Chamber of Commerce

Primary Phone: (518) 456-6611 Fax: 456-6690  Call First

Alternate Phone: Email: info@guilderlandchamber.com

Toll Free Phone: Cell Phone:

Website: http://www.guilderlandchamber.com [\[ Verify URL \]](#)

**Address Information**

Physical Address: 2050 Western Ave. Star Plaza Mailing Address:  Use Physical Address 2050 Western Ave. Star Plaza

# PRIMARY CONTACT

To verify Primary Contact for the listing, go to the “Employees” Section:

The “Primary Contact” Name will be used for the Directory.

Verify the correct Primary Contact is Selected.

If you **do not** want to display a name, please reach out to [info@guilderlandchamber.com](mailto:info@guilderlandchamber.com) or 518-456-6611.

The screenshot shows the Guilderland Chamber of Commerce website interface. The top navigation bar includes a search bar, a user profile for Danielle Walsh, and an 'Account Settings' dropdown. Below the navigation bar are icons for Home, Directory, Events, Resources, Reports, News, and Settings. The main content area is titled 'Employees' and displays a table of 8 employees. The 'Employees' menu item in the left sidebar is highlighted with a red box. The row for 'Danielle Walsh' in the table is also highlighted with a red box.

**Account Settings**

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

**Employees**

Employees (8)

<input type="checkbox"/> Rep Name	Title	Primary	Phone	Email
<input type="checkbox"/> System Administrator	***system administration account***	No		[not set]
<input type="checkbox"/> Tom Gessick	Board Member	No	518-458-2213	tgessick@tmbxbee.com
<input type="checkbox"/> Stephen Hout		No	5184566611	stephen_f_hout@keybank.com
<input type="checkbox"/> Rhonda Krutz		No	(518) 456-6611	rkrutz@nbtbank.com
<input type="checkbox"/> Maria Owen	Office & Membership Billing Coordinator	No	(518) 456-6611	mowen@guilderlandchamber.com
<input type="checkbox"/> Rhonda Stansfield	Board Treasurer	No	518-452-2507	rkrutz@nbtbank.com
<input type="checkbox"/> Cindy Waddach		No	(518) 456-6611	[not set]
<input type="checkbox"/> Danielle Walsh	Executive Director	Yes	(518) 456-6611	dwalsh@guilderlandchamber.com

Deactivate Selected Reps   Add Employee/Rep



# GUILDERLAND CHAMBER OF COMMERCE

IF YOU NEED ASSISTANCE LOGGING IN, RESETTING A PASSWORD  
OR VERIFYING YOUR LISTING:

EMAIL [INFO@GUILDERLANDCHAMBER.COM](mailto:INFO@GUILDERLANDCHAMBER.COM)

CALL 518-456-6611