Members Only Portal User Guide

An illustrated guide to getting the most out of the interactive and self-service website at www.stpete.com

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Log into Your Members Only Portal

- Go to stpete.com
- Click on “Members Only Portal”
- Enter the main membership username and password
- Select any of the Quick links
- Quickly register for events
- Receive special member discounts
Inside Your Membership Portal

- Change Username/Password
- Update Your Contact information
- Upload Media (Enhanced Listings Only)
- Stay Informed
- Pay Your Bills
- Take a Survey
- Referral Report (YTD)
- Add A Coupon
Change the Main Membership’s Username and Password

The best parts of our website are restricted to only be used by members and their approved employees or related profiles. This link will allow you to change your own username and password for this website.

Make sure you share the new username and password to everyone who is related to the membership. This way they can also register for events and receive member discounts.
This link will open a page that allows you to update much of the information on your business, as well as any other related profile associated with this membership. Keeping your membership up to date can only guarantee that your business will always be promoted accurately.

- **Update Business Contact Information:**
  - Address, email, phone and more
  - Online business category listings and descriptions
  - Add your (2) category listings and select your primary category
  - Add social media links
Add a New Related Profile

Add a new related profile information and give membership permissions here.

When adding or editing related profile information, please provide the following information: name, title, email, address and phone along with membership permissions.

Membership Permissions:
Editor – Has permission to make edits to the entire membership
Receives Communication – When selected the related profile will receive our weekly e-newsletter
Billing Contact – Invoices will be sent to this person
Title – Job position

Relation Type:
Employee - All related profiles including the main contact/owner is considered an employee
Employer - The business is the member of the Chamber and is considered the employer
Parent and Subsidiary - Hierarchy of memberships for those members who have multiple locations. (benefit of membership starting at the $1,250 level and above)
Former Employee - Use to remove a former employee

**Please do not try to enter a new related profile over a former employees profile. You must change the relation type to “former employee” from the drop down option. Then add the new related profile employee from the membership**
Pay Your Bills

The top section displays your Open Invoices. Check the box to pay online, or click View to print a copy.

The bottom portion shows your previously paid invoices. Click the Invoice Number to print a copy for your records.
Referral Report (YTD)

Ever wonder how often you’ve been referred by us? Through our website banner ads, online member directory, staff recommendations or event sponsorships, we track most of the referrals we provide you.

This section runs a detailed Referral Report, which shows you a very granular report of every time you’ve received a Lead or Impression from our website or staff.
Add A Coupon

Our organization runs a Member-to-Member Discount Program, which you can participate in by offering up to (5) different discounts through our Coupon tool.

You can create and manage your own Coupons, and track their usage in your Referral Report.
Submit Your Events to the Community Calendar

In this section members can submit events that your company is hosting. Once you have completed the form and submitted it, the event must be approved on our side prior to publishing on the community calendar.

PLEASE NOTE: We recommend using Google Chrome or Safari when submitting an event. Internet Explorer and Firefox often give error messages.