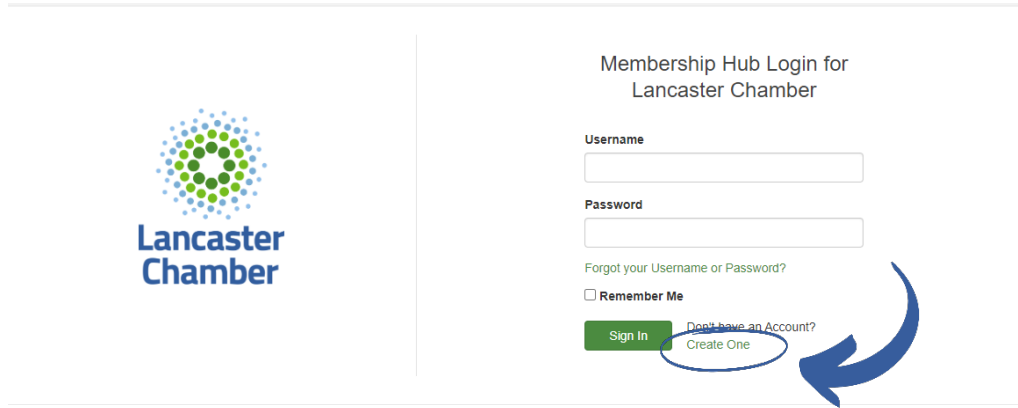


Creating New Login to Chamber Membership Account

You will need to create your new login to register for events, submit community calendar events, post job postings, and more.

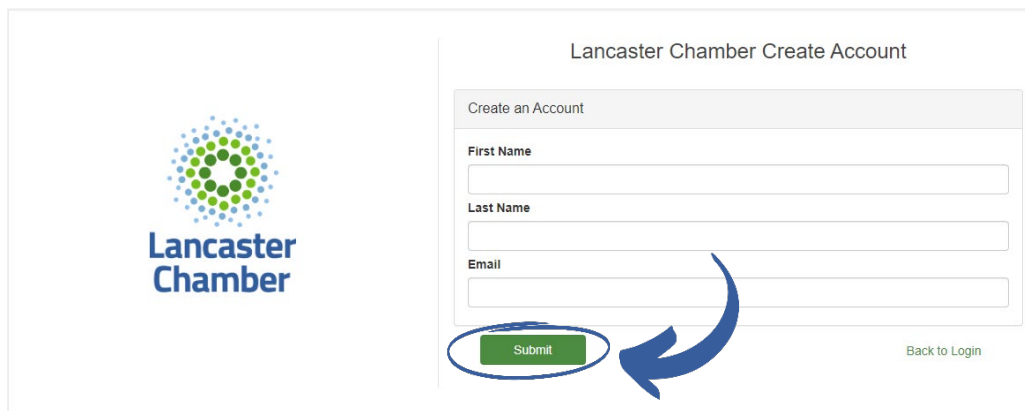
1. Go to Membership Hub Portal Login Page:
<https://lanasterchamber.growthzoneapp.com/MIC/login>
2. Under **“Don’t have an Account”**, click on **“Create One”**.



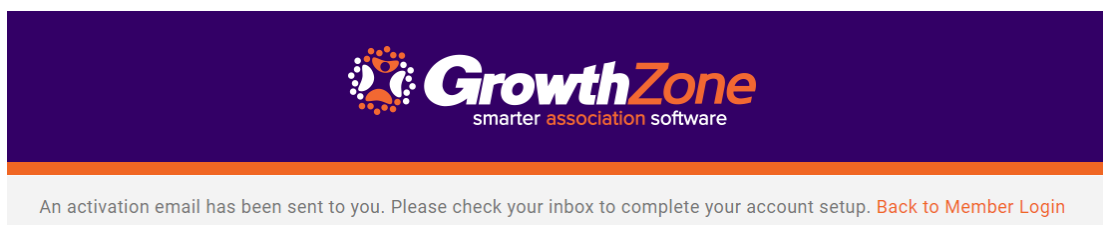
3. Enter **First Name**.
4. Enter **Last Name**.
5. Enter **Email Address**.

(IMPORTANT NOTE: To create your new profile, you will need to use the same name and email address in our system for your new profile to connect to your existing membership. If you experience any issues, please contact info@lanasterchamber.com or (717) 397-3531)

6. Click **“Submit”**.

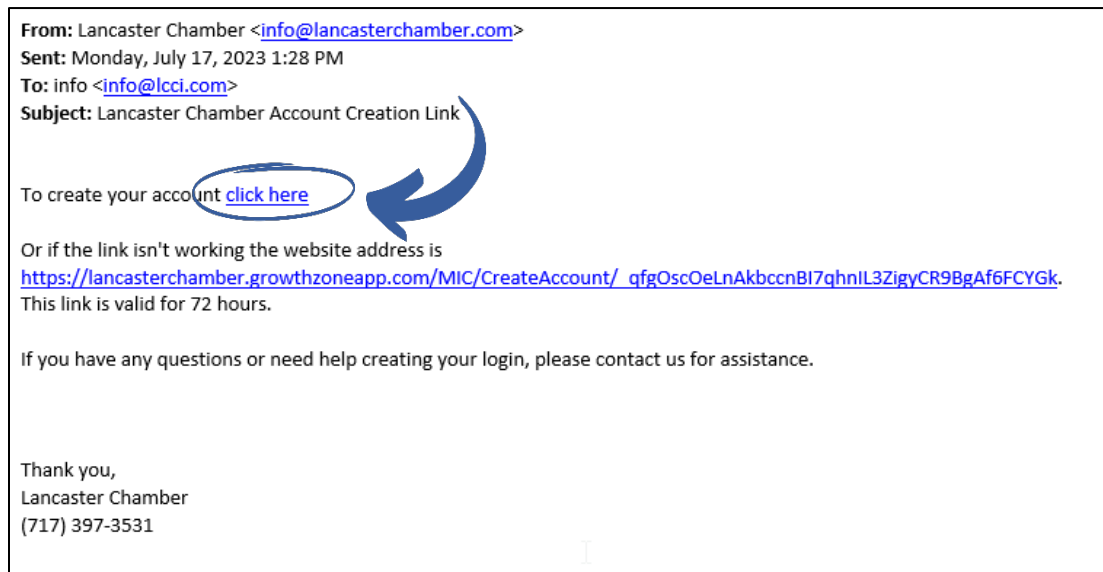


7. If a match is found in the database for the email and last name, you will receive the following notification in the browser: "An activation email has been sent to you. Please check your inbox to complete your account setup." **Within the email you will find a link to access the Create an Account screen.**



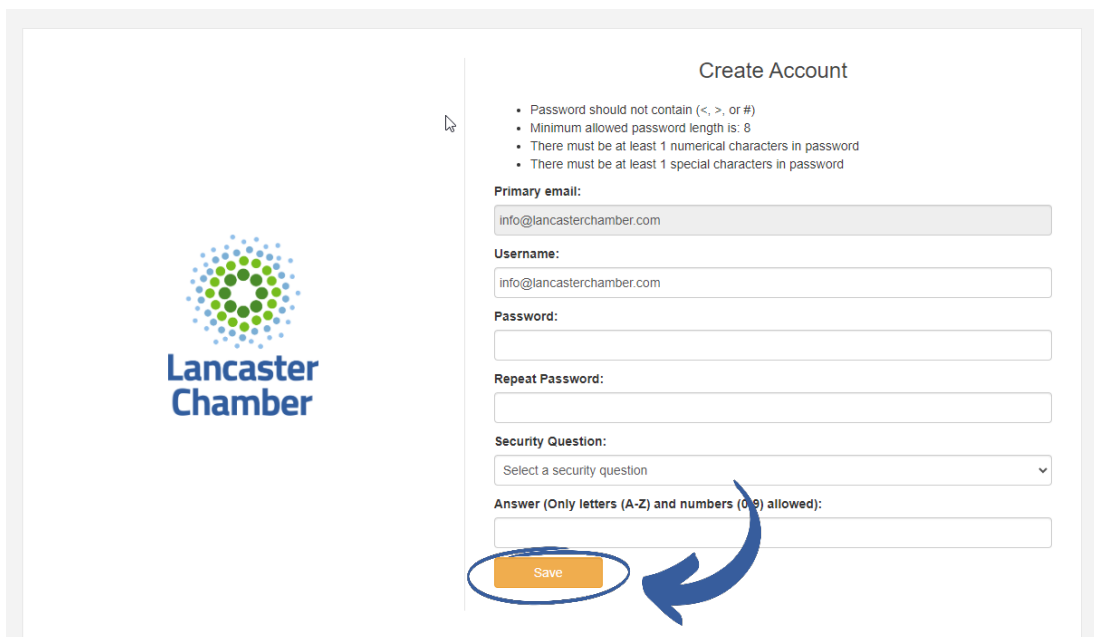
When attempting to create a new login for the Membership Hub Portal, if you see an error message, contact us at info@lanasterchamber.com or (717) 397-3531.

8. Check your email for an email from Lancaster Chamber Subject: Lancaster Chamber Account Creation Link. Click on **“To create your account click here.”**



9. You will be taken to the Create Account page where you will need to create your new Password and Select Security Question. Click **“Save”**.

*Password should not contain (<, >, or #)
Minimum allowed password length is: 8
There must be at least 1 numerical characters in password
There must be at least 1 special characters in password*



10. Once completed, you will be redirected back to the Membership Hub Portal Login page. Use your new username and password to log in to your account and explore the enhanced features of the **Lancaster Chamber Membership Hub!**

- Easily Register for Upcoming Events & Programs
- Check the new enhanced Member Business Directory
- Check out the Membership Headlines, Community Calendar, Job Board & Member-to-Member Discounts or submit your own.