



EVERGREEN AREA  
Chamber of Commerce

## How To Update 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 “Website Information”.

**Step 4:** Fill out all fields including Social Network Services, Web Description, and Keywords.

*Good To Know:*

*Web Description is public facing and displayed on the “about” section of your directory page.*

*Keywords are back end only. These are the common search terms that people may use to find your listing. For example, a restaurant business may put keywords like “food” “open now” or “appetizers”.*

**Step 5:** Click “Save Changes” at the bottom of the page. You’re done!

