

AMCHAM MEMBERSHIP INFORMATION CENTER INSTRUCTIONS FOR NEW USERS

1



Create your Account

Login Name*:

Password*:

Repeat Password*:

Create your password here

Password recommendations:

- Contain at least 12 alphanumeric characters
- Contain both upper and lower case letters
- Contain at least one number
- Contain at least one special character
- Never use a password from the previous 4 passwords

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2

Success

Your account has been created. [Login to the Member Information Center now.](#)

Click here

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3



➤ **How To Update Your Personal Profile?**



You can update all of your personal information from within the MIC. This video explains how.

The screenshot shows the AmCham Vietnam website interface. At the top left is the logo for the American Chamber of Commerce in Vietnam. To its right is a search bar and a user login status: "Logged In as AAAA Truong Modeeee" with an "Account Settings" dropdown. Below the header is a navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, there is a "Shortcuts" menu with options: Personal Information, Company Information, Hot Deals, Member To Member Deals, and Job Postings. A red arrow points to the "Company Information" option with the text "Click here to update your company information". The main content area is titled "Home" and features a "Welcome Message" section with a "Read Later" button. The message text reads: "ChamberMaster is your direct connection to the AmCham Vietnam. As a member of the AmCham Vietnam you have the opportunity to market your business to consumers visiting <http://www.amchamvietnam.com> by enhancing your informational [home page](#) with [pictures](#) and [text](#). You can also post [hot deals](#), [job openings](#) to help consumers find you when they run searches, and run reports to see hit statistics for your home page and other advertised items. Whether at work, at home, or traveling, anywhere that you have access to the internet you will be able to edit your information by logging into the ChamberMaster website. If you have any questions regarding this site". A red arrow points to the text "edit your information" with the text "Make sure your company's profile is over 50% updated. We will use these informations to list your company in AmCham Directory 2018". To the right of the welcome message is an "Upcoming Events" section for "19 OCTOBER 2017" featuring the "AAFA Product Safety and Compliance Conference" with a "REGISTER NOW" button. Below that is a "Member Profile" section showing "Your Company Profile is 53%" with a progress bar and an "UPDATE" button. Further down is a "Refer a Business for Membership" section and a "MemberPlus" section.

➤ **How To Update Your Company Profile?**



You can update all of your company information, including logos and contact details, from within the MIC.

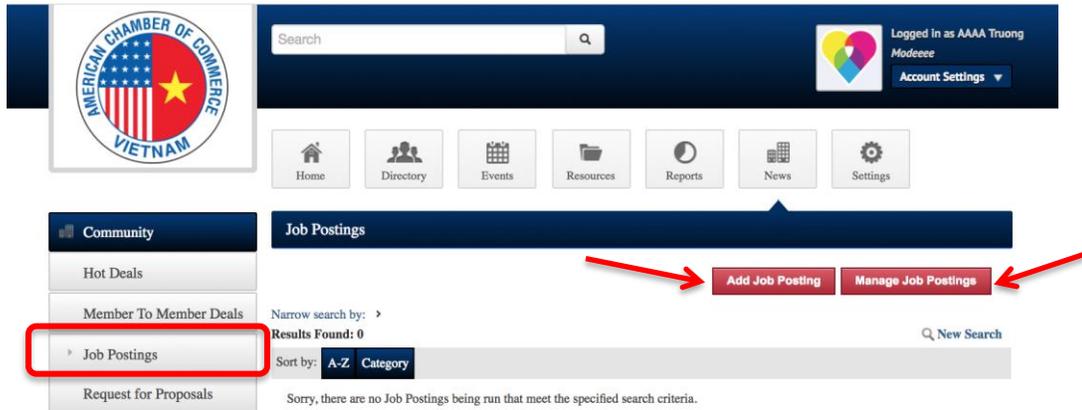
LET'S CHECK OUT NEW FEATURES AND START TO USE THEM NOW!

The screenshot shows the AmCham Vietnam ChamberMaster website interface. At the top left is the AmCham Vietnam logo. To its right is a search bar and a user profile section showing 'Logged in as AAAA Truong Modeeee' with an 'Account Settings' dropdown. Below the logo and search bar is a navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, there is a 'Shortcuts' menu with the following items: Personal Information, Company Information, Hot Deals, Member To Member Deals, Job Postings, and Request for Proposals. A red arrow points to the 'Member To Member Deals' link, which is circled in red. The main content area is titled 'Home' and features a 'Welcome Message' with a 'Read Later' button. The message text reads: 'ChamberMaster is your direct connection to the AmCham Vietnam. As a member of the AmCham Vietnam you have the opportunity to market your business to consumers visiting <http://www.amchamvietnam.com> by enhancing your informational home page with pictures and text. You can also post hot deals, job openings to help consumers find you when they run searches, and run reports to see hit statistics for your home page and other advertised items. Whether at work, at home, or traveling, anywhere that you have access to the internet you will be able to edit your information by logging into the ChamberMaster website. If you have any questions regarding this site please contact your AmCham Vietnam representative.' To the right of the welcome message is an 'Upcoming Events' section for October 19, 2017, featuring the 'AAFA Product Safety and Compliance Conference' with a 'REGISTER NOW' button. Below that is a 'Member Profile' section showing 'Your Company Profile is 53%' with an 'UPDATE' button. At the bottom right is a 'Refer a Business for Membership' section with a small image of people and the text 'Refer others to the AmCham Vietnam.'

Click to utilize AmCham features

A. HOW TO ADD/MANAGE YOUR JOB POSTINGS?

In the Member Information Center, you can add, edit and delete your own job postings as well as view job postings from other members. If these postings are approved by AmCham, they will be also posted publicly on AmCham website.



➤ How to add/manage Hot Deals / Member-To-Member Deals?

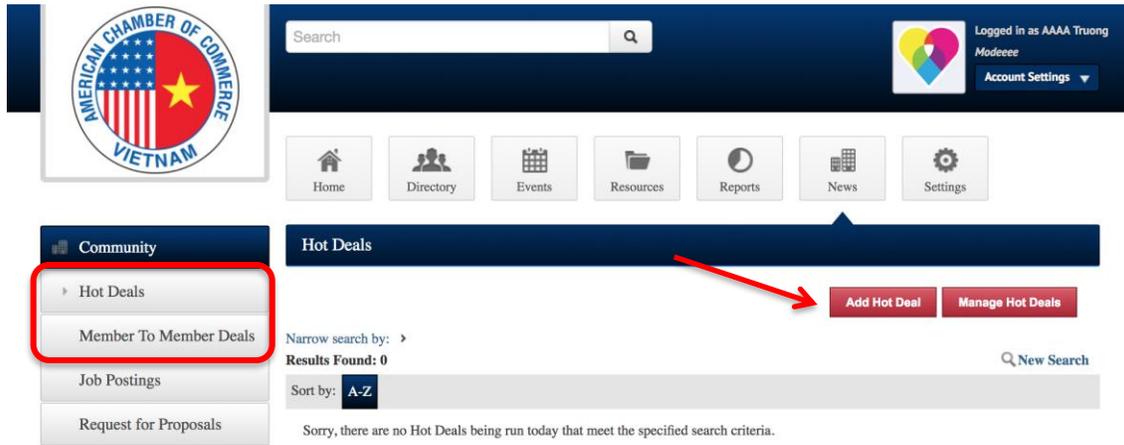
1. Click the **Job Postings** link in the left navigation panel.
2. Click **Add Job Posting** (Red button on the right side).
3. Configure the following:
 - **Title** - This is the name of the job posting that will be displayed.
 - **Description** - Enter the job description.
 - **Category** - Select a job category from the drop-down list.
 - **Contact Information** - Review organization information and update any information as needed.
 - **Active Dates** - Click the dates you would like to have this Job Posting active on the website. **NOTE:** All dates must be selected at this point, active dates cannot be changed once the Job Posting has been submitted. Job Postings are run on a week by week basis, beginning on Sunday of each week.
 - **Image** – Click the **Add Image** icon to load in your business logo to show on the Job Posting.
4. To submit for approval click the **Submit for Approval** button.

After you have submitted a Job Posting, you will be able to see if it has been approved or make updates to any pending Job Postings.

*Note: *After your Job Posting has been approved you will need to contact AmCham to make any updates or changes.*

B. WHAT ARE HOT DEALS / MEMBER-TO-MEMBER DEAL?

| Hot deals | Member-to-Member (M2M) deals |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Used when your company has special promotion programs that offer for both members and non-members | Used when the deal is only privilege for AmCham members |
| If your deals are approved by AmCham, they will be posted on AmCham website and in Membership Information Center. | |

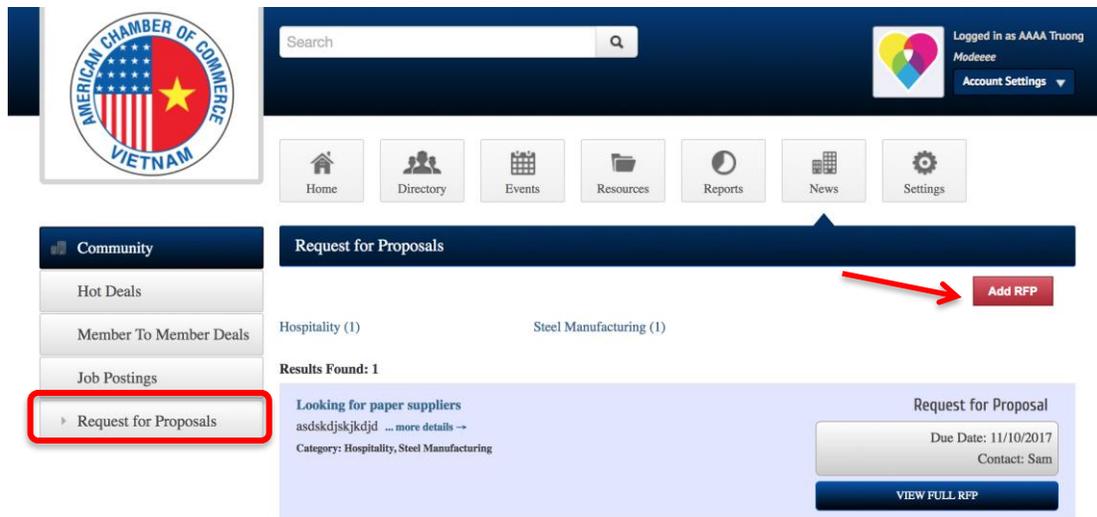


- **How to add/manage Hot Deals / Member-To-Member Deals?**
Fill out all required boxes then click “Submit for Approval”

C. WHAT IS REQUEST FOR PROPOSAL?

If you are finding suppliers or trying to procure competitively priced goods and services you need to operate your business, etc., you can use this function as a supporting tool to help you.

In case you do not want to show your company’s name and contact person’s information, please feel free to send your request to AmCham, we will post your request without sharing your information publicly and connect you with suppliers.



- **How to add a Request for Proposal?**
Fill out all required boxes then click “Submit for Approval”

Now you can log in any time and access to specialized tools to promote your organization and network online with fellow members!

Please check our Weekly Update Emails and follow us on [Facebook/LinkedIn/Twitter](#) to be updated with our tips to best utilize your MIC.

Questions?

Contact Ms. Sam Hoang at +84 28 3824 3562 | sam.hoang@amchamvietnam.com