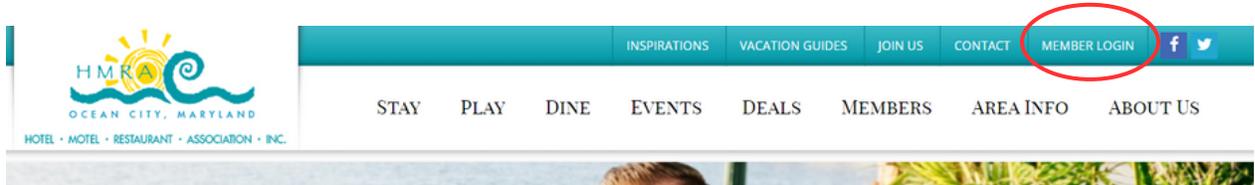


MEMBER PORTAL GUIDE

UPDATE YOUR INFO & EMAIL RECIPIENTS

Utilize the OCHMRA MEMBER PORTAL to: **Update Contact Info, Listing, and Photo Info on OCVisitor.com, Pay Dues Invoice, Register and Pay for Events & Change Password**

On www.OCVisitor.com – you'll see a **MEMBER LOGIN** at the top right, just to the left of the Facebook logo (see picture below)



it will take you to the Login screen that looks like this:

Note: Initially, if you do not have your account set up, click **FORGOT YOUR PASSWORD**, and once you send yourself the password reset link you should be able to access the portal (your username would be your email).

Login

Username

Password

Remember My Login

Login

Forgot your password?

To make any changes to your profile click **EDIT THIS PROFILE** and a list of what you are able to change which includes:

- General Information
- Additional Addresses
- Additional Phones
- Additional Emails
- Directory Listing
- Social Media
- Update Your Preferences
- Custom Fields

Member portal home Edit this profile Pay open invoices Relationships Member Resources

Profile Edit Kaylee Payne

General Information

Additional Addresses

Additional Phones

Additional Emails

Social Media

Update Your Preferences

Custom Fields

Prefix

First Name

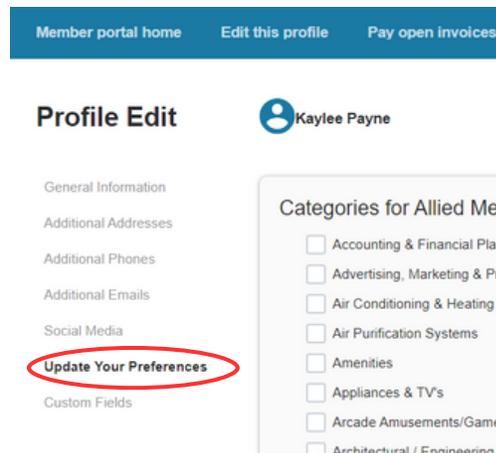
Kaylee

MI

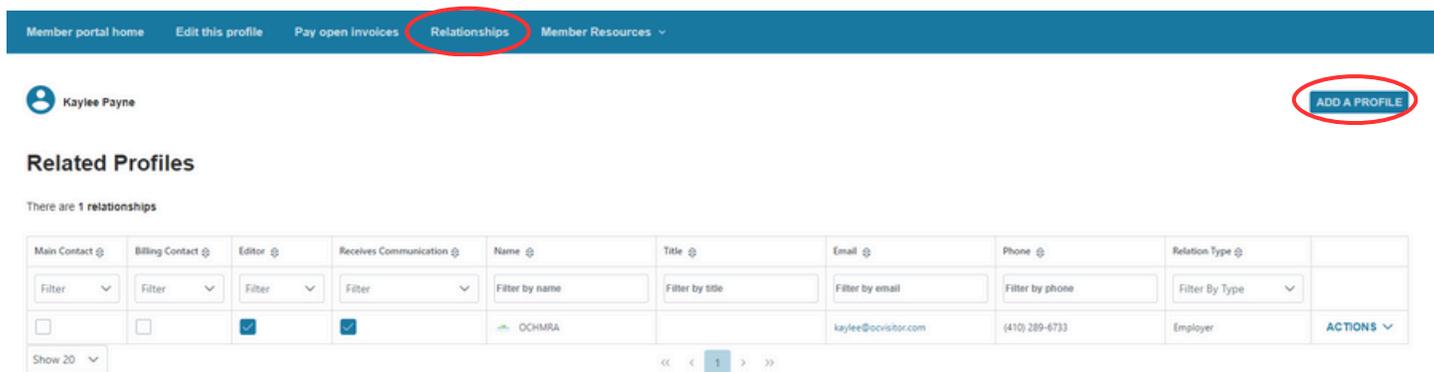


Click **UPDATE YOUR PREFERENCES** to edit Categories and Affiliations (amenities).

- **Active/Associate Members** (Lodging/Dining/Attractions) – rather than mailing you the paper Accommodations Guide & Dining Guide forms you can use this portal – scroll down in this section and you will see Lodging and Restaurant amenities to select. Attractions use the General checkboxes to select the appropriate boxes for your business (if you want a box added email susanjones@ocvisitor.com).
- **Allied Members** (Suppliers) - rather than filling out the Suppliers Directory Form, use the portal! Categories for Allied check boxes at the top to show how your listing will appear.



At the top, click **RELATIONSHIPS** which opens **RELATED PROFILES** to add new staff or relationships, as well as update existing relationships such as marking staff as former.



Once you make changes, they are submitted for approval by our association.

The **MEMBER RESOURCES** tab includes links to info such as Hospitality Hotline Newsletters, OCHMRA Hospitality Job Board, Town of OC metrics, MD Tourism industry statistics & marketing, etc.