

As an Associate Level Member and above, you are able to list multiple locations in our [Member Directory](#). If you would like to do so, please email our Office Administrator, [Marion Lovett](#), with the following information:

- Business Name (We recommend differentiating each profile by location):
- Location's Address:
- Website URL:
- Location's Number:
- Location Manager/POC and their contact information:
 - Title:
 - Email:
 - Phone:

This location Point of Contact, or, POC, will be able to update the location's profile through the [Member Information Center](#) (MIC). Although you can remain the POC for each location, we recommend assigning this status to an on-site employee as you will then have to manage multiple, separate, profiles.

Some of the benefits this POC will be able to take advantage of on your behalf are...

- Posting [Member to Member Deals](#) and [Hot Deals](#)
- Uploading [Job Postings](#)
- Submitting events for our [Community Calendar](#)
- Celebrating recognitions received or requesting public support through [News Releases](#)
- Managing how your profile appears on our [Member Directory](#)

To learn how to take advantage of these benefits, please find detailed guides under "Resources" with the folder icon in the top row of your MIC home page.

Once your additional locations are uploaded, you will be made the Billing Contact with a relationship tied to the location you initially applied for membership. This serves administrative purposes and **is not** visible to the public.

Please contact our Office Administrator, [Marion Lovett](#), with any questions or if you would like further support regarding advertising additional locations on our [Member Directory](#).