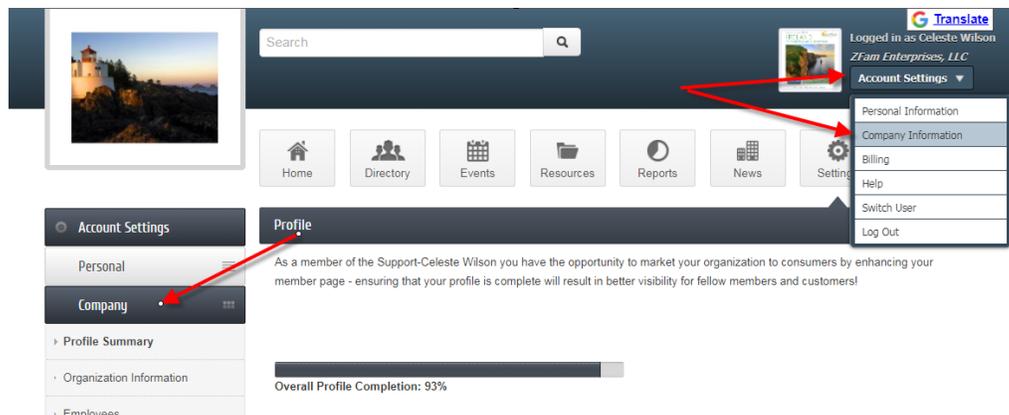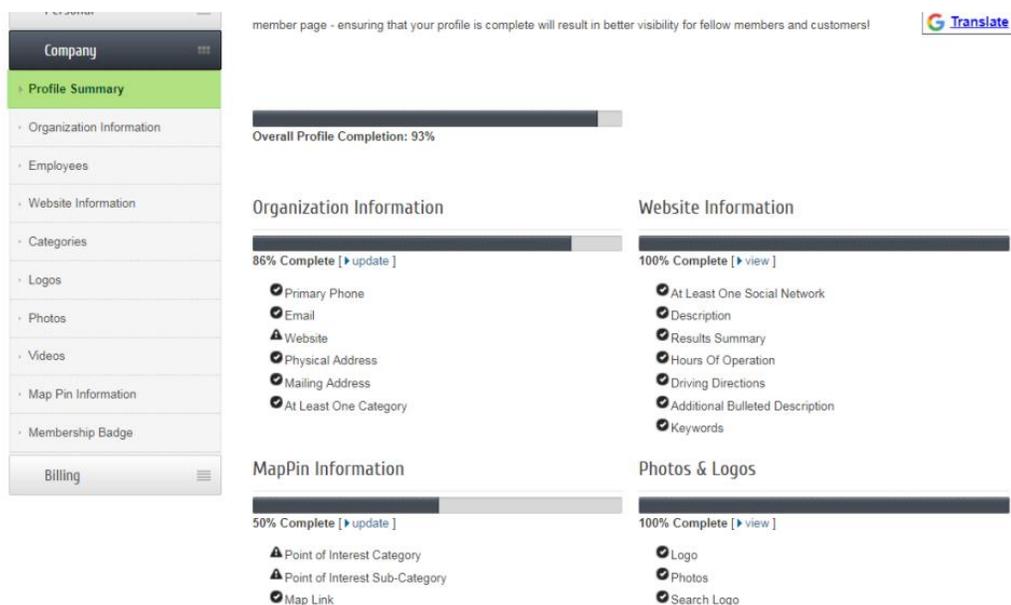# Update Company Information

You can either click on Account Settings or Company in the shortcuts on the left side.

Profile Summary shows what you have completed and have not completed.

Update your Organization Information

If you are the primary rep, you can update employees

You can update the employees by clicking on their name.

Upload Photo

Subscribe to groups/interests

| Profile | Photo | Groups/Interests | Social Networks | Preferences |
| Custom Fields |

Edit Employee Groups/Interests

Groups

☐ Select All

Car Show
☐ Lakeside Car Show

Relocation
☐ Realtors - Realtors that are part of the Chamber

Interests

☐ Select All

Mailing Lists
☐ Relocation

| Save Changes | Clear Changes | Employee/Rep List |

Add your social networks

Employee Social Networks

| Save Changes | Clear Changes | Employee/Rep List |

Shaniqua Davis

| Profile | Photo | Groups/Interests | Social Networks | Preferences |
| Custom Fields |

Edit Employee Social Networks

LinkedIn:
http://linkedin.com/in/
[▶ Verify URL]

Facebook:
http://facebook.com/pages/
[▶ Verify URL]

Twitter:
http://twitter.com/
[▶ Verify URL]

| Save Changes | Clear Changes | Employee/Rep List |

Update directory preferences

Employee Preferences

| Save Changes | Clear Changes | Employee/Rep List |

Shaniqua Davis

| Profile | Photo | Groups/Interests | Social Networks | Preferences |
| Custom Fields |

Edit Employee Preferences

Online public directory

Select which items should display for the public and which items should display to other members.

MIC directory

Public	Members	
☐	☐	Allow Shaniqua Davis information to be displayed (displays First and Last name)
☐	☐	Full Name (prefix, middle, suffix)
☐	☐	Job Title
☐	☐	Email Address
☐	☐	Work Phone
☐	☐	Cell Phone
☐	☐	Fax number
☐	☐	Social Networks
☐	☐	Address Information

| Save Changes | Clear Changes | Employee/Rep List |

If there are custom fields you can choose them here

Employee Custom Fields

Save Changes	Clear Changes	Employee/Rep List

Shaniqua Davis

Profile	Photo	Groups/Interests	Social Networks	Preferences

Custom Fields

Edit Employee Custom Fields

1 Directory Listing

☐ Yes / No

Save Changes	Clear Changes

Update your directory information. If your website listing is the same as your company information, you can leave this checkmark checked so you don't have to type it in again. If your listing is different, uncheck the box and make the desired edits.

Account Settings

Personal

Company

· Profile Summary
· Organization Information
· Employees
▸ Website Information
· Categories
· Logos
· Photos
· Videos
· Map Pin Information
· Membership Badge

Billing

Website Information

Save Changes	Clear Changes

Web Page Content

☑ Use Organization Information ❓   [▸ Preview Web Page]

Company Name:
ZFam Enterprises, LLC

Local Phone: Toll-Free Phone:
(800) 555-1234

Address Line 1:   Address Line 2:
2400 Mocking Bird Ln. NW, Ste. 4

City: State:
Blaine   MN

Postal Code: Fax:
01001

Website URL Text: ❓   Website URL:

Email:
celeste.wilson@micronetonline.com

Social Network Services

If permissions are granted, update your categories

Account Settings

Personal

Company

· Profile Summary
· Organization Information
· Employees
· Website Information
▸ Categories
· Logos
· Photos
· Videos
· Map Pin Information
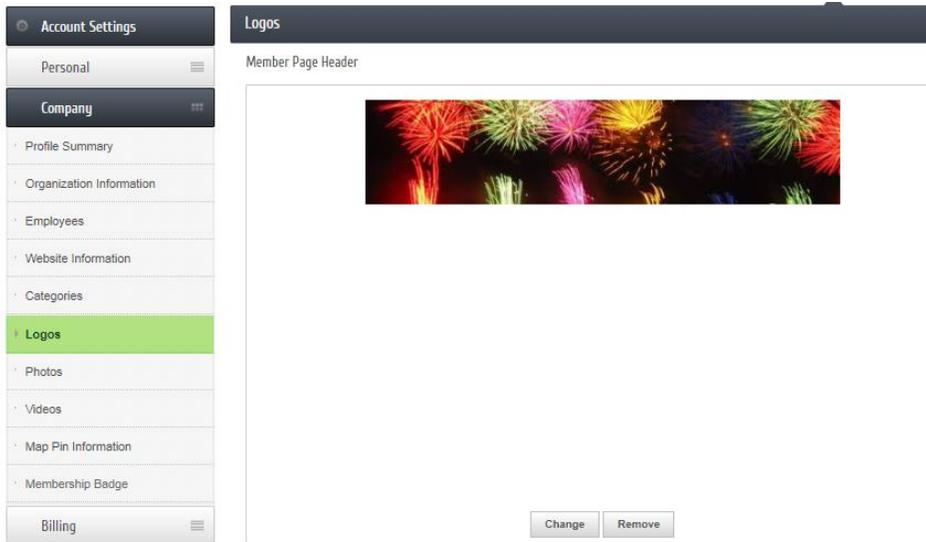· Membership Badge

Billing

Categories

Current Categories

Category	QuickLink	Primary
Automotive	Automotive & Marine	Yes
Computer, Consulting	Computers & Telecommunications	No
Finance & Insurance	Finance & Insurance	No
Government & Education	Government, Education & Individuals	No

Available Categories   [Edit Category Tags]

▾ Automotive

☑ Automotive

▾ Computer, Consulting
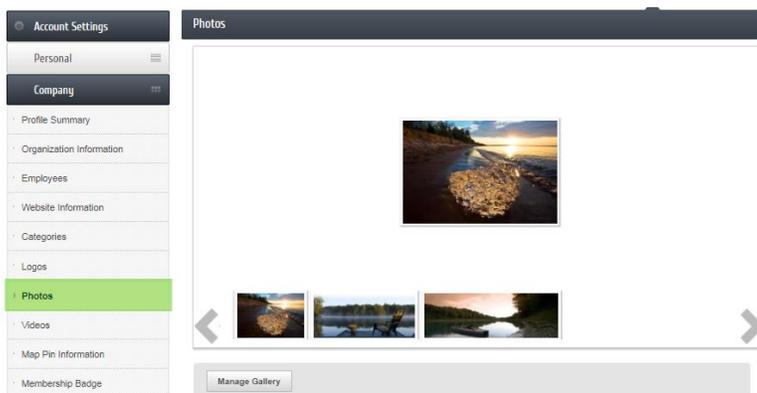
☑ Computer, Consulting

▸ Crafts

▾ Finance & Insurance

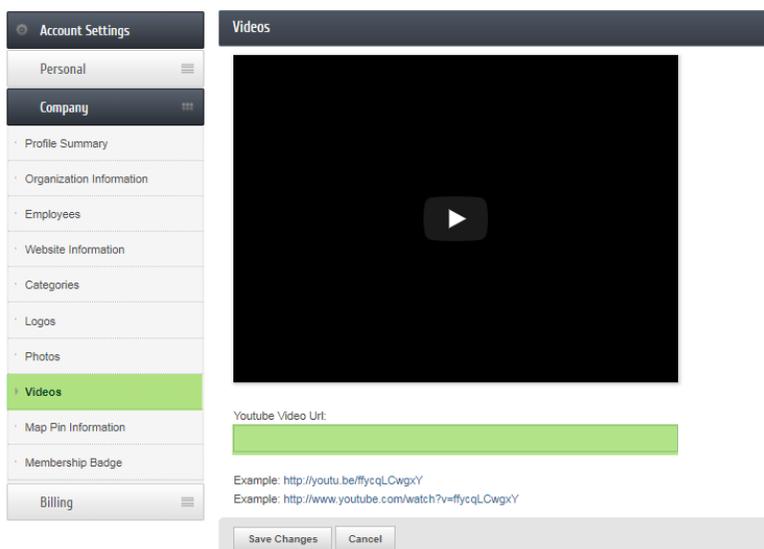**Next 4 items are Enhanced Listing items:**

Add a logo

Add a photo gallery

Add a YouTube video – upload the video to YouTube and copy the shared link and place it here

Map information

Generate a code to add a Membership Badge on your website