


# A Member's Guide to the Members-Only Area




Hi Cassie! You're currently viewing Chambers Construction Co.'s profile  [Switch Profile](#)

[Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Additional Resources](#) ▾

Your partnership with the Eugene Chamber of Commerce improves the livability of our region through economic development and advocacy. Thank you for your support!

Explore the Member Portal to view discounts available to you, view your referral report, and update your business directory listing. Business logos are best as a jpg and sized to 300x109.



**Chambers Construction Co.**  
Director of Marketing & Business Development

Email  
jpendowski@chambers-gc.com

Phone  
(541) 687-9445

Address  
3028 Judkins Rd. #1  
Eugene, OR 97403

Title  
Director of Marketing & Business Development

**There are no open invoices**

[PAY INVOICES](#)

**Renewals**

<b>Membership Investment</b>	
Yearly (starting on 01/01/2023)	\$1,750
<a href="#">ENABLE AUTOMATIC RECURRING BILLING</a>	

*An illustrated guide to getting the most out of our interactive website*



## Membership has its privileges

- Our website is powered by MemberClicks by Personify, the association industry's most powerful Association Management Software system.
- Our website offers many self-service and exclusive benefits that only members and/or their employees can take advantage of.
- To ensure only members receive these benefits, these areas of our site require a valid log in.
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.
- The more you update and personalize your membership, the more value you will receive!

# What can I do here?


- Update your contact information (plus organization information if you're the main contact or an editor)
- Pay invoices for any related profiles (main contacts/editors) as well as enroll in ARB (Automatic Recurring Billing)
- Access members only content
- View your benefits, CEUs/certificates, and more
- Upload media (company logo, staff pictures, directory photo gallery and video)
- Change your password

The screenshot shows a web interface for a member portal. At the top, a dark teal header bar contains the text "Hi Cassie! You're currently viewing Chambers Construction Co.'s profile" followed by a "Switch Profile" button and a "Change Password" link on the right. Below this is a black navigation bar with links: "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "Additional Resources" with a dropdown arrow. The main content area has a light gray background. A white box contains a welcome message and a link to explore the Member Portal. Below this, the user's profile information is displayed, including the Chambers Construction Co. logo, name, title, email, phone, and address. To the right, a white box states "There are no open invoices" with a prominent "PAY INVOICES" button. Another white box shows "Renewals" information, including "Membership Investment" and "Yearly" details, with an "ENABLE AUTOMATIC RECURRING BILLING" button.

Hi Cassie! You're currently viewing Chambers Construction Co.'s profile [Switch Profile](#) [Change Password](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Additional Resources](#) ▾

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**PAY INVOICES**

**Renewals**

**Membership Investment**  
Yearly (starting on 01/01/2023)

**ENABLE AUTOMATIC RECURRING BILLING**



## Log in to manage your membership info

- You will need to use your username and password to gain access to our private Members Only Area, or to receive special discounts on event registrations.
- If you ever forget your password, click the 'Forgot your password?' link to receive an email with a password reset link

Login

**Username**

Username

**Password**

Password

☐ Remember My Login

Login

[Forgot your password?](#)



## Switch Profiles




- If you are the main contact or an Editor of related organization profiles, you will be able to easily switch the profile you are editing at any time!
- Make sure to save any edits before you switch to another profile!

The screenshot displays the Eugene Area Chamber of Commerce member portal. The header features the organization's logo and name. Below the header, a message reads: "Hi Cassie! You're currently viewing Eugene Area Chamber of Commerce". A "Switch Profile" modal is open, showing a list of profiles. The first profile is "Eugene Area Chamber of Commerce" with a red square icon. The second profile is "Brittany Quick-Warner" with a person icon. The third profile is "Patricia E. May CPA" with a person icon. The modal has a close button (X) in the top right corner. At the bottom of the screen, there is a navigation bar with the following links: "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "Additional Resources" with a dropdown arrow.

**Eugene Area Chamber of Commerce**

Hi Cassie! You're currently viewing Eugene Area Chamber of Commerce

**Switch Profile**

-  Eugene Area Chamber of Commerce
-  **Brittany Quick-Warner**
-  **Patricia E. May CPA**

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Additional Resources](#) ▾



## Edit This Profile

**This link will open a page that allows you to update much of the information on your profile. If you are an Editor for your related organization(s), you can click Switch Profile at any time to edit additional profiles. This helps us ensure we always have the latest information about you and your business.**


### **You can edit the following information:**

- Name, address, and other basic contact information
- Directory Listing category and descriptions
- Relationships you have to other profiles (including adding new profiles you are related to)
- Social media accounts

# Edit This Profile

- You have the ability to edit your profile. Staff marked as Main Contact or Editor are able to edit their related Organization(s) as well.
- Once you make changes, they are submitted for approval by our association.
- If you have the right permissions, you can also edit the profiles related to your organization.


Hi Cassie! You're currently viewing Eugene Area Chamber of Commerce 's profile

 [Switch Profile](#)

[Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Additional Resources](#) ▼

## Profile Edit

 Eugene Area Chamber of Commerce

[CANCEL](#) [SAVE AND CONTINUE EDITING](#) [SAVE THIS PROFILE](#)

**General Information**  
[Additional Addresses](#)  
[Additional Phones](#)  
[Additional Emails](#)  
[Directory Listing](#)  
[Social Media](#)  
[Update Your Preferences](#)

**Report Name**

Eugene Area Chamber of Commerce

**Title**

**Address**

1401 Willamette St., 97401-4003

PO Box 1107

City

State/Province

Zip

Zip Ext

Eugene


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97440

1107

# Relationships

- The Relationships menu item (and Related Profiles area of the home page) shows all profiles related to the profile you're editing
- You can add new staff or relationships, as well as update existing relationships such as marking staff as former or marking new editors or main contacts for organizations
- All updates you make are submitted for approval.
- Make sure to Save.

 Eugene Area Chamber of Commerce

[ADD A PROFILE](#)

### Related Profiles

There are 17 relationships

Main Contact	Billing Contact	Editor	Receives Communication (weekly email)	Name	Title	Email	Phone	Relation Type	
Filter	Filter	Filter	Filter	Filter by name	Filter by title	Filter by email	Filter by phone	Filter By Type	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Brittany Quick-Warner	President & CEO	brittanyw@eugenechamber.com	(541) 242-2354	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Nicole Desch	Business Support Manager	nicoled@eugenechamber.com	(541) 484-1314	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Heidi Bloodgood		heidib@eugenechamber.com		Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Roxana Humphreys	Events Coordinator	roxanah@eugenechamber.com	(541) 484-1314	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Eric Keskeys	Graphic Web Designer	erick@eugenechamber.com	(541) 484-1314	Employee	ACTIONS





## View Invoices and Renewal Information

- From the Members Only home page, Main Contacts and Editors can view all open invoices for their related profiles as well as renewal information
- You can view Payment History and click to Pay Invoices, as well as Enable ARB (Automatic Recurring Billing) even if you don't have an open invoice

### 3 open invoices

Gloria Gaynor

\$5.00

Freddy's Frozen Custard

\$474.60

PAYMENT HISTORY

PAY INVOICES

### Renewals

**Membership Investment New**  
Yearly (starting on 08/01/2022)

\$2,500

**ENABLE AUTOMATIC RECURRING BILLING**

Enter credit card details to automatically pay your renewal fee each time

## Open invoices across accounts

**PAY NOW** Select invoices below to pay

<input type="checkbox"/>	Due date ⇅	Invoice date ⇅	Invoice ⇅	Invoiced profile ⇅	Description ⇅	Item amount ⇅	Paid ⇅	Due ⇅
<input type="checkbox"/>	4/1/2021	7/16/2020	<a href="#">7093</a>	Freddy's Frozen Custard	Dues	\$1.00	\$0.00	\$1.00
<input type="checkbox"/>	12/18/2020	12/18/2020	<a href="#">7456</a>	Freddy's Frozen Custard	ACRE Dues	\$50.00	\$0.00	\$50.00
<input type="checkbox"/>	8/1/2021	2/26/2020	<a href="#">2680</a>	Freddy's Frozen Custard	Single Tax Item	\$24.60	\$0.00	\$24.60
<input type="checkbox"/>	3/10/2021	3/10/2021	<a href="#">7667</a>	Freddy's Frozen Custard	Events	\$450.00	\$0.00	\$450.00
<input type="checkbox"/>	2/11/2021	2/11/2021	<a href="#">7660</a>	Gloria Gaynor	Application Fee	\$5.00	\$0.00	\$5.00

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## Pay Open Invoices

- Click Pay Open Invoices from top Navigation menu or the Pay Invoices button on the right side of the home page
- Main Contacts and Editors will see company invoices, other staff will view only invoices connected to their individual profile
- Select any invoices you would like to pay by checking the box in the first column
- To print an invoice, click on the Invoice Number link.



## Paying Invoices

- Once you select an invoice/invoices to pay, you will see a Payment details pop up screen, where you will enter your credit card and address payment information
- If you would like to be automatically charged on your renewal schedule, you will see a checkbox above the Submit Payment screen detailing the amount and when you will be charged (annually, quarterly, monthly)

The screenshot shows a 'Payment details' pop-up window. At the top right, the amount '\$450' is displayed in purple. The form contains the following fields:

- Name On Card:** A text input field.
- Card Num:** A text input field.
- Security Code:** A text input field.
- Month:** A dropdown menu showing '4'.
- Year:** A dropdown menu showing '2021'.
- Address:** Two stacked text input fields.
- City:** A text input field.
- State:** A dropdown menu showing 'AZ'.
- Zip / Postal Code:** A text input field.
- Country:** A text input field.

At the bottom right, there are two buttons: 'CANCEL' (grey) and 'SUBMIT PAYMENT' (purple).



## Enable ARB (Automatic Recurring Billing)

- If you would like to have your credit card charged automatically for membership on your membership schedule (annual, quarterly, monthly), you can Enable ARB (Automatic Recurring Billing) at any time
- If you have an open dues invoice, when you go to pay the invoice, there will be a checkbox on the payment details screen allowing you to opt in to ARB
- If you do not have an open invoice, you can enable ARB from the Renewals section of the Members Only home page

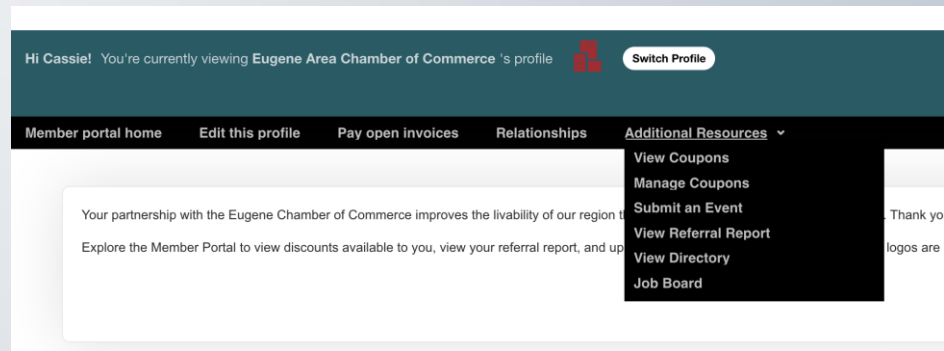
A screenshot of a payment form. At the top is a white input field. Below it is a checkbox with the text "Automatically charge my credit card for \$105 every month". At the bottom right are two buttons: a grey "CANCEL" button and a green "SUBMIT PAYMENT" button.

A screenshot of the "Renewals" section. It displays "Sponsorship Yearly (starting on 11/01/2019)" with a price of "\$555". Below this is a purple button labeled "ENABLE AUTOMATIC RECURRING BILLING". At the bottom, it says "Enter credit card details to automatically pay your renewal fee each time".



## Additional Resources – Members Only Content

- You can access members only content and resources under the Additional Resources link in the top navigation menu
- View member-to-member coupons or discounts available to you. Plus submit a coupon to share with fellow members
- View your Referral Report for traffic that has been directed to your business listing
- View the Job Board and post a free listing and more..





## View Benefits, CEUs/Certificates, and More

- From the home page of your profile and any related profiles (for main contacts and editors), you can view event history, certifications/CEUs, committee involvement, and member benefits

### My Events

[View all events »](#)

January 24, 2023

The 69th Annual Celebration of Business

December 16, 2022

Greeters Holiday Celebration Extravaganza

December 15, 2022

Business After Hours: Vault Dance Studio

November 10, 2022

Women Business Leaders Award Luncheon

October 12, 2022

Endeavor: Destigmatizing Disabilities

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### Committees

Board of Directors - 2002

## Upload media

You have the ability to upload logos, pictures, and documents directly to your account, as well as images and videos for your directory listing, if you have an enhanced membership level.

Our Online Member Directory can display images and videos on your listing, depending on your membership level. When accessed, this section of your members-only area will allow you to upload this media directly to your listing on the directory, so you can promote yourself as best as possible.

For enhanced membership levels images or video will display automatically on your directory listing; if you don't have an enhanced investment level it will not appear (but it will be stored in your profile).

**Click the '+ Add new' button to add new content!**

Upload Media

[+ Add new](#)



## Change your password

- The best parts of our website are restricted to only be used by members and their approved employees or related profiles. You can change your password at any time on the top right menu of the Members Only page.
- Once you have a username and password, you can use it to access any members-only or restricted items, like event discounts and other self-service items we offer.

Current Password

New Password

Repeat Password

CANCEL

CHANGE PASSWORD



## Enjoy discounts for event registration

- Many of our events offer exclusive discounts for members and their employees.
- Look for the login information to ensure you get every discount you deserve



**Log in above for faster registration and special pricing**

## Check out other areas of our website

- To access any of the public resources on our site and check out your Directory listing, you can use the links at the top of the portal
- The Business Directory link is accessible from our website also

## BUSINESS DIRECTORY

[Search](#) | [Advanced Search](#) | [New Members](#) | [Coupons and Discounts](#) | [All Categories](#)

If you are looking for a business in **Eugene Area**, use the Keyword search box below, the Categories drop down or just browse the quick links to find by industry. If you are looking for a specific business, do an advanced search to locate them by name.

Search by Keyword

Search by Category

Search

## QUICKLINKS

[Search](#) | [Advanced Search](#) | [New Members](#) | [Coupons and Discounts](#) | [All Categories](#)

Sort alphabetically by...



### Chambers Construction Co.



3028 Judkins Rd. #1  
Eugene, OR 97403  
📞 Ms. Joy Pendowski  
☎ (541) 687-9445  
Member Since: 1986



CCB# 114258

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**Eugene Area  
Chamber of  
Commerce**