



## GUIDE FOR GREATER MANKATO GROWTH MEMBER LOGIN

Each Greater Mankato Growth member **Business** has been given a login to manage their overall business information and features. Additionally, every **Representative** of each member business has also been given a login to manage their individual information and features. The directions and information apply to both the business and representative login types unless noted.

### LOGGING IN

Members login home: [gmg.greatermankato.com/portal](http://gmg.greatermankato.com/portal)

Enter your existing username and password. If unsure of your login information, click on “click here for personal login information”. Enter the appropriate **Business** or **Representative** email associated with your GMG membership. The username and password assigned to you will be emailed to this address. If you do not know the email address associated with your membership, call us at 507.385.6640.

Note: Business login credentials will be given only to your business’ primary contact.

### QUICKLINKS

Once you log in, you will go to a screen with a series of easy-to-use quick links on the right side of the page, which will guide you through the following features:

#### Member Home

Brings you back to the member login home page.

#### Change User Name and Password

Allows you to change your username and password to whatever you choose. Any number/letter combination is acceptable. Your credentials will be updated automatically and immediately.

#### Update Your Information

Enables a **Representative** to update individual profile information, including address, phone, email and other contact information. Note: this information will be used by GMG to communicate with you, but will not be in the Greater Mankato Online Business Directory.

Enables a **Business** to also update business information, add and delete representatives, update your primary and secondary listing for the Greater Mankato Online Business Directory and more. Note: when updating your primary and secondary listing information, consider including the names and contact information of representatives you want the public to be able to contact. For your business’ security, this information will no longer automatically show up in your listing, unless you add it in.

#### Quicklinks:

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[Change Username/Password](#)

[Update Your Contact Information](#)

[Upload Media](#)

[Stay Informed](#)

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[Add Hot Deals & Member Offers](#)

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[Add a Business Connect Request](#)

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[Log Out](#)

### **Upload Media**

Allows you to update your business logo. Logo will display in your customized business page users link to when they click your name in the directory. An enhanced member listing (link) and business page is available for \$50 a year, and includes priority placement of your listing with highlighting to get your business noticed. Note: Photos and You Tube videos will not display on your customized or enhanced customized business page at this time – this is an option that may be available to GMG members later.

### **Stay Informed – NEW FEATURE**

Displays the different interests, mailing lists and groups available for members to self-select. Members can also de-select groups, allowing them to unsubscribe from mailing lists, etc.

### **Directory**

Allows you to search for businesses in the Greater Mankato Online Business Directory.

### **Add Hot Deals & Member Offers – NEW FEATURE – MEMBER OFFERS**

Allows you to submit a Hot Deal to be displayed to the general public on [greatermankato.com](http://greatermankato.com) or submit a Member Offer, which will be displayed in this member login area. Member offers are offers submitted by members of GMG for members of GMG. You can indicate details about the discount or service being provided, contact information and include an image if desired. Also, a promotional code and custom date range can be added for further customization.

### **View Hot Deals & Member Offers**

Lets you view all the Member Offers only available to GMG members, as well as Hot Deals.

### **Add a Business Connect Request – NEW FEATURE**

Gives you the ability to find the products and services you want, when you're not sure who to contact or would like to try to get the best price possible. Submit a request for a specialized service you desire and member businesses can respond directly to you.

### **View Business Connect Requests –NEW FEATURE**

Lets you view all submissions made requesting services from members in a message board-style format. The requests are searchable by category. Be sure to check often to find opportunities for your business!

### **Referral Report – NEW FEATURE**

Shows an analysis of the referrals your business has received over the past year, including Business Directory statistics, along with Hot Deals views, sponsorship referrals and more

### **Pay Your Invoices – NEW FEATURE**

This feature is in development, so invoices are not uploaded at this time. Once activated, any *open* invoices on your profile will be viewable and printable here.

### **Take a Survey – NEW FEATURE**

See a list of open member surveys created by GMG coming soon.

### **Log Out**

Logs you out of the Member Login area and returns you to the initial login screen.