AMCHAM MEMBERSHIP INFORMATION CENTER
INSTRUCTIONS FOR NEW USERS

1. Create your password here

2. Click here
How To Update Your Personal Profile?

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

<table>
<thead>
<tr>
<th>Hot deals</th>
<th>Member-to-Member (M2M) deals</th>
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<tbody>
<tr>
<td>Used when your company has special promotion programs that offer for both members and non-members</td>
<td>Used when the deal is only privilege for AmCham members</td>
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</table>

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?

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