

Member Portal Checklist

- Pay your invoice(s)*
(Profile -> Invoices)
- Update Account Information
(Profile -> Accounts)
- Update Contacts
(Profile -> Contacts)
- Update Media
(Collateral -> Media)
- Update Amenities
(*Collateral -> Listings*)
- Update Listing
(Collateral -> Listings)
- Add Events
(Collateral -> Calendar of Events)
- Add Job Listing*
(*Collateral -> Listings*)