

How to update and enhance your CHAMBER MEMBER PROFILE



Boost your visibility

Strengthen your directory listing

Help customers find you

Your Chamber member profile powers your online directory listing, employee access, event registrations and Chamber communications. Keeping it updated helps customers, partners and fellow members find and connect with you.

Getting started: step by step

Step 1: Log in to your Chamber account

1. Go to siouxfallschamber.com
2. Click **Member Login** at the top of the page
3. Enter your email and password

If you're unsure of your login or need access, call (605) 336-1620 or email gsfcc@siouxfalls.com and the Chamber team will help you get set up.

Step 2: Switch to your business profile

1. After logging in, you'll first see your individual profile.
2. Click **Switch Profile** near the top of the screen
3. Select your business (organization) profile

This business profile controls your Chamber directory listing.

Note: If you do not see the option to switch to your business profile, you may not be set up as profile editor. Call (605) 336-1620 or email gsfcc@siouxfalls.com and the Chamber team will help you get access.

Why it's worth updating your member profile

Your Chamber directory listing is more than a basic business listing — it's a visibility tool that works for you year-round.

- Improves your **online visibility** and **search engine results**

- Helps customers and other members quickly understand **what you do**
- Keeps your **contact information** accurate across Chamber communications
- Ensures your team can access **member-only benefits** and **event pricing**

Step 1

A screenshot of the Greater Sioux Falls Chamber of Commerce website homepage. The top navigation bar includes links for 'Join the Chamber', 'Chamber News', 'Member Resources', 'Member Login' (which is circled in red), 'Contact', and 'English'. Below the navigation is a large banner with the text 'BUILDING A BETTER COMMUNITY' and 'GREATER SIOUX FALLS CHAMBER OF COMMERCE'. Underneath the banner, there are buttons for 'See the Latest News' and 'Upcoming Events'. A text block states: 'The Greater Sioux Falls Chamber of Commerce is a collaborative group of businesses, organizations and individuals that strive to make business and life better in Sioux Falls.' At the bottom of the page is a 'See Our Members' button.

Step 2

A screenshot of the member portal for the Greater Sioux Falls Chamber of Commerce. The top navigation bar includes 'Member portal home', 'Edit this profile', 'Pay open invoices', 'Relationships', 'Change Password', and 'Log Out'. The main content area shows a welcome message: 'Welcome to the Greater Sioux Falls Chamber of Commerce member portal!'. It displays a profile for 'Jane Smith' (ProfileID: 168763) with a blue user icon. The profile includes fields for 'Email', 'Phone' (605) 336-1620, 'Address' (200 N. Phillips Ave, Suite 200, Sioux Falls, SD 57104), and 'Title'. A message states 'There are no open invoices'. Below the profile is a section for 'Related Profiles' showing 'Sioux Falls Widgets Inc.' (ProfileID: 168764). At the bottom, there are buttons for 'My Events' and 'View all events'.

Step 3: Edit your basic business information

Once inside your business profile, click **Edit this profile**.

Here you can update:

- Business name
- Address
- Email
- Phone number
- Website

This information appears in the online Chamber directory.

Step 4: Enhance your directory listing

From Edit this profile, select **Directory listing** in the left menu. Here you can strengthen how your business appears in searches.

You can:

- Add or update industry categories
- Add keywords
- Write a short description (appears in search results)
- Write a long description (appears when someone clicks your listing)

Step 5: Connect to your social media

From Edit this profile, select **Social Media** in the left menu. Here you can add links to your social media profiles, including Facebook, Instagram and more.

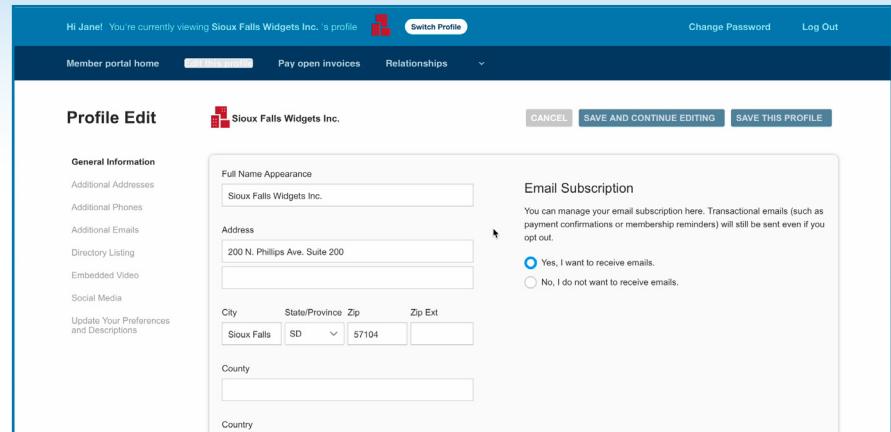
PLEASE NOTE: Text-based updates that affect your official membership record—such as your business name, contact information, address, directory listings, social media links or member discounts — are submitted through the Member Portal for review. Please allow three business days for changes to be approved. Media updates, including logos and photos, are published directly and do not require approval.

Step 6: IMPORTANT! Save your changes!

Click **Save this profile**.

Your updates will not be saved until you click the blue **Save this profile** button at the bottom of the page. This is the most commonly missed step.

Step 3



Hi Jane! You're currently viewing Sioux Falls Widgets Inc.'s profile [Switch Profile](#)

Member portal home [Edit this profile](#) Pay open invoices Relationships

Profile Edit

Sioux Falls Widgets Inc.

General Information

Full Name Appearance: Sioux Falls Widgets Inc.

Address: 200 N. Phillips Ave. Suite 200

City: Sioux Falls State/Province: SD Zip: 57104 Zip Ext:

County:

Email Subscription

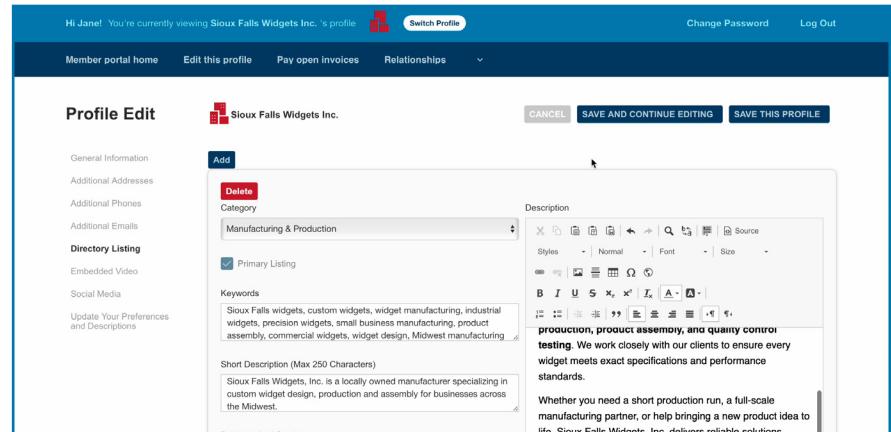
You can manage your email subscription here. Transactional emails (such as payment confirmations or membership reminders) will still be sent even if you opt out.

Yes, I want to receive emails.

No, I do not want to receive emails.

[CANCEL](#) [SAVE AND CONTINUE EDITING](#) [SAVE THIS PROFILE](#)

Step 4



Hi Jane! You're currently viewing Sioux Falls Widgets Inc.'s profile [Switch Profile](#)

Member portal home [Edit this profile](#) Pay open invoices Relationships

Profile Edit

Sioux Falls Widgets Inc.

Directory Listing

Add

Delete

Category: Manufacturing & Production

Primary Listing:

Keywords: Sioux Falls widgets, custom widgets, widget manufacturing, industrial widgets, precision widgets, small business manufacturing, product assembly, commercial widgets, widget design, Midwest manufacturing

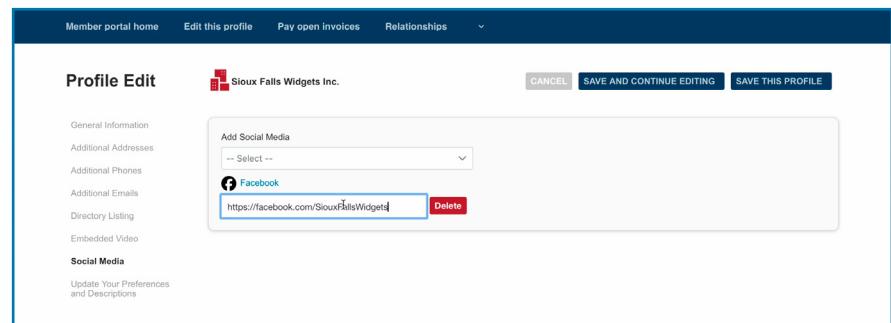
Description: Sioux Falls Widgets, Inc. is a locally owned manufacturer specializing in custom widget design, production and assembly for businesses across the Midwest.

Short Description (Max 250 Characters): We work closely with our clients to ensure every widget meets exact specifications and performance standards.

Long Description: Whether you need a short production run, a full-scale manufacturing partner, or help bringing a new product idea to life, Sioux Falls Widgets, Inc. delivers reliable solutions

[CANCEL](#) [SAVE AND CONTINUE EDITING](#) [SAVE THIS PROFILE](#)

Step 5



Member portal home [Edit this profile](#) Pay open invoices Relationships

Profile Edit

Sioux Falls Widgets Inc.

Add Social Media

Facebook: <https://facebook.com/SiouxFallsWidgets> [Delete](#)

[CANCEL](#) [SAVE AND CONTINUE EDITING](#) [SAVE THIS PROFILE](#)

Step 6



[CANCEL](#) [SAVE AND CONTINUE EDITING](#) [SAVE THIS PROFILE](#)

Step 7: Upload your logo and images

Adding your logo and photos helps visually represent your business and strengthens your directory listing. You may upload up to five photos to your directory listing.

1. Click [Member Portal home](#) and scroll down to [Manage Files and Images](#).

Upload your logo

2. Click [+ Add logo](#).
3. In the [Upload Media](#) window:
 - Under **Title**, enter your business name
 - Under **Format**, select **Image**
 - Under **Content Type**, select **Listing_Logo**
4. Click [Upload a File](#) and select your logo file (JPG or PNG; files must be under 2MB).
5. Click [Upload](#), then [Save](#).

You should see a confirmation message.

Upload photos of your business

6. Click [+ Add photo](#).
7. In the [Upload Media](#) window:
 - Under **Title**, enter a descriptive label (e.g., Exterior of office, Team at work, Popular product)
 - Under **Format**, select **Image**
 - Under **Content Type**, select **Listing_Photo_1** (use the next available option for additional photos)
8. Click [Upload a File](#) and select a JPG or PNG image (under 2MB).
9. Click [Upload](#), then [Save](#).

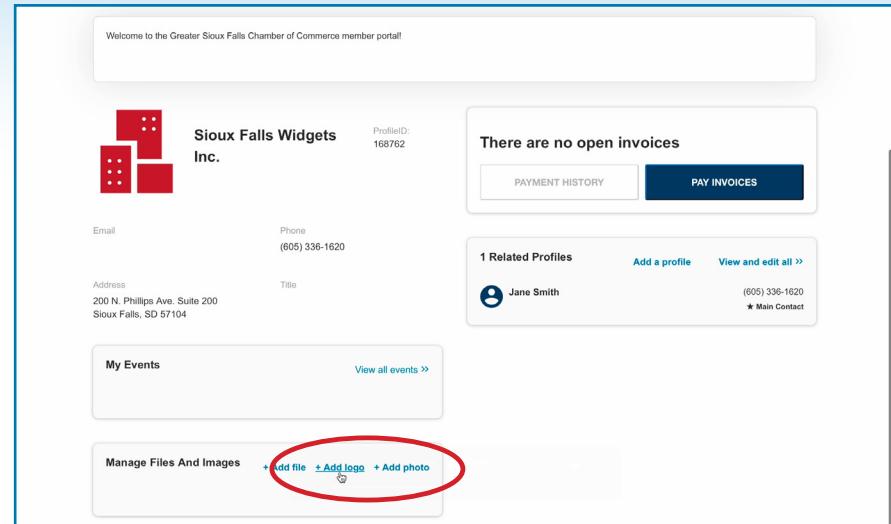
You should see a confirmation message.

That's it!

Your Chamber member profile is now complete and ready to work for you — helping customers and fellow members find, recognize and connect with your business. As a reminder, text-based updates to your membership details are reviewed before publishing and may take up to three business days to appear. Logo and photo uploads are published immediately and do not require approval.

If you have any questions, don't hesitate to reach out to the Chamber team at (605) 336-1620 or gsfcc@siouxfalls.com!

Step 7



Welcome to the Greater Sioux Falls Chamber of Commerce member portal!

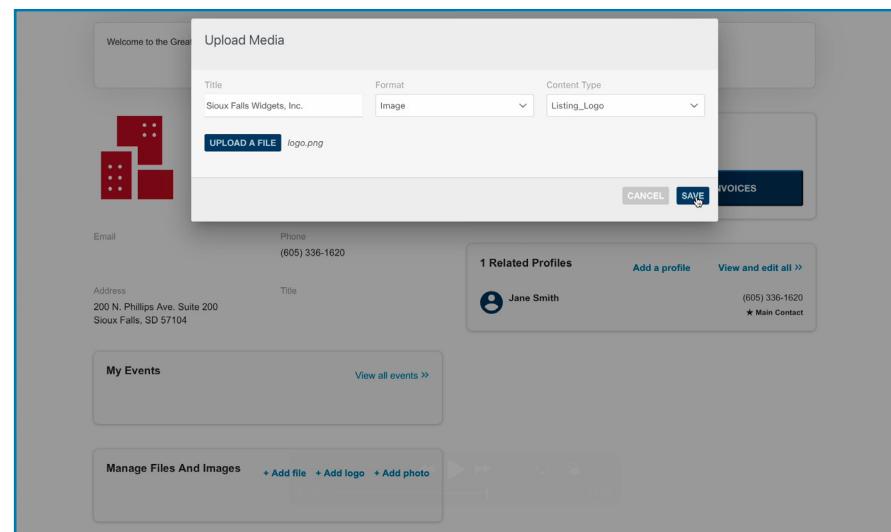
Sioux Falls Widgets Inc. ProfileID: 168762

Email: Phone: (605) 336-1620

Address: 200 N. Phillips Ave. Suite 200 Title: Sioux Falls, SD 57104

My Events [View all events >](#)

Manage Files And Images [+ Add file](#) [+ Add logo](#) [+ Add photo](#)



Welcome to the Greater Sioux Falls Chamber of Commerce member portal!

Upload Media

Title: Sioux Falls Widgets, Inc. Format: Image Content Type: Listing_Logo

UPLOAD A FILE logo.png

CANCEL **SAVE**

Email: Phone: (605) 336-1620

Address: 200 N. Phillips Ave. Suite 200 Title: Sioux Falls, SD 57104

My Events [View all events >](#)

Manage Files And Images [+ Add file](#) [+ Add logo](#) [+ Add photo](#)