

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. At the top left is the AmCham Vietnam logo. 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 links to Personal Information, Company Information, Hot Deals, Member To Member Deals, and Job Postings. A red arrow points to the "Company Information" link with the text: "Click here to update your company information". The main content area is titled "Home" and features a "Welcome Message" section. A red arrow points to this section 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 October 19, 2017, featuring the "AAFA Product Safety and Compliance Conference" with a "REGISTER NOW" button. Below this is a "Member Profile" section showing a progress bar at 53% with an "UPDATE" button. Further down is a "Refer a Business for Membership" section and a "MemberPlus" section at the bottom.

➤ How To Update Your Company Profile?



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

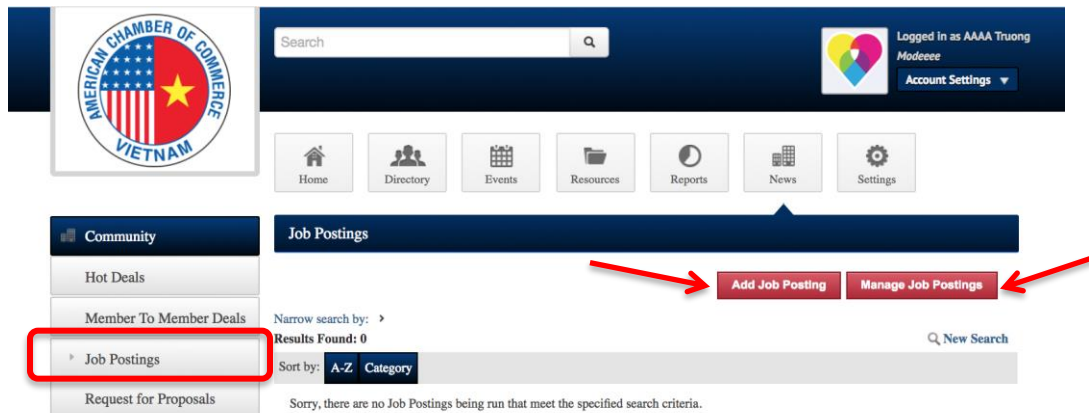
LET'S CHECK OUT NEW FEATURES AND START TO USE THEM NOW!

Click to utilize
AmCham
features

The screenshot displays the AmCham Vietnam ChamberMaster website. 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 header is a navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, a 'Shortcuts' menu lists: Personal Information, Company Information, Hot Deals, Member To Member Deals, Job Postings, and Request for Proposals. A red circle highlights the 'Hot Deals', 'Member To Member Deals', and 'Job Postings' items, with a red arrow pointing to them from the text 'Click to utilize AmCham features'. The main content area is titled 'Home' and features a 'Welcome Message' from ChamberMaster, explaining its role as a direct connection to AmCham Vietnam and listing features like hot deals, job openings, and home page statistics. To the right of the welcome message are three sections: 'Upcoming Events' for October 19, 2017, featuring the 'AAFA Product Safety and Compliance Conference' with a 'REGISTER NOW' button; 'Member Profile' showing a 53% completion status with an 'UPDATE' button; and 'Refer a Business for Membership' with a small graphic of people.

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?

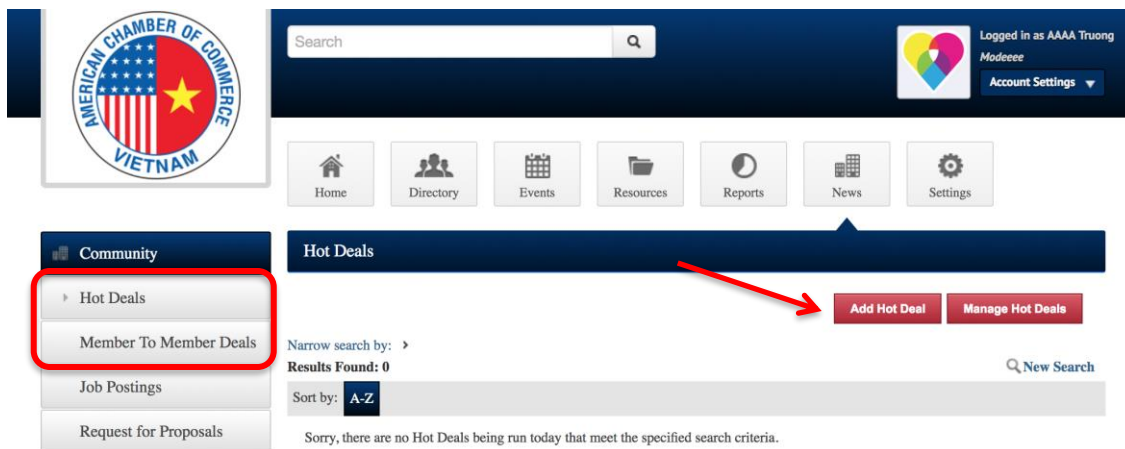
1. Click the **Job Postings** link in the left navigation panel.
2. Click **Add Job Posting** (Red button on the right side).
3. Configure the following:
 - **Title** - This is the name of the job posting that will be displayed.
 - **Description** - Enter the job description.
 - **Category** - Select 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.	



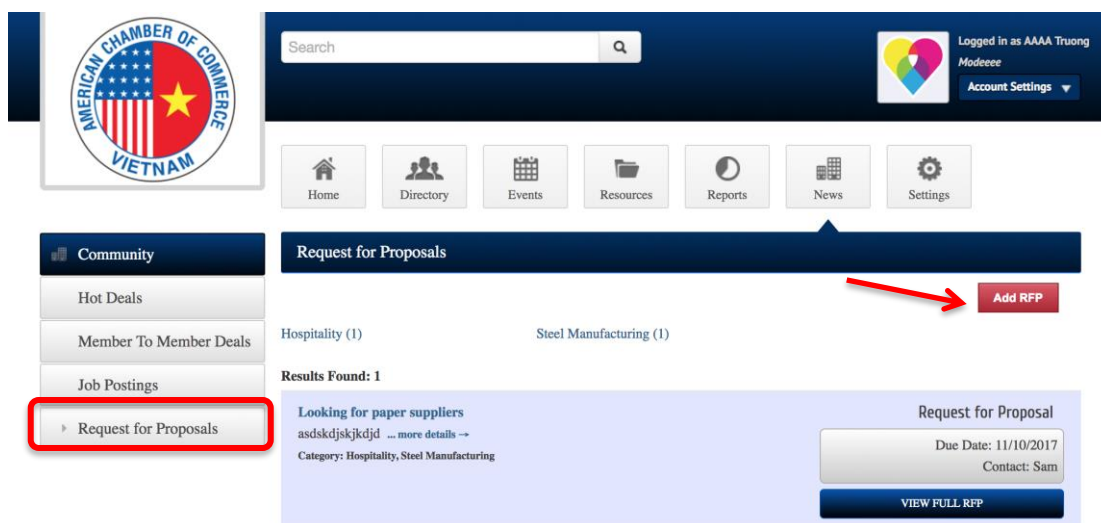
➤ How to add/manage Hot Deals / Member-To-Member Deals?

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