

# Leverage your Benefits: CCOC Portal

## How to use your online portal:

Go to [www.claytonchamber.com](http://www.claytonchamber.com)

Under the Directory/Login tab click login

Enter username and password which was in your welcome email from the chamber.

If you need to change your password, visit the "change username/password" section.

If you need a new password email [samantha@claytonchamber.com](mailto:samantha@claytonchamber.com).

**Referral Report:** track how many referrals you've received from the CCOC website and online directory.

## Profile Update: Click "Edit my Profile"

Here, you can edit general information about your company and contacts. You will be able to add an address, phone numbers, change your directory listing, update social media links and more.

**Media Update:** Under the media update tab of your portal your company can add a logo and add up to 10 photos and a video. This is what the public will see when they click on your company on the chamber website.

**Submit an Event:** If you want an event to the CCOC website- add info here.

You can add the name, date, time, directions, logo and more

The event will not go on the calendar until it is approved.

**Job Bank:** Click the "I Am An Employer" button.

Here, you can post a job, view posted job applications, etc.

**Pay your bills:** Here, you can pay open invoice items and access your financial transaction history