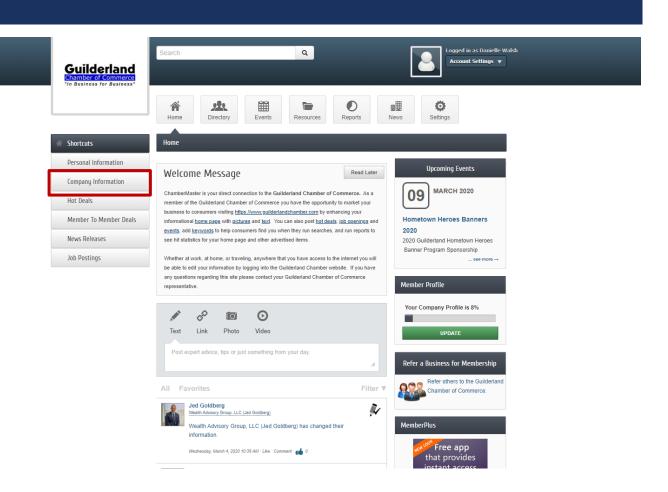
# GUILDERLAND CHAMBER OF COMMERCE

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.

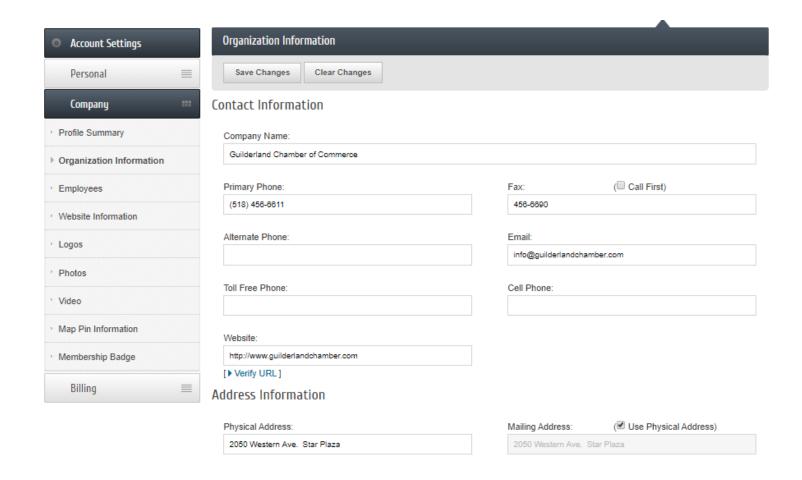


### **COMPANY INFORMATION**

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.



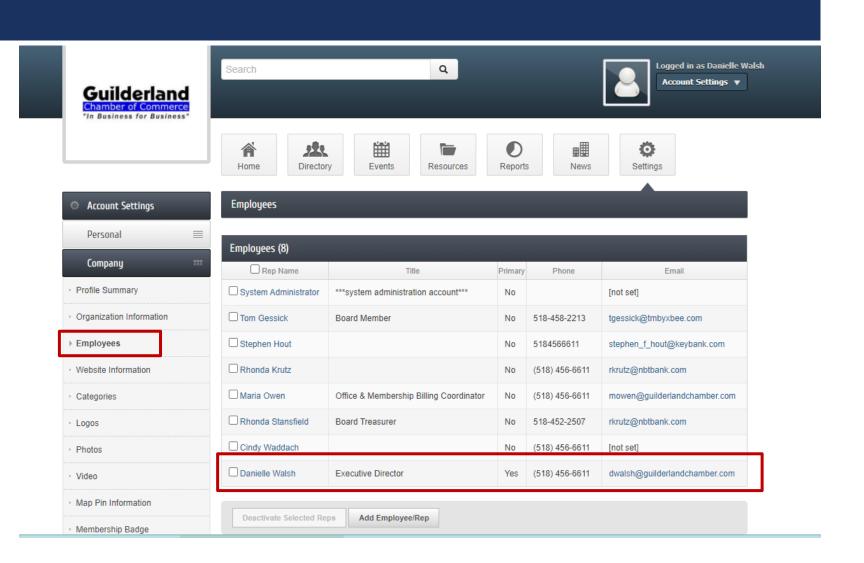
#### PRIMARY CONTACT

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 or 518-456-6611.



# GUILDERLAND CHAMBER OF COMMERCE

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

EMAIL INFO@GUILDERLANDCHAMBER.COM

CALL 518-456-6611