



Member Portal Guide

St. Paul Area Chamber

MAKING CONNECTIONS THAT COUNT

A Member's Guide to the Members-Only Area

As a member of the St. Paul Area Chamber, you have access to self-service and exclusive benefits that only members and their employees can take advantage of.

To ensure only members receive these benefits, these areas of our site require a valid log 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 from your Chamber membership.

A Member's Guide to the Members-Only Area

- Many of our events offer exclusive discounts for members and their employees.
- Make sure to log in to your account before registering to make sure you receive your member discount.
- You can also access your **Event Passes** that may part of your member benefits (available to Principal level members and above).

STPAUL
AREA CHAMBER

ABOUT US

MEMBERSHIP

PROGRAMMING

EVENTS

MEMBER DIRECTORY

MEMBER LOGIN

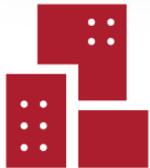
LEARN MORE



A Member's Guide to the Members-Only Area

Member Marketplace is now OPEN!

To add a coupon, click on "Additional Links" and click on Member Marketplace to add your coupon.



St. Paul Area Chamber

Email
bkyle@saintpaulchamber.com

Phone
(651) 223-5000

Address
401 Robert Street North, Suite 150
Saint Paul, MN 55101

Title

My Events

[View all events >>](#)

February 17, 2022
154th Annual Meeting presented by Xcel Energy

There are no open invoices

[PAYMENT HISTORY](#)

[PAY INVOICES](#)

17 Related Profiles

[Add a profile](#) [View and edit all >>](#)

 **Ms. B Kyle**
President/CEO

bkyle@saintpaulchamber.com
(651) 265-2771

\$ Billing Contact **★ Main Contact**

 **Accounting Accounting**

accounting@saintpaulchamber.com
(651) 223-5000

 **Alyssa Binsfeld**
Account Executive

alyssa@saintpaulchamber.com
(651) 223-5000

A Member's Guide to the Members-Only Area

What can I do here?

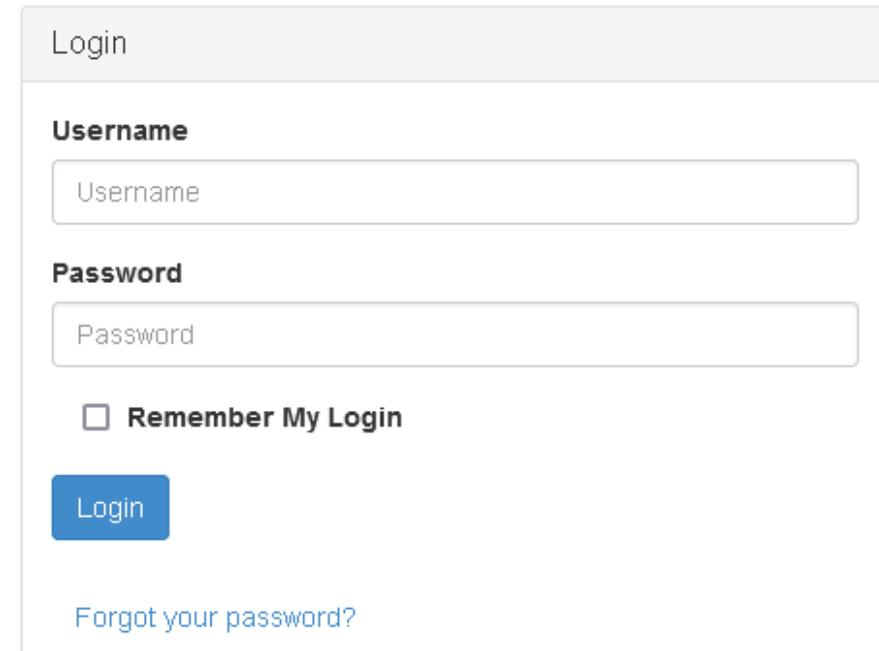
- **Update your contact information** (plus organization information if you're the main contact or an editor).
- **Pay invoices** for any related profiles (main contacts/editors). You can also now **enroll in Automatic Recurring Billing (ARB)** if you choose.
- **Access members only content.**
- **View your benefits.**
- **Upload media** (company logo, staff pictures, directory photo gallery and video) depending on what is available for your membership level.
- **Change your password.**

The screenshot shows a member portal for the St. Paul Area Chamber. At the top, a dark blue header contains the text "Hi Megan! You're currently viewing St. Paul Area Chamber's profile" and a "Switch Profile" button. Below this is an orange navigation bar with links: "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "Additional Links". The main content area features a white box with the announcement "Member Marketplace is now OPEN!" and a sub-note: "To add a coupon, click on 'Additional Links' and click on Member Marketplace to add your coupon." Below this is a profile card for "St. Paul Area Chamber" with a logo and contact details: Email (bkyle@saintpaulchamber.com), Phone ((651) 223-5000), Address (401 Robert Street North, Suite 150, Saint Paul, MN 55101), and Title. To the right, a section titled "There are no open invoices" includes a "PAYMENT HISTORY" button and a prominent orange "PAY INVOICES" button. Below that, a "17 Related Profiles" section lists "Ms. B Kyle" (President/CEO, bkyle@saintpaulchamber.com, (651) 265-2771) as the Billing Contact and Main Contact, and "Alyssa Binsfeld" (Account Executive, alyssa@saintpaulchamber.com, (651) 223-5000). A "My Events" section at the bottom left shows a recent event: "February 17, 2022, 154th Annual Meeting presented by Xcel Energy" with a "View all events >>" link.

A Member's Guide to the Members-Only Area

Log in to take control of your membership

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

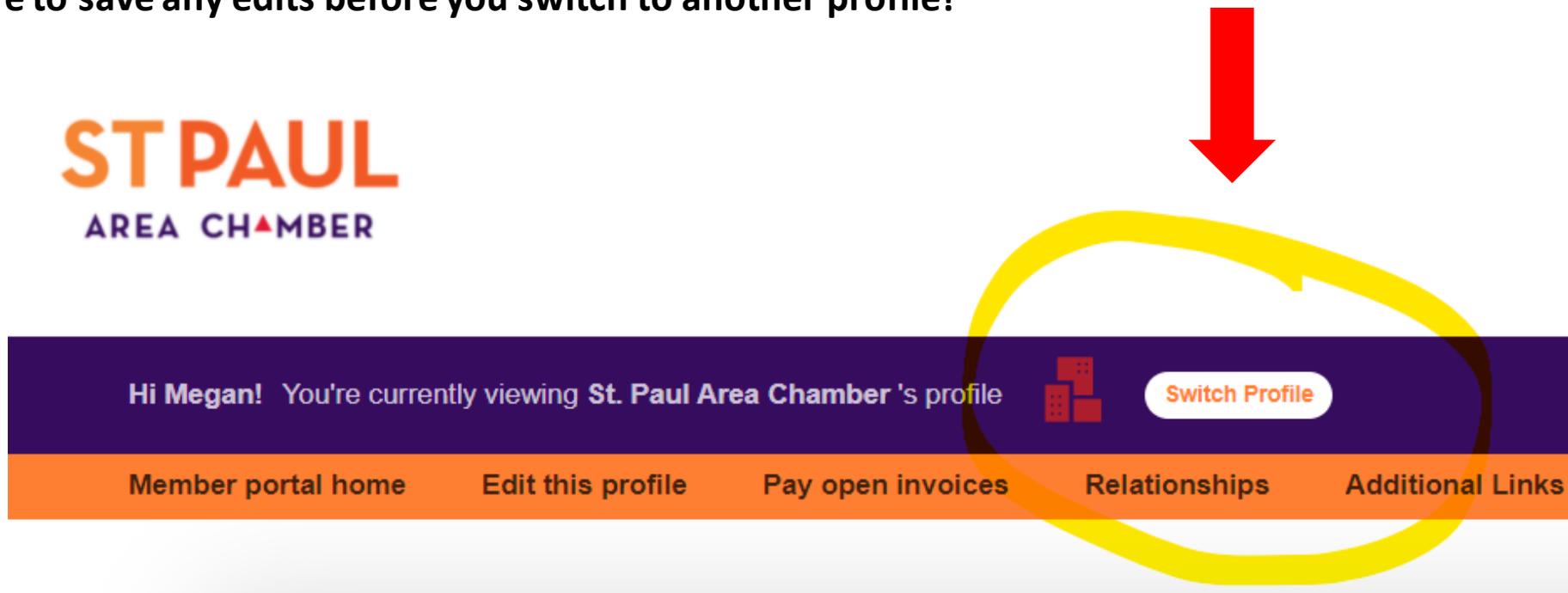


The image shows a login form with a light gray header containing the word "Login". Below the header, there are two input fields: "Username" and "Password", each with a light gray border and placeholder text. Under the "Password" field, there is a checkbox labeled "Remember My Login". Below the input fields is a blue button with the text "Login". At the bottom of the form, there is a blue link that says "Forgot your password?".

A Member's Guide to the Members-Only Area

Switch Profiles

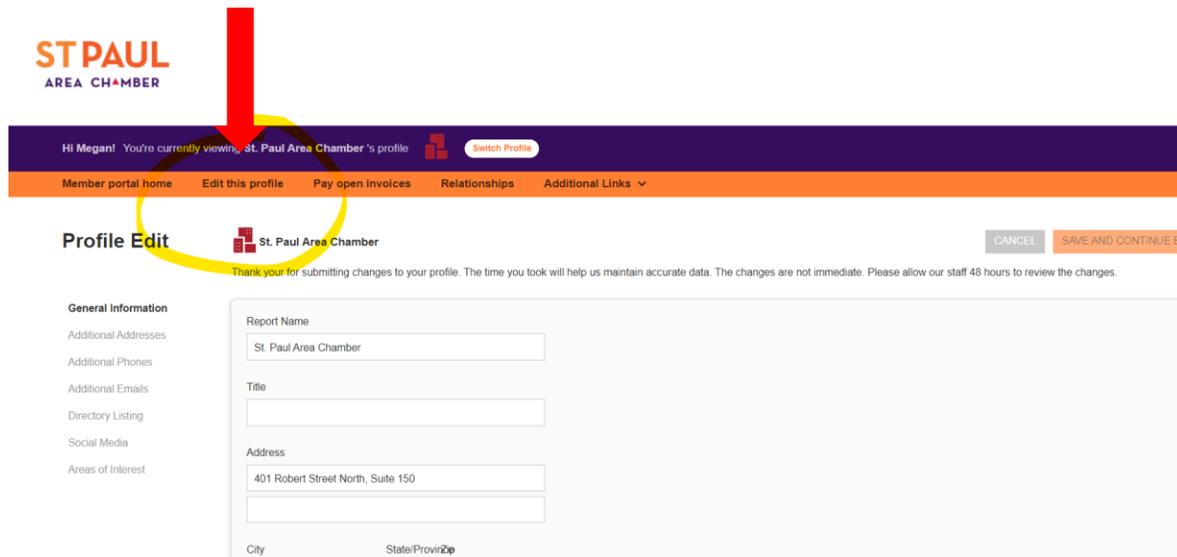
- If you are the main contact or an Editor of related organization profiles, you will be able to easily switch the profile you are editing at any time.
- **Make sure to save any edits before you switch to another profile!**



A Member's Guide to the Members-Only Area

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.



The screenshot shows the St. Paul Area Chamber member portal. At the top, the logo for ST PAUL AREA CHAMBER is visible. Below it, a navigation bar contains the text "Hi Megan! You're currently viewing St. Paul Area Chamber's profile" and a "Switch Profile" button. The navigation bar also includes links for "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "Additional Links". The "Edit this profile" link is highlighted with a red arrow. Below the navigation bar, the "Profile Edit" section is highlighted with a yellow circle. The "Profile Edit" section includes a "St. Paul Area Chamber" logo, a "CANCEL" button, and a "SAVE AND CONTINUE EDIT" button. A message states: "Thank you for submitting changes to your profile. The time you took will help us maintain accurate data. The changes are not immediate. Please allow our staff 48 hours to review the changes." The "General Information" section is expanded, showing fields for "Report Name" (St. Paul Area Chamber), "Title", "Address" (401 Robert Street North, Suite 150), and "City" and "State/Province" dropdown menus.

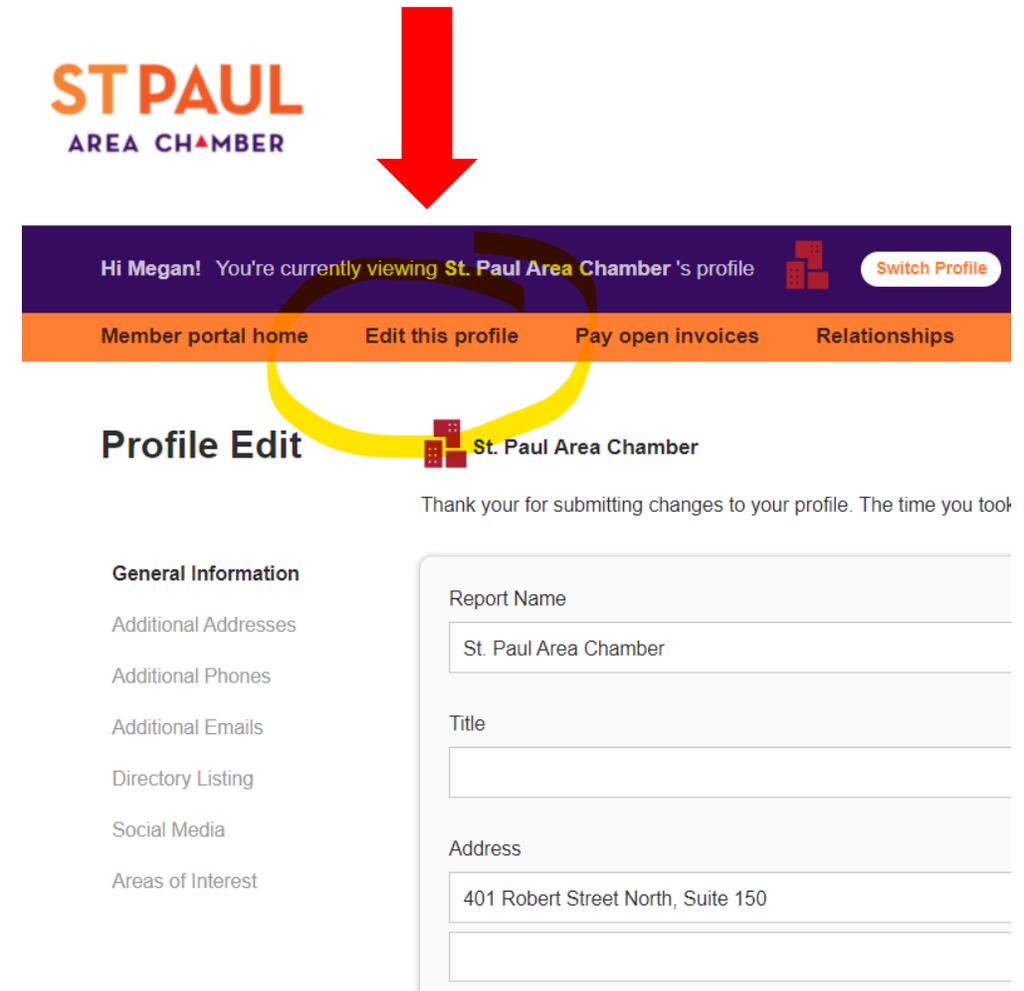
You can edit the following information:

- Name, address, and other basic contact information
- Directory Listing category and descriptions
- Demographics, and Areas of Interest
- Social media accounts

A Member's Guide to the Members-Only Area

Edit this Profile

- You can edit your personal profile.
- Only staff marked as Main Contact or Editor can edit their related Organization(s).
- If you have editor permissions, you can also edit the profiles related to your organization.
- NOTE: Make sure to change the status of employees who leave your organization to "former employee".
- Once you make changes, they are submitted for approval by our staff. **Please note, profile changes may take up to 48 hours to be approved and activated.**



ST PAUL
AREA CHAMBER

Hi Megan! You're currently viewing **St. Paul Area Chamber**'s profile [Switch Profile](#)

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

Profile Edit

St. Paul Area Chamber

Thank you for submitting changes to your profile. The time you took

- General Information
- Additional Addresses
- Additional Phones
- Additional Emails
- Directory Listing
- Social Media
- Areas of Interest

Report Name
St. Paul Area Chamber

Title

Address
401 Robert Street North, Suite 150

A Member's Guide to the Members-Only Area

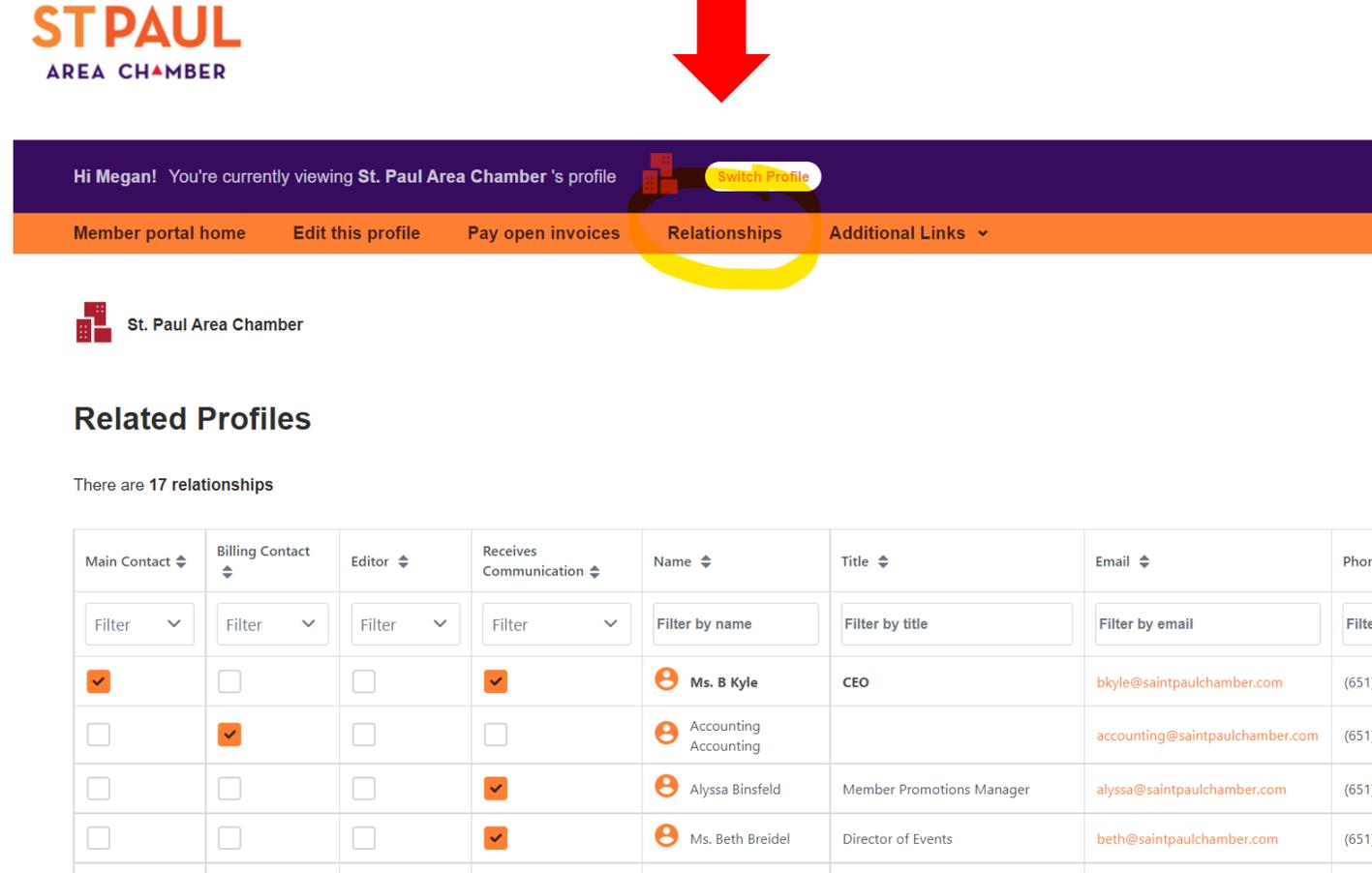
Relationships

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. **NOTE: Changes may take up to 48 hours for review and approval.**

- **Make sure to save any changes!**



ST PAUL
AREA CHAMBER

Hi Megan! You're currently viewing St. Paul Area Chamber's profile [Switch Profile](#)

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

 St. Paul Area Chamber

Related Profiles

There are 17 relationships

Main Contact	Billing Contact	Editor	Receives Communication	Name	Title	Email	Phone
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Filter by name"/> Ms. B Kyle	<input type="text" value="Filter by title"/> CEO	<input type="text" value="Filter by email"/> bkyle@saintpaulchamber.com	(651)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Filter by name"/> Accounting Accounting		<input type="text" value="Filter by email"/> accounting@saintpaulchamber.com	(651)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Filter by name"/> Alyssa Binsfeld	<input type="text" value="Filter by title"/> Member Promotions Manager	<input type="text" value="Filter by email"/> alyssa@saintpaulchamber.com	(651)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Filter by name"/> Ms. Beth Breidel	<input type="text" value="Filter by title"/> Director of Events	<input type="text" value="Filter by email"/> beth@saintpaulchamber.com	(651)

A Member's Guide to the Members-Only Area

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 for membership dues) even if you don't have an open dues invoice.

There are no open invoices

PAYMENT HISTORY

PAY INVOICES

A Member's Guide to the Members-Only Area

View invoices and renewal information

- 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.**

Hi Megan! You're currently viewing St. Paul Area Chamber 's profile [Switch Profile](#)

Member portal home Edit this profile Pay open invoices Relationships Additional Links ▾

Open invoices across accounts

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	7093	Freddy's Frozen Custard	Dues	\$1.00	\$0.00	\$1.00
<input type="checkbox"/>	12/18/2020	12/18/2020	7456	Freddy's Frozen Custard	ACRE Dues	\$50.00	\$0.00	\$50.00
<input type="checkbox"/>	8/1/2021	2/26/2020	2680	Freddy's Frozen Custard	Single Tax Item	\$24.60	\$0.00	\$24.60
<input type="checkbox"/>	3/10/2021	3/10/2021	7667	Freddy's Frozen Custard	Events	\$450.00	\$0.00	\$450.00
<input type="checkbox"/>	2/11/2021	2/11/2021	7660	Gloria Gaynor	Application Fee	\$5.00	\$0.00	\$5.00

<< < 1 > >>

A Member's Guide to the Members-Only Area

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).

Payment details \$450

Name On Card

Card Num

Security Code Month Year

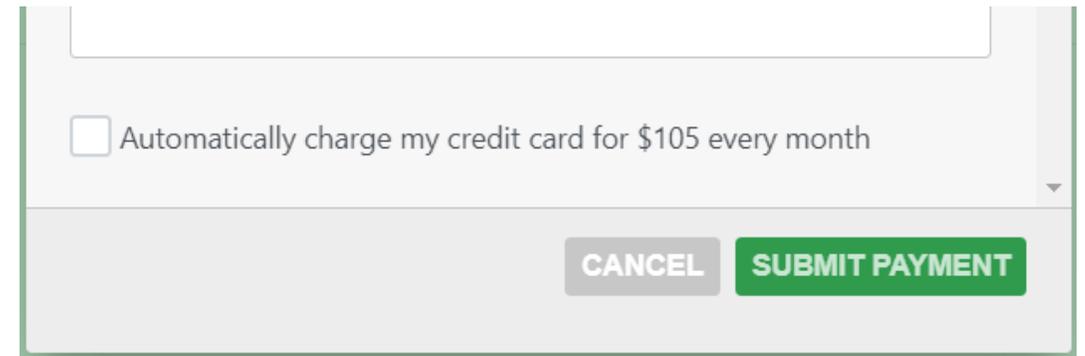
Address

City State Zip / Postal Code

Country

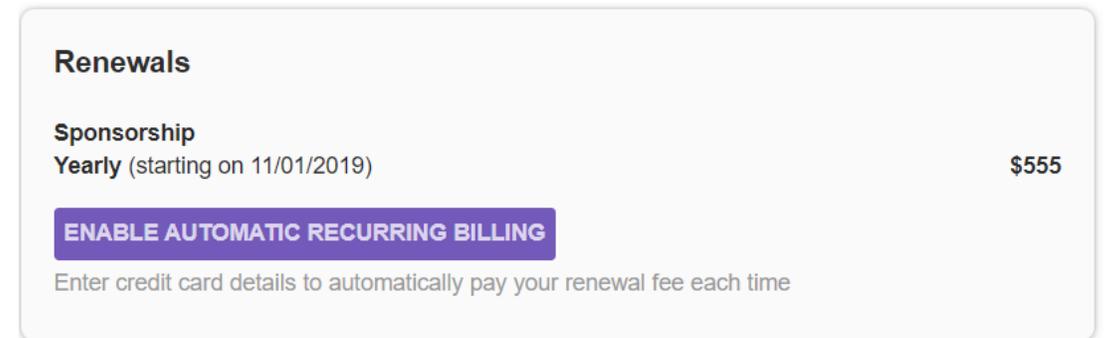
A Member's Guide to the Members-Only Area

- If you would like to have your credit card charged automatically for membership on your membership schedule, 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.



Automatically charge my credit card for \$105 every month

CANCEL **SUBMIT PAYMENT**



Renewals

Sponsorship
Yearly (starting on 11/01/2019) \$555

ENABLE AUTOMATIC RECURRING BILLING

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

A Member's Guide to the Members-Only Area

View benefits, committee involvement and recent activity

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



St. Paul Area Chamber

Email
bkyle@saintpaulchamber.com

Phone
(651) 223-5000

Address
401 Robert Street North, Suite 150
Saint Paul, MN 55101

Title

My Events

[View all events »](#)

April 7, 2022
Cybersecurity in the Modern Age, presented as part of our Business Education Series

March 23, 2022
Transportation and Transit Update, presented by Roseville Business Council

March 9, 2022
Lunch with Leaders: March Mavericks - Celebrating Women's History Month

February 23, 2022
Roseville State of the City, presented by Roseville Business Council

February 17, 2022
154th Annual Meeting presented by Xcel Energy

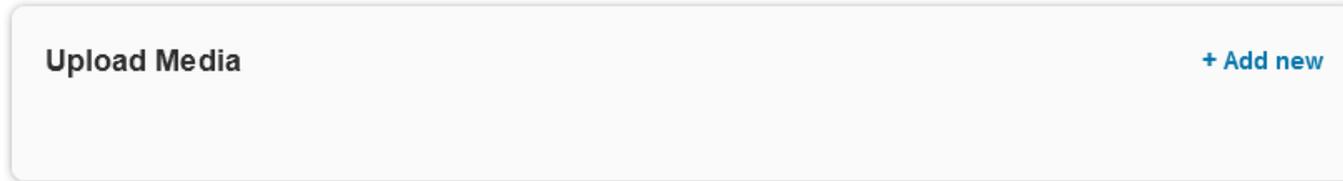


Committees

[2021 Board of Directors](#)

A Member's Guide to the Members-Only Area

Upload Media (located below Committee listings in your portal)



- Member benefits for Principal and above levels allow you to upload logos and pictures directly to your account, for your directory listing.
- 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.
- If you have a Principal member level or above, the images or video will display automatically on your directory listing; if you don't have this member benefit, it will not appear and will be stored in your profile.
- **Click the '+ Add new' button to add new content!**

A Member's Guide to the Members-Only Area

Check out other areas of our website

- ▶ Make sure to review your **Directory Listing** to ensure your company information is correct.
- ▶ Become active in Member Marketplace and advertise discounts/specials for other Chamber members.
- ▶ Sign up for our Chamber newsletter
- ▶ View our Event Calendar for upcoming events

Questions?

Our membership team is happy to help answer further questions!



Alyssa Binsfeld

Membership Promotions Manager

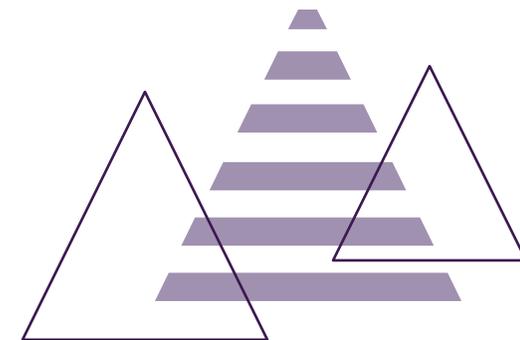
Alyssa@stpaulchamber.com



Tong Thao

Relationship Manager

Tong@stpaulchamber.com



Stay Connected
with the
St. Paul Area
Chamber!



St. Paul Area Chamber



@SPACC #connectingstp



@StPaulChamber



St. Paul Area Chamber



St. Paul Area Chamber



www.stpaulchamber.com