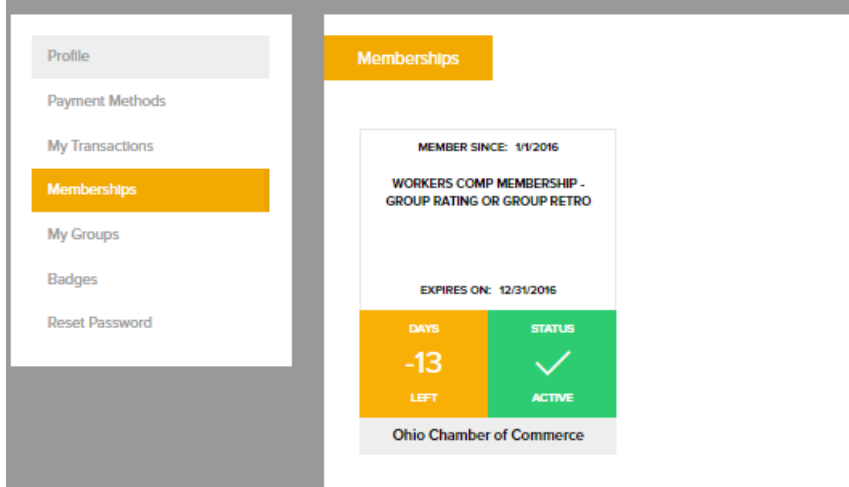
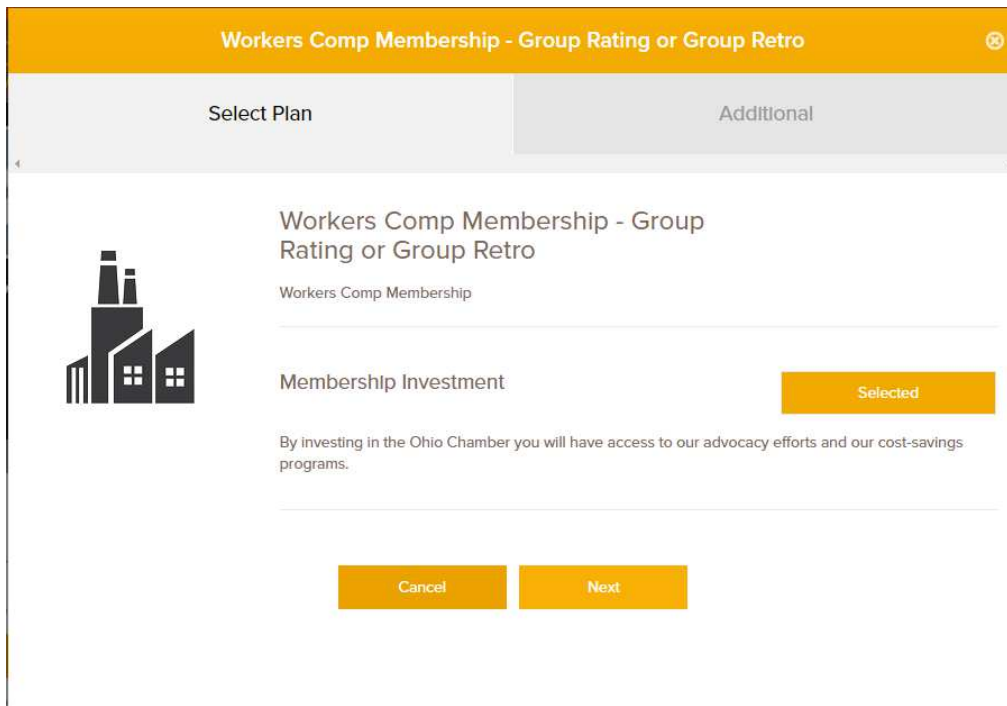


How to Renew a Membership in the Portal (If you are the Account's Primary Contact):

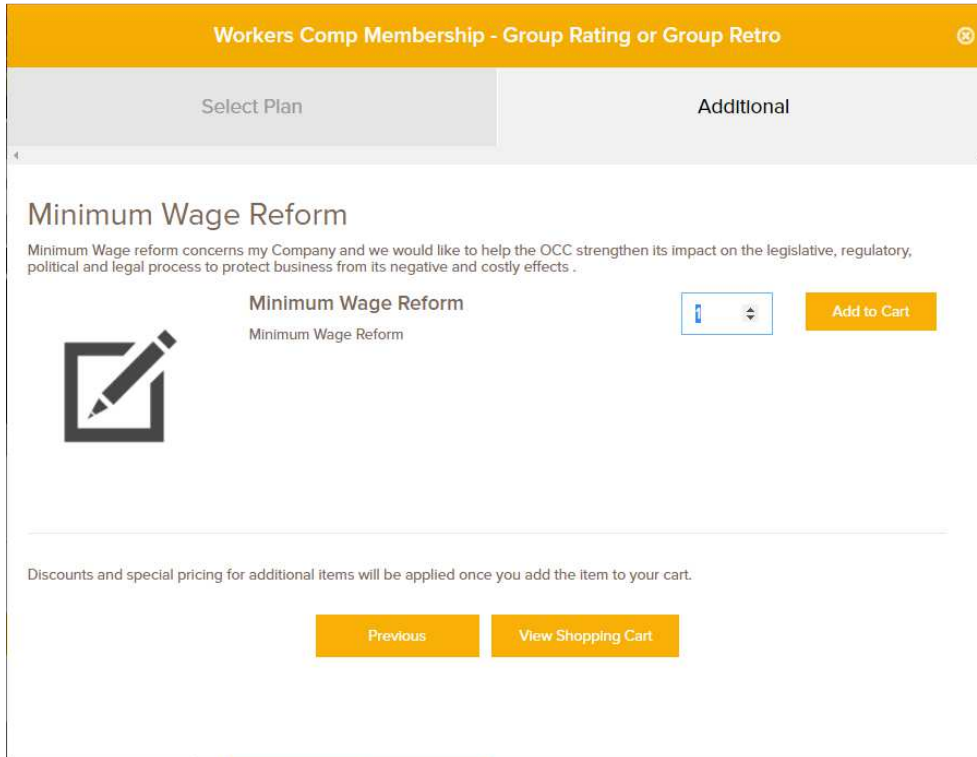
1. On the Ohio Chamber of Commerce website – www.ohiochamber.com – click “Member Login” in the top right corner. Alternatively, bookmark the member portal webpage – <https://ohiochamberofcommerce.force.com>.
2. Browse to your Profile screen (select the drop down from the person icon on the top right if you aren't automatically directed to the Profile screen).
3. Click on “Memberships” on the left column, which will bring up your current membership status:



4. If you hover over the status box, it will change to “Renew” button; click “Renew”
5. The next box will show your current membership plan. As each membership is specific to each company member, you do not have the option to modify or update your membership plan. Click “Next”.



6. At this point you have the option to add your voluntary contribution, which is for minimum wage reform. If you would like to add this, click “Add to Cart” and the price that is on your invoice will be shown on the next screen. If you would like not to add this to your membership investment, click “View Shopping Cart” and the price will not be added.



7. Next you will arrive at your final shopping cart view, where you can pay either by credit card or echeck.

