



## How To Add A Logo To Your Directory Listing on the Chamber Website

**Step 1:** Go to [EvergreenChamber.org](http://EvergreenChamber.org) and click “Member Login”. Enter your login info.

*If you need your login information please contact our Operations Team at 303.674.3412 or [admin@evergreenchamber.org](mailto:admin@evergreenchamber.org).*

**Step 2:** Click “Company Information” on the left side of the page under the “Shortcuts” menu.

**Step 3:** A new menu will open on the same side. Click “Logos”.

### Step 4:

- If you are a **Entrepreneur Level Member:** Scroll down to “Search Results Icon” and click “add image”. Then proceed to Step 5.
- If you are a **Business or Executive Level Member:** Scroll down to “Member Logo” and click “add image”. Proceed to Steps 5 & 6 below. Then scroll down to “Search Results Icon” and click “add image” and follow Steps 5 & 6 again.
- If you are a **Partner or Chairman’s Circle Level Member:** We recommend speaking with our Internet Marketing Consultant from Chamber Master, Ward Thompson about your *Enhanced Listing*. *You can contact Ward directly at 1-800-825-1785 x227 or by email [ward.thompson@chambermaster.com](mailto:ward.thompson@chambermaster.com).*

**Step 5:** On the window that pops up under “image file path” click “Choose File” and then select the file on your computer you would like to use. Click the blue “done” button.

**Step 6:** Click “Save Changes” at the bottom of the page.

