

## ChamberView Exhibitor Login Credential Process

### Initial visit to Content Manager

1. Using the initial password you received from the Fargo Moorhead Chamber, access the ChamberView Content Manager URL <http://fm.chamberview.com/admin>
2. Using the password ONLY, enter the content manager
3. After entering the password you will be prompted to enter a login e-mail
4. The login e-mail is verified using automated validation and e-mail reply process
5. Once e-mail is verified, you may continue using the Content Manager to upload booth content immediately, or return to content manager anytime to upload booth or change booth contents at your convenience.

### When returning to the Content Manager

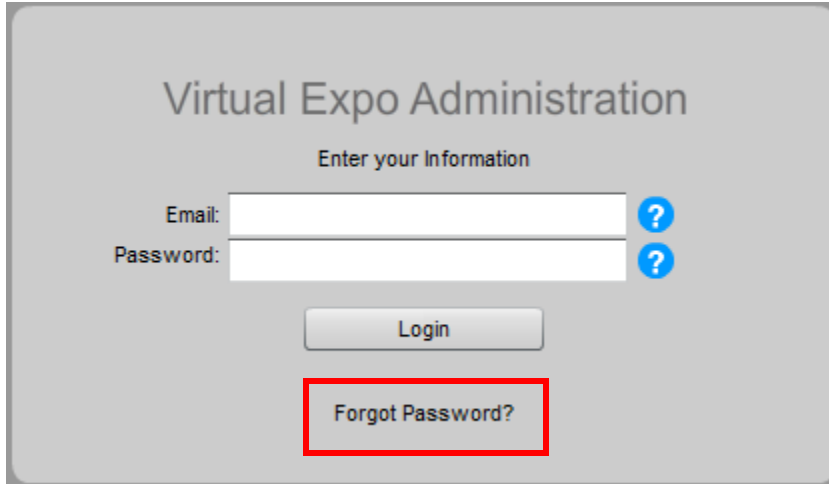
1. Enter both e-mail login and password
2. Edit and upload booth content as desired
3. To change your login credentials, select the Status tab

The screenshot shows the 'Virtual Expo 3.0 - Content Manager' interface. The user is logged in as 'Spider and Company'. The 'Status' tab is selected in the left sidebar. The main content area shows a 'Hyperlink' field with the URL 'http://fm.chamberview.com/spiderandcompany' and a 'Visit' button. Below this is a 'Required Content' section with a list of items: Company Name, Company Description, Banner Logo, Info Logo, and Booth Selection. At the bottom, the 'Login Information' section is highlighted with a red box. It contains an 'Email' field, a 'Password' field, and a 'Change Login Information' button. A note next to the password field states: 'A valid email address is required in order to receive your login info if forgotten or lost. Passwords must be a minimum of 6 characters.'

- Enter your new e-mail and/or password and print or save the updated credentials in a secure location. **NOTE:** After you exit the Content Manager...the e-mail/password information fields will return to blank for security purposes.

**Forgotten Password:**

1. To retrieve a forgotten password, access the ChamberView content manager at <http://fm.chamberview.com/admin>



2. Select the **Forgot Password** link
3. You will be prompted to enter your login e-mail address
4. Your Login credentials will be automatically sent to the login email address on record for your account. **NOTE:** *If you have not yet associated an email address with your account or do not remember your login email address, please contact the FM Chamber at 218-233-1100 or email [chamberview@fmchamber.com](mailto:chamberview@fmchamber.com) for further assistance.*

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-----Original Message-----
From: Virtual Expo Admin [mailto:Virtual Expo Admin]
Sent: Thursday, December 10, 2009 10:50 AM
To: admin@organization.com
Subject: Virtual Booth Login

Thursday, December 10th, 2009 08:50 AM

The following login information was requested.

Username: admin@organization.com
Password: xxXXxxx

Please login to edit your account and/or make changes to your login
info.

-Virtual Expo Administration
    
```

5. Retrieve the login credentials from the email message and return to the Content Manager login at <http://fm.chamberview.com/admin> to upload or edit booth content.