



Montana High Tech Business Alliance New Member Directory and InfoHub Information

Dear Members,

We are updating how your company's information is displayed on our website. We are transitioning away from a simple list format to a more advanced, customizable directory that will display information you can control. We are planning to fully switch to our new Directory on Dec. 15, 2018. Thank you for your patience during this time of transition.

[View the new MHTBA Member Directory](#)

Managing your directory listing:

You can control the information in your company's directory listing. To do so, you must create an InfoHub account using an email address we have in our database (for example, the email address this message was sent to).

To create an InfoHub Account:

1. Go to <https://members.mthightech.org/MIC/Create>
2. Enter your First Name, Last Name, and your Email Address
3. Click Submit to create your account
4. **If you see an error, make sure that the email address you entered is one we currently have on file.**
5. Check your inbox for an activation email and follow the link inside the email
6. Create a new username and password
7. Sign in using the username and password you created
8. Enjoy the features of our new software, including updating your company info, uploading a logo, and more.

Once you've created an account, log in to get started. Feel free to explore the InfoHub and start customizing your company's directory listing. Don't worry-- you won't break anything!

Please note: Your membership and our communications with you will not be affected if you choose not to create an InfoHub account. However, by adding key information such as a company logo, description, and keywords, you maximize the potential to be found by visitors who search our directory.

About the InfoHub, your member connection and resource center:

From the InfoHub, you can control the information presented in your company's directory listing, such as location, contact information, company description, and categories.

[Use this link to login to InfoHub.](#)

Editing your company's information:

You can edit your company's contact and location information by using the "Related Businesses" tab in the "My Info" menu. When editing your company's information, the information labeled as "Work" will be displayed on the website. Any information on this screen that is not listed as "Work" will not be displayed on the website.

The screenshot displays the user interface for editing company information. On the left is a dark blue sidebar with the Montana High Tech Business Alliance logo and a navigation menu. The main content area shows the 'Related Businesses' tab selected, with a table of contact information for 'Alcove Writing Services LLC'. The 'Work' category is circled in red, and the 'Related Businesses' tab in the top navigation is also circled in red.

MONTANA HIGH TECH BUSINESS ALLIANCE

Logged in as
Katy Spence - Alcove Writing Services LLC

Home
My Info
My Directory Listing(s)
My Subscriptions

Contact Info Membership Billing **Related Businesses** Related Contacts Refer Others

Alcove Writing Services LLC

CONTACT INFO

| | | |
|-------------|------------------------|--------|
| Physical | Missoula MT | [Edit] |
| Personal | katyspence@example.com | [Edit] |
| Work | [Redacted] | [Edit] |
| Personal | [Redacted] | [Edit] |

Filter...

Save

Make sure you add a logo, a short description, and keywords under the “My Directory Listing(s)” to maximize your potential to be stand out in directory search results.

Directory listings:

Information included in the listings depends on member level.

Upon request, any member can have a Private directory listing, which will only display company name, main contact, city, and website, without contact information or physical address. We tried to identify all residential mailing addresses in our database and list that information as private.

Learn more about default directory listings below.

| | Premier Listing | Standard Listing | Basic Listing | Private Listing |
|---|----------------------------|------------------|---------------|-----------------|
| Default member level | Platinum, Gold, and Silver | Bronze | Member | upon request |
| Company name | x | x | x | x |
| Main contact name and job title | x | x | x | x |
| Company logo | x | x | x | x |
| Short description (as featured in search results) | x | x | x | x |

| | | | | |
|------------------------------------|---|---|---|---|
| Long description (your "About Us") | x | x | x | x |
| City | x | x | x | x |
| Website | x | x | x | x |
| Keywords | x | x | x | x |
| Categories | x | x | x | x |
| Social media pages | x | x | x | |
| Company contact information | x | x | | |
| Company address | x | x | | |
| Customizable links | x | | | |
| Featured video | x | | | |
| Photo gallery | x | | | |

As we continue to develop the use of this software, we'll keep you updated on how you can make the most out of this system.

We love to hear from you. Please contact us anytime you have questions or feedback. If you have any difficulties creating your account or editing company information, you can take a look at [this guide](#) or email [katy.spence\[at\]mthightech.org](mailto:katy.spence@mthightech.org) or [director\[at\]mthightech.org](mailto:director[at]mthightech.org). We're happy to help.