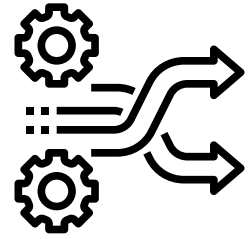


Chamber Onboarding



1 Here are the steps associated with taking system live.



Start



Data*

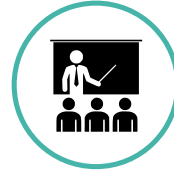
*Website Development Starts
After Member Data Step Completed.



Merchant
Account



Access



Training



Approval

2 You can use this guide throughout the onboarding process and check off those steps which have been completed. We will also provide a live tracking view so you can see the details within each step we complete.

Customer enters the date this step was completed

Sign our month-to-month Chamber Nation service agreement and choose the website template of your choice at <http://Templates.ChamberNation.com>

Customer enters the date this step was completed

Provide member data as explained at domain below. Once loaded you will be asked to review and approve member data so we can activate member invoicing and launch.

www.ChamberOnboarding.com

Customer enters the date this step was completed

We need you to provide information on your existing, or new merchant account. You can learn much more at this domain.

[Http://MerchantAccount.ChamberNation.com](http://MerchantAccount.ChamberNation.com)

Customer enters the date this step was completed

You will be provided with management system access and provided with a database tour by Cynthia White. When ready please setup a time at www.CynthiasCalendar.com

Customer enters the date this step was completed

Now that your member data is loaded it is time to setup a time with Dr. Ryan Nielsen for some terrific training. You can choose a time that works for you at www.ChamberClasses.com.

If you would like training on our Membership Sales Program please go to www.MembershipSalesTraining.com.

Customer enters the date this step was completed

When it is time to go live we ask that you set up a meeting time with our CEO, Richard Scully by setting that time at www.RichardsCalendar.com. He personally wants to go over your new website answer your website editing questions. He will also be able to help change your domain settings so your site can go live.