

## TROY CHAMBER MEMBER ACCOUNT LOGIN INSTRUCTIONS

### IF YOU ARE THE PRIMARY CONTACT FOR YOUR ORGANIZATION:

1. Sign in under "Account Administrators Sign In".
2. If this is your first time logging in, you will need to click "Forgot Your Password?" to create a new password.\*
3. You will be taken to a new screen. Here, input your company's member #. If you do not know your member #, please email [theteam@troychamber.com](mailto:theteam@troychamber.com).
4. Once you've entered your member #, type in the security code you see in the gray box and press "Send".
5. The next screen will ask for a verification code to create a password. You will receive an email from [noreply@chamberdata.net](mailto:noreply@chamberdata.net) with a subject line of "Set Administrative Password". The verification code you need to continue your account setup will be in that email. If you do not receive an email within the next several minutes, please contact us at [theteam@troychamber.com](mailto:theteam@troychamber.com).
6. Once you have received the email and input the verification code, please create your new password.
7. Once you've selected your password and pressed "Submit", you will be able to login under the "Account Administrators Sign In" with your new password. If you are unable to do so, please contact us at [theteam@troychamber.com](mailto:theteam@troychamber.com).
8. Now that you have logged into your account, you can update your business profile, view billing information, submit payments, and more!

**\*Please Note:** If you are the Primary Contact for your organization, you personally cannot register yourself for events through the Administrative Login. You must also create a Representative Login in order to register for any events. Instructions for creating a Representative login are below. It is recommended that you keep track of both of these passwords, as one is your own personal account (Representative Login) and the other is for your business (Account Administrator Login). If you have any questions about this, please email us at [theteam@troychamber.com](mailto:theteam@troychamber.com).

## **IF YOU ARE NOT THE PRIMARY CONTACT FOR YOUR ORGANIZATION:**

1. Sign in under “Representatives Sign In”.
2. If this is your first time logging in, you will need to click “Forgot Your Password?” to create a new password.
3. You will be taken to a new screen. Here, input the email address you associate with the Chamber. This will most likely be your company/work email. If you are unsure which email is on file for you, please reach out to [theteam@troychamber.com](mailto:theteam@troychamber.com).
4. Once you’ve entered your email, type in the security code you see in the gray box and press “Send”.
5. The next screen will ask for a verification code to create a new password. You will receive an email from [noreply@chamberdata.net](mailto:noreply@chamberdata.net) with a subject line of "Set Rep Password". The verification code you need to continue your account setup will be in that email. If you do not receive an email within the next several minutes, please contact us at [theteam@troychamber.com](mailto:theteam@troychamber.com).
6. Once you have received the email and input the verification code, please create your new password.
7. Once you’ve selected your password and pressed “Submit”, you will be able to login under the “Representatives Sign In” with your new password. If you are unable to do so, please contact us at [theteam@troychamber.com](mailto:theteam@troychamber.com).
8. Now that you have logged into your account, you can update your profile, register for events, and share company news!

For more detailed directions, please view the [Chamber Member Video Playlist](#). This playlist contains tutorial videos for working in your online account.

If you need assistance, please email us at [theteam@troychamber.com](mailto:theteam@troychamber.com)