

## How do I Claim my Listing?

1. First, you need to verify that your listing is on the site. Go to <https://www.valechamber.com> and click on the Business Directory link at the top navigation bar. You can either browse through all the listings or search by category or business name. If your business is not listed and you know you area already a member please email [secretary@valechamber.com](mailto:secretary@valechamber.com) or call 541-473-3800 and we will get it sorted out for you. If you are not a member yet just click on the Join link to complete your application. If you do find your listing, please continue with the steps below.
2. Once you have verified that your listing is already on the chamber website, click the Join/Claim My Business link.

(541) 473-3800



HOME NEWS BUSINESS DIRECTORY ▾ JOIN/CLAIM MY BUSINESS ▾ DONATIONS

## SEARCH THE BUSINESS DIRECTORY

3. Click the Claim My Business link.

### Join/Claim My Business

#### Existing Members

If your business is already listed on our website ([check here](#)) then claim your business by clicking on the link below.

[Claim My Business](#)

#### New Members

If your business is not already listed on our site and you are joining the Vale Chamber of Commerce for the first time complete the form below.

4. Complete your First and Last Name, create a username that is at least 4 characters long, a strong password that you will remember, and your email address. Under the Business Name field type

in all or part of your business name and then hit the **TAB** key which will then list all businesses matching the text you entered. If you can't find yours try taking some text out and try **TAB** again. For instance if your Business name is AAA Locksmith LLC you should be able to find it by typing in AAA and hitting the **TAB** key. If all else fails just enter in the first letter of your business name and hit the **TAB** key. If you still can't find it contact us at [secretary@valechamber.com](mailto:secretary@valechamber.com) or 541-473-3800. Once you do find the listing select the circle button next to your business and click Register.

Business Name \*

Please enter your business name and **press tab** to select your business from the list. (Your business needs to be already registered with our chamber.)

RJS Computer Services LLC

It looks like your business is already in our database! To verify, select your business below:

RJS Computer Services LLC

**REGISTER**

[Edit](#)

5. Once you click register, the chamber secretary will receive an email and verify all the information you submitted. We want to make sure there are no nefarious users trying to claim businesses that aren't their own. The secretary will then approve your request.
6. Once approved you can go back to the site and mouse over Join/Claim My Business until you see the drop down menu that says Login to My Business.

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**LOGIN TO MY BUSINESS**

## SEARCH THE BUSINESS DIRECTORY

### Search

7. Enter the username and password you created when you went through the steps to claim your business. If you forgot your password you can click the Lost Password link to recover it. Just remember your request to claim your business must be approved by the chamber secretary first!

8. Once you are logged in you will be at your listing page. This is how it will look to users who visit our site. If you would like to add or update any information just click on the link that says click here to edit your business listing.

### RJS Computer Services LLC



**RJS**  
COMPUTER SERVICES  
LLC



Categories:

[Computers & Telecommunications](#)

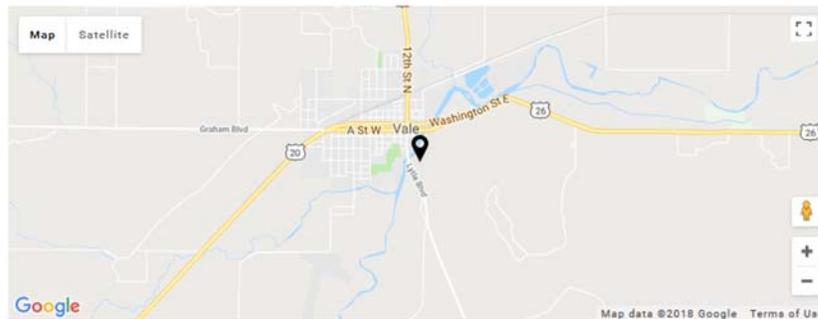
📍 3760 Lytle Blvd

Vale, OR 97918

[Website](#)

📞 541-321-0155

✉️ [rseals@rjscs.us](mailto:rseals@rjscs.us)



Hello Randy, [click here to edit your business listing](#)

All done with editing? [Click here to logout.](#)

9. From here you can do the following:
- Add a business description
  - Choose a business category, if you don't feel there is a proper category contact the Chamber.
  - Upload a logo
  - Upload a featured image (this can be your logo or it can be a different picture such as your storefront)
  - Web site address
  - Address information (used to put your business on the chamber map)
  - Hours (if you have them, leave blank otherwise)
  - Phone
  - Email
  - Social media links (you can add as many as you want)
  - Billing information.
10. Once done click Submit and now your listing is up to date!