



START HERE: NEW MEMBER CHECKLIST

Welcome to the Fort Worth Chamber of Commerce (FWC) — we're excited to have you as part of our thriving business community. To help you hit the ground running, we've created this quick checklist of essential next steps. Completing these items ensures you're set up to take full advantage of your membership and start seeing the value of your investment right away.

WE'RE GLAD YOU'RE HERE. TOGETHER, WE MEAN BUSINESS.



ACTIVATE YOUR MIC

The Member Information Center (MIC) is your one-stop source for managing your membership and accessing member-only resources.

- ☐ Go to www.fortworthchamber.com
- ☐ Click the LOGIN button at the top right
- ☐ Use the email you provided at joining & create a password
- ☐ Contact us to reset your password any time
- ☐ Check out the [MIC training blogs here](#)



COMPLETE YOUR PROFILE

Fill out your personal information so customers can find you.

- ☐ Select the Company Information tab
- ☐ Complete basic company info, add employees as reps, and upload extras like your logo, videos, brochures or pictures
- ☐ Check your transaction history and pay bills under the Billing tab
- ☐ Visit the Community section to post offers, jobs & news updates



GET INVOLVED

The more you explore and engage, the better we can support you. Unlock the potential!

- ☐ Identify your area council & check for upcoming events
- ☐ Follow FWC on all [social media](#) platforms
- ☐ Opt-In to emails to stay informed
Bonus point: add @fortworthchamber.com to your Safe Senders list!
- ☐ Check the event calendar frequently to find upcoming FWC and member events
- ☐ Attend events!



SHOUT IT OUT LOUD

Tell the world about your commitment to the Fort Worth business community!

- ☐ Download your membership badge in the MIC Resources section & add it to your website & email signature
- ☐ Schedule a [ribbon cutting](#).
- ☐ Share your results & success stories with your FWC membership manager
- ☐ Post on your social media - don't forget to tag FWC!