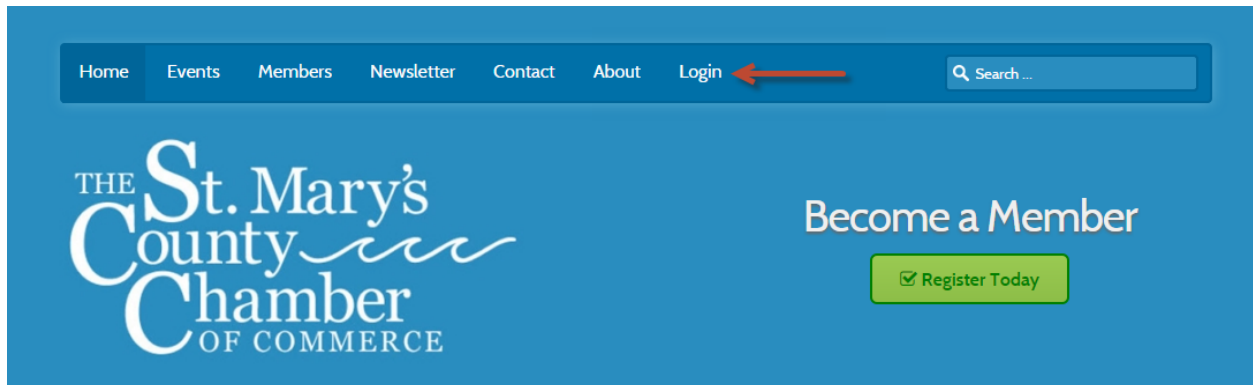


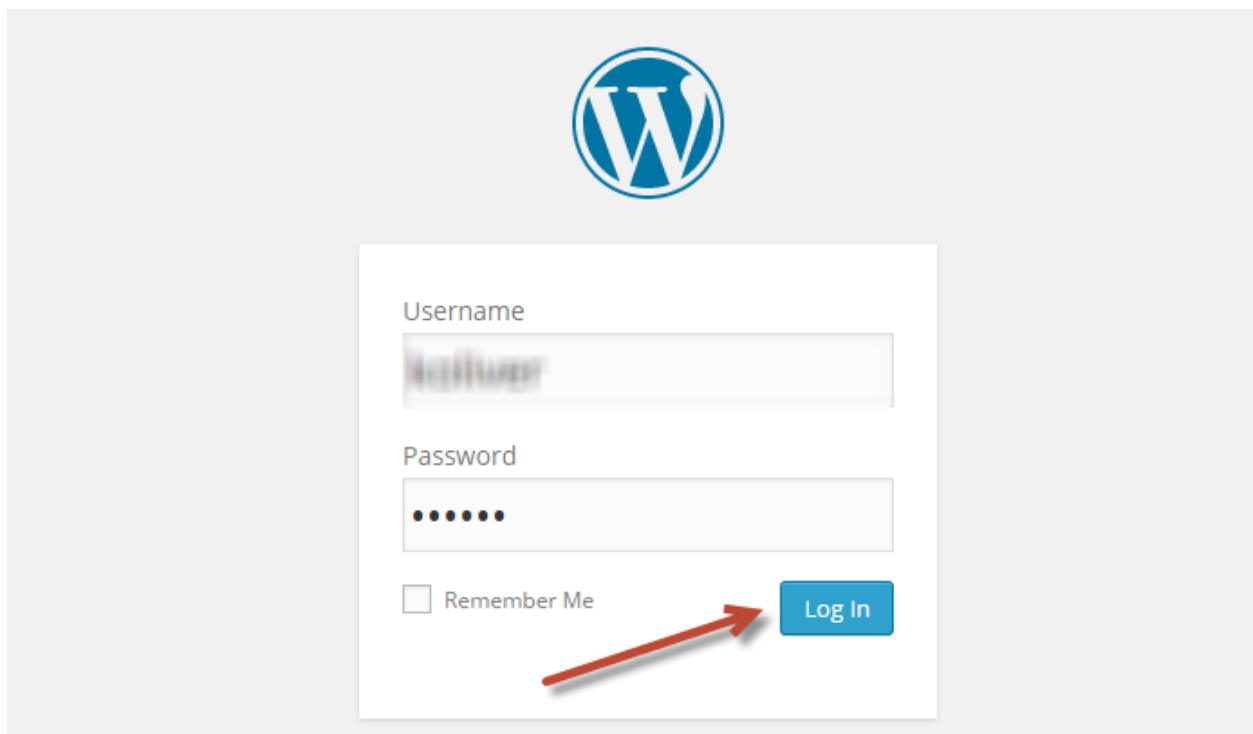
Online Membership Renewal Instructions:

With this document you should have received your username and password for access to the member's area of the St. Mary's County Chamber of Commerce website. Once you have that information, continue below

Login to the Member's Area:



Now you will see the login dialog (below)



Login with the username and password provided. Once logged in, you will be directed to the profile page shown below.

The screenshot shows the 'Profile' page of the St. Mary's County Chamber of Commerce system. The user is logged in as 'Howdy, American Electronics, Inc. (Amelex)'. The page is titled 'Profile' and has a 'Help' button in the top right corner. The left sidebar contains 'Events', 'Profile', and 'Collapse menu'. The main content area is titled 'Personal Options' and includes the following sections:

- Admin Color Scheme:** A grid of color scheme options with radio buttons. 'Default' is selected. Other options include Light, Blue, Coffee, Ectoplasm, Midnight, Ocean, and Sunrise.
- Name:** A section with several input fields:
 - Username:** A text input field containing 'howdy'. A note below it states 'Usernames cannot be changed.'
 - Business Name:** A text input field containing 'American Electronics, Inc. (Amelex)'.
 - Business Name (More):** An empty text input field.
 - Nickname (required):** A text input field containing 'American Electronics, Inc. (Amelex)'.
 - Display name publicly as:** A dropdown menu showing 'American Electronics, Inc. (/)'.

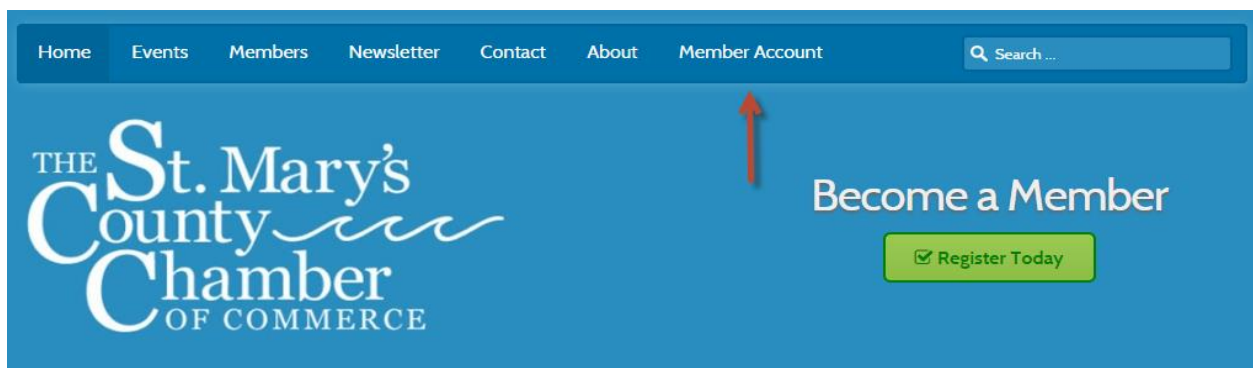
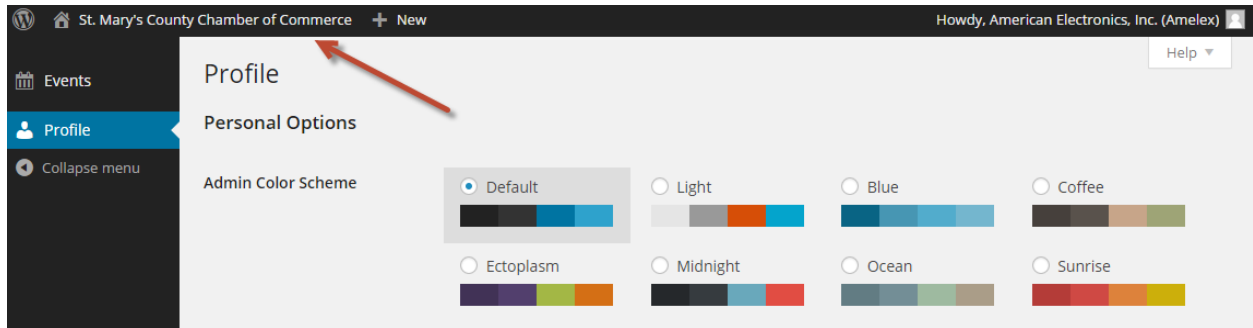
Review all your profile information and update as necessary. Once you feel your information is complete, click the "Update Profile" button as pictured below. Note, we highly recommend changing your account password while updating your profile information.

This screenshot shows the address section of the profile page. It includes the following input fields:

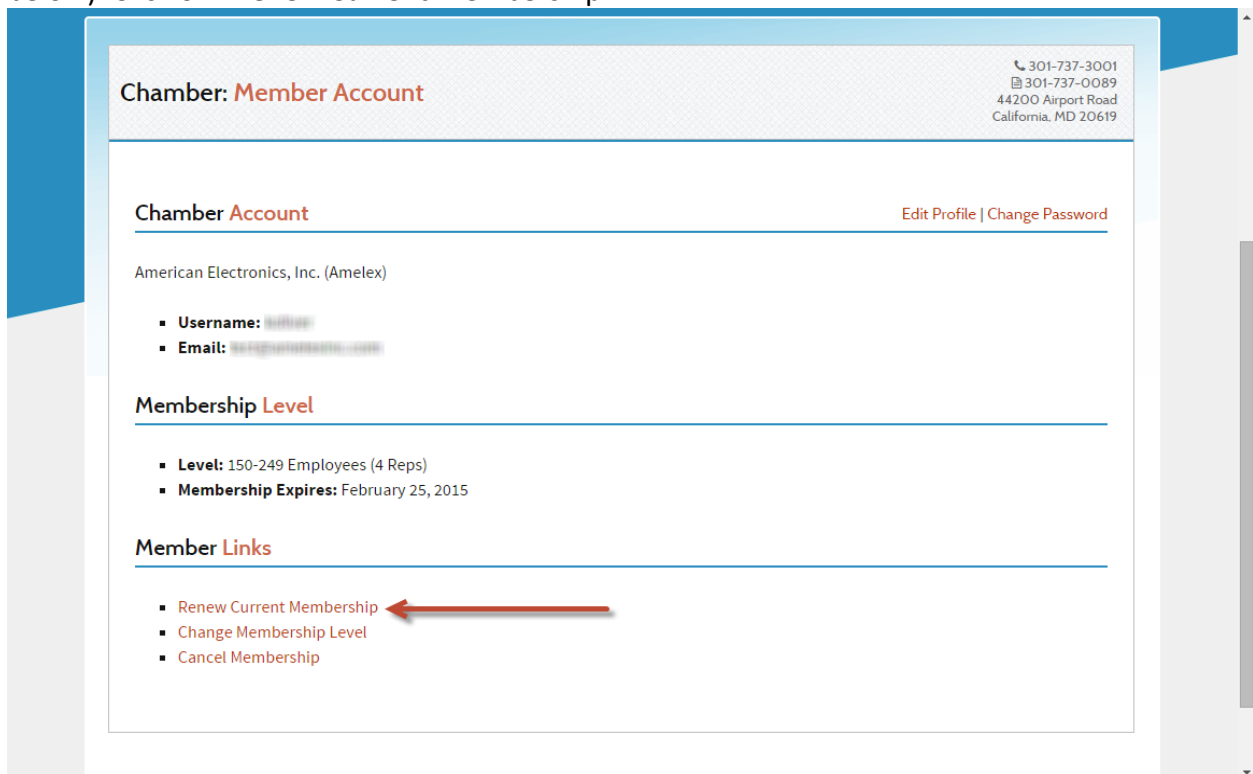
- City:** A text input field containing 'California'.
- State:** A text input field containing 'MD'.
- Zip +4:** A text input field containing '20619-6132'.
- Phone:** A text input field containing '(301) 281-1100'.

At the bottom left of this section is a blue button labeled 'Update Profile'. A red arrow points from the right towards this button.

Next you will need to click on “St. Mary’s County Chamber of Commerce”. This will take you to the public area of the website. Once there, click on “Member Account”.



Once you have clicked on “Member Account”, you will be taken to your account page (see below). Click on “Renew Current Membership”



Now you will be taken to the Member Checkout page. Verify the information and click “Checkout Now”. This will take you to the St. Mary’s County Chamber of Commerce PayPal checkout where you can pay with Visa, Mastercard, Discover, American Express and PayPal.

Sponsor Information

The sponsor is the Chamber member who may have encouraged you to join. This information is not required.

Sponsor First Name

Sponsor Last Name

Membership Options

\$75.00 - Additional Representatives at the Business Address.

\$150.00 - Additional Offices/Branches.

Visa, Mastercard and PayPal are accepted. Your membership will not become active until payment has been processed.

By submitting this application you certify that you are a legal representative of the business/organization applying above. You understand that for tax purposes, payment, payment of Chamber dues is deductible as an ordinary and necessary business expense, but not as a charitable contribution.

 Checkout Now



After you click either “Pay” or “Agree/Pay” at the PayPal checkout page, you will be redirected back to the chamber website where once again you will have the opportunity to update or change your profile information. Once you are sure your information is correct, click “Complete Payment”. This will finalize your transaction and redirect you to your payment invoice.