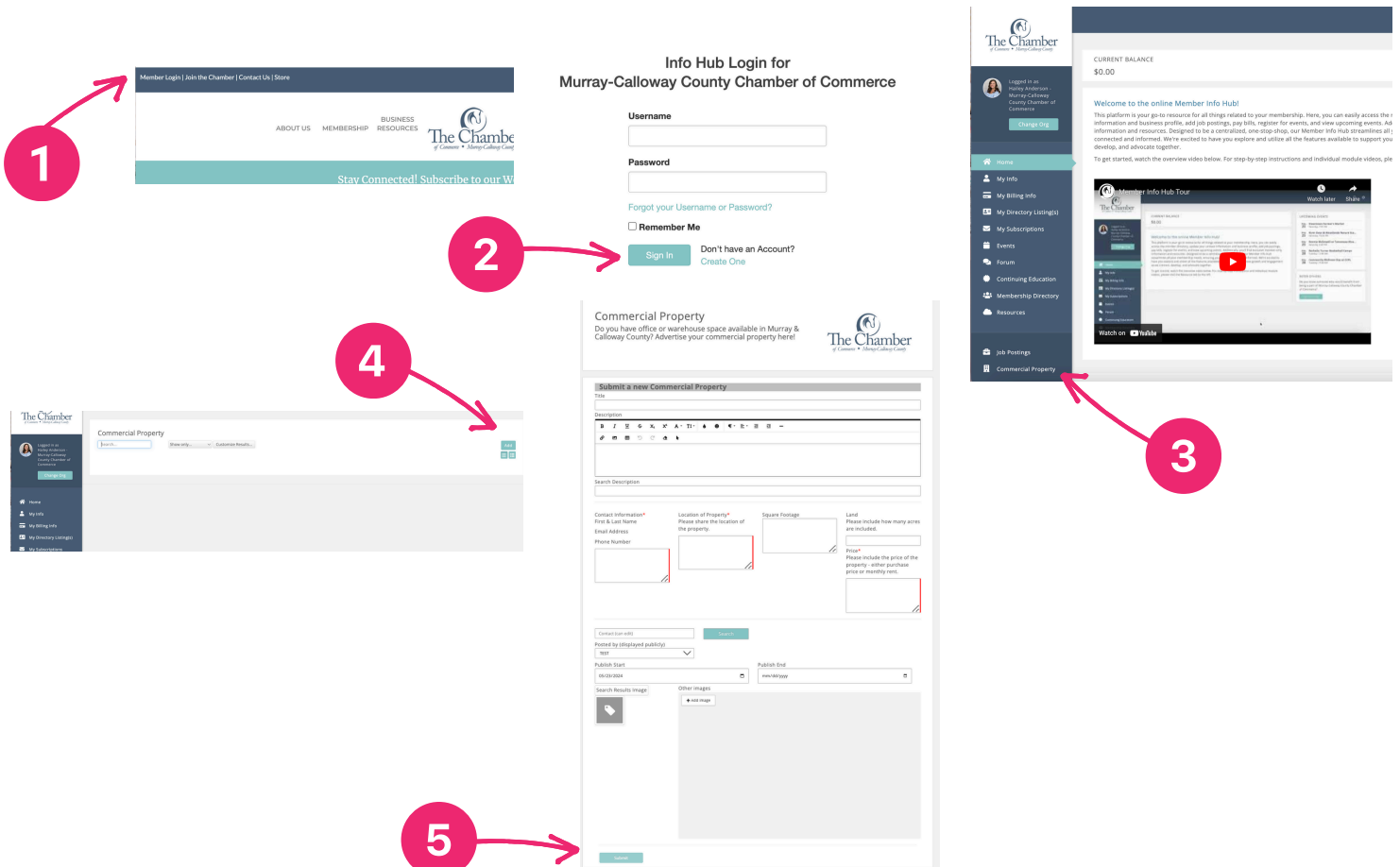


ADDING COMMERCIAL PROPERTY

The Chamber team frequently receives inquiries about commercial or office space for rent, and we are eager to help you, our members, fill your available spaces. By listing your commercial rentals on our platform, you can leverage one of our most visited pages to attract potential tenants. This not only helps increase your property's visibility but also supports the growth and development of our local business community.

ADDING COMMERCIAL PROPERTY LISTINGS TO THE MEMBER INFO HUB

1. Go to the Chamber Website (www.mymurray.com)
2. Click on the **Member Login** link to access the Member Info Hub.
3. Once you are on the Member Info Hub home page, look at the left side menu. Click on **Commercial Property**
4. You will be directed to the commercial property page. Click the blue **Add** button.
5. Follow the on-screen instructions to fill in the requested rental details. This typically includes property type, location, size, rental price, description, and contact information. After you have entered all the necessary information, click the **Submit** button.
6. Your property listing will be reviewed and approved within 24 hours. Once approved, it will automatically be added to the chamber website, increasing your reach to potential tenants.



The screenshots illustrate the following steps:

- Step 1:** The Chamber website homepage with a red arrow pointing to the "Member Login" link in the top navigation bar.
- Step 2:** The "Info Hub Login for Murray-Calloway County Chamber of Commerce" page with a red arrow pointing to the "Sign In" button.
- Step 3:** The Member Info Hub home page with a red arrow pointing to the "Commercial Property" link in the left sidebar.
- Step 4:** The "Commercial Property" page with a red arrow pointing to the blue "Add" button in the top right corner.
- Step 5:** The "Submit a new Commercial Property" form with a red arrow pointing to the "Submit" button at the bottom.