



# Info Hub: Your Chamber Member Portal

The Info Hub is an all-in-one platform to manage your Chamber membership. Use it to update your business and contact information, add employees, sign up for newsletters, register for events, pay invoices, access helpful resources, and more.



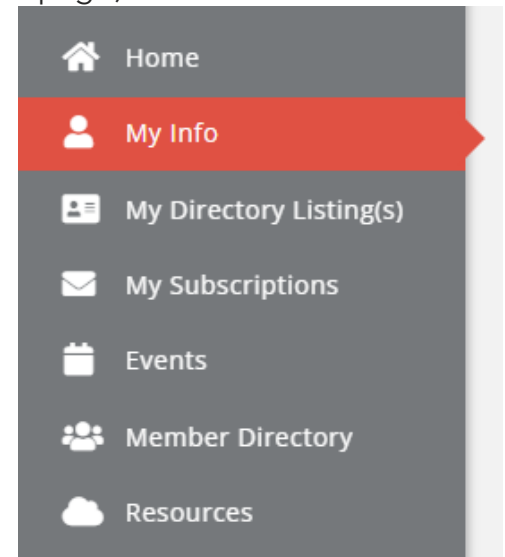


## 1. Log In to the Member Info Hub <https://www.omahachamber.org/>

- Click **Member Login**. (top right of the Chamber homepage)
- Your **Username** is your **email address**.
- Create a password the first time you log in.
- Save the site as a **Favorite** and check 'Remember Me.'

## 2. Update Your Information

- Go to **My Info** to edit your Name, Title, Address, and Phone.
- Click **Billing** (right of contact info) to view your membership history or pay invoices
- Add employees under "**Related Contacts**." Email [MemberServices@OmahaChamber.org](mailto:MemberServices@OmahaChamber.org) to remove employees



## 3. Manage Your Directory Listing *(This is where your business profile is shown to other members and the public. You can highlight your services and make it easy for others to find and connect with you.)*

- Click **My Directory Listing(s)**
- Upload a **logo** or business **photo**. (.jpeg, .jpg, .png, .gif, .bmp)
- Verify **address, phone, website, and email**.
- Add **social links** (Facebook, LinkedIn, etc.)
- Add a **short search description** and **longer description** of your business.
- Add **keywords** to help others find your business. Click "Done" then preview under "View Listing > Member Directory."

## 4. Subscribe to Chamber Updates

- Select news **updates** you'd like to receive: Chamber News, Economic Indicators, Public Policy Updates, Workforce Excellence News, Young Professionals News

## 5. Register for Events

- Click Events on the left menu or the orange **REGISTER** button.
- Select Tickets > Complete Payment > Pay Now
- Check your email for a **confirmation** and **calendar link**.



## 6. View the Member Directory

- **Strengthen Local Ties:** Stay actively connected with the largest network of fellow member businesses.
- **Support Local:** Easily source reliable local vendors for all your professional and personal needs.
- **Quick Search:** Find exactly what you need by filtering by industry category or keywords.
- **Enjoy a Competitive Edge:** Leverage your membership in this elite group of businesses that benefit from **70% more brand awareness** than non-members.

## 7. Explore Member Resources

- Nominate your business or another for **Business of the Month** or a **Business Excellence Award**. Nominate a business leader for the **Business Hall of Fame**.
- Download a member “badge” – a **Chamber Member logo** to add to your website or digital materials.
- Access a **Public Relations Toolkit** (Press Release & Media Advisory Templates and a local Media List)
- Request a **Ribbon Cutting**. Access ribbon cutting guidelines and tips.
- View the latest: **A Greater Omaha Magazine**

## 8. Member News: Share Your News *(events, announcements, product promotions, job opportunities, etc.)*

- Post up to **THREE** times monthly.
- Add > Title > Description > Upload images (or logo) to *Search Results Image* and *Other Images*. (.jpeg, .jpg, .png, .gif, .bmp)
  - Pro Tip: Add an image (or logo) to *Search Results and Other Images*
  - Note: hyperlinks can be added within the description – to a website and/or PDF.
- Choose a **category** and set a **start and end date**.
- Click **Submit** and your post goes live after Chamber approval.

Don't forget to take advantage of exclusive [Member Discounts](#) and check out the [Chamber Calendar](#) for upcoming events, learning opportunities, member celebrations, and more!

Questions? Contact Member & Investors Relations  
[memberservices@omahachamber.org](mailto:memberservices@omahachamber.org)  
402-346-5000

