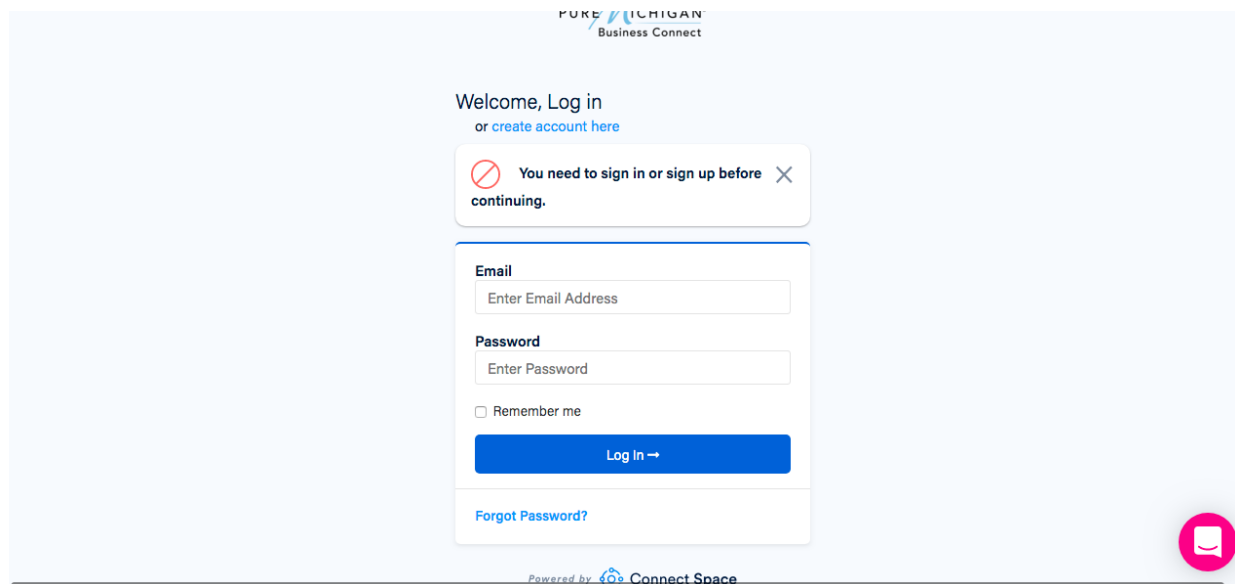


How to Create your Profile in Connect Space

Your account profile contains all of your personal and business information.

What is a Profile in Connect Space? Your profile contains all of your personal and professional information, including your name, email address, and telephone number. and company info This profile allows your event organizer and Connect Space to communicate important details of the events you attend to you!



WELCOME TO CHICAGO
Business Connect

Welcome, Log in
or [create account here](#)

You need to sign in or sign up before continuing. X


Email
Enter Email Address

Password
Enter Password

Remember me

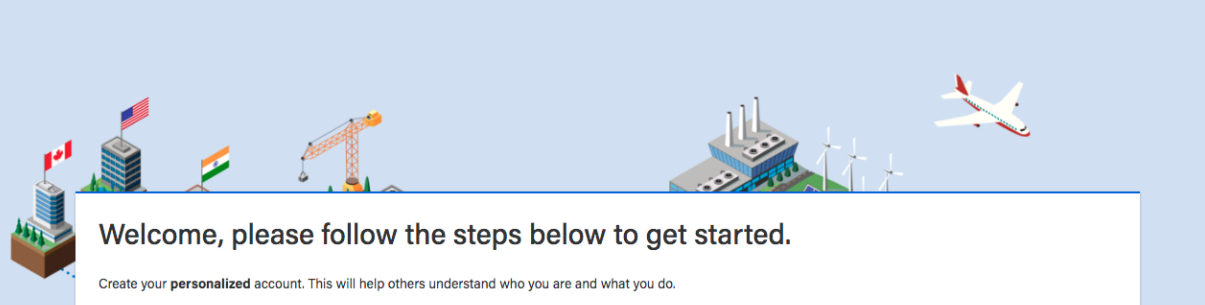
[Log In →](#)

[Forgot Password?](#)

Powered by  Connect Space

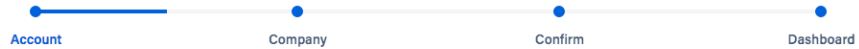
1. Click **create account here**, you will see the following page displayed:





Welcome, please follow the steps below to get started.

Create your **personalized** account. This will help others understand who you are and what you do.



Tips

+ Add a Photo

Adding a photo helps people recognize you at the event.

+ Add Phone Number

Adding your phone number will help get in touch the day of the event.

Profile

ACCOUNT DETAILS



Add Name

Currently no title or company +

First Name *

Last Name *

Password *

Confirm Password *

Email *

Phone

Title

Bio



SOCIAL DETAILS

LinkedIn

Facebook

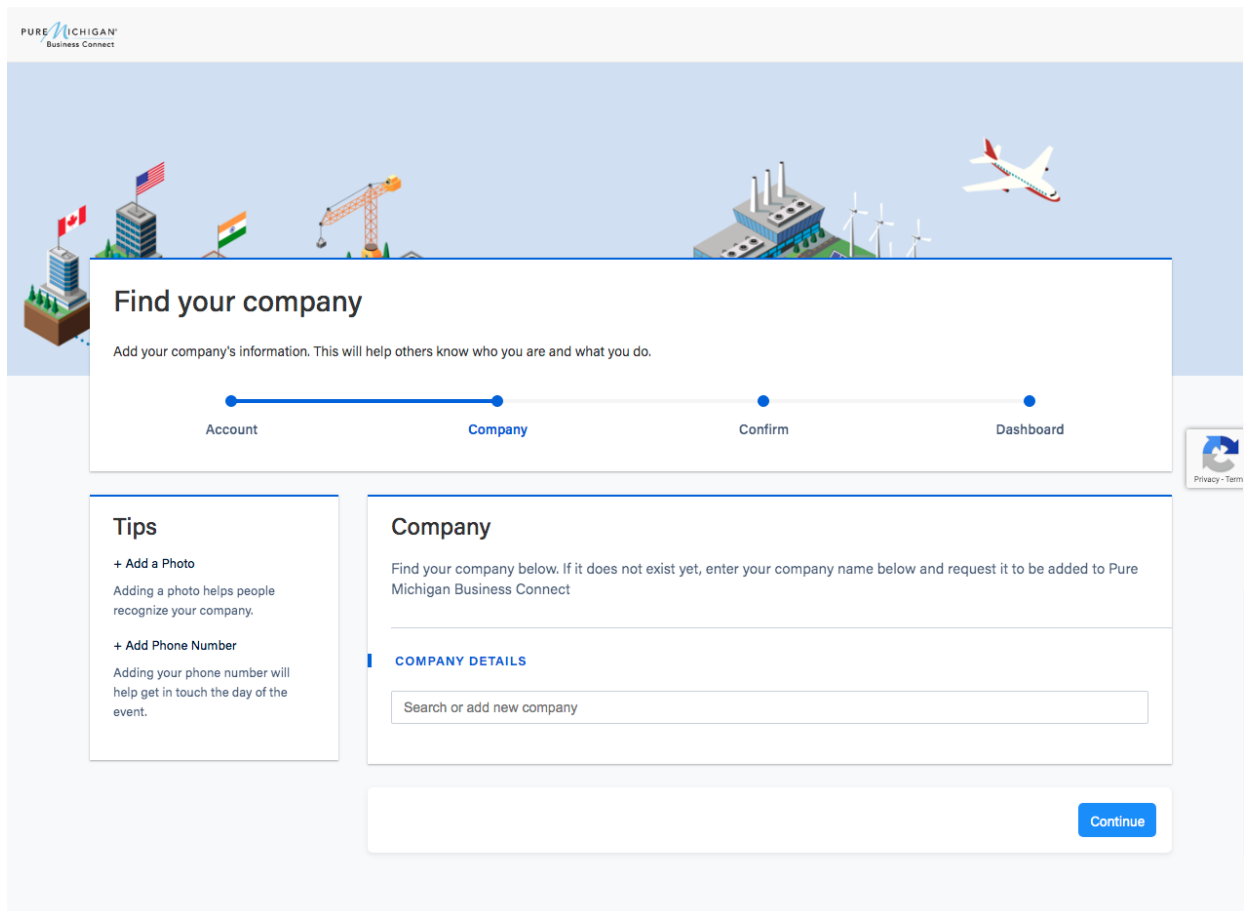
Twitter

I agree to the [Terms of Service](#) and [Privacy Policy](#)

Save and Next



2. Complete the **required** fields (*), First Name, Last Name, Password, Confirm Password, and Email address.
3. Complete the **optional** fields, Phone, Title, Bio and your Social Media details.
4. Agree to the Terms of Service.
5. Click **Save and Next**



PURE MICHIGAN Business Connect

Find your company

Add your company's information. This will help others know who you are and what you do.

Account **Company** Confirm Dashboard

Tips

- + Add a Photo
Adding a photo helps people recognize your company.
- + Add Phone Number
Adding your phone number will help get in touch the day of the event.

Company

Find your company below. If it does not exist yet, enter your company name below and request it to be added to Pure Michigan Business Connect


COMPANY DETAILS

[Privacy - Terms](#)

[Continue](#)

6. Enter your **Company** name. If your company already exists, it will be displayed. If not, you will be prompted to "**Request and Create**" your company.

PURE | CHICAGO Business Connect



Doing great, just a couple more things.

Add your company's information. This will help other folks know who you are and what you do.

Account

Company
Confirm
Dashboard


Tips

+ Add a Photo
Adding a photo helps people recognize your company.

+ Add Phone Number
Adding your phone number will help get in touch the day of the event.

New Company

COMPANY DETAILS



Acme Products

Add Logo +

Best Ratio: 1:1, recommended 960x960

Company Name*

Website

Number of Employees

Founded


Phone Number*

DUNS Number

Ownership Type

- Veteran-Owned
- Minority-Owned
- Tribal-Owned
- Women-Owned
- Service-Disabled Veteran-Owned
- Not Applicable


All Colors →



Brief Description*

Please provide a two sentence summary of your Company

Background Photo



Upload Photo

Best Ratio: 19:5 Min size of 1140 x 300

SOCIAL DETAILS

in LinkedIn

f Facebook

Twitter

Location

+ Add Location

[Save and Next](#)

6. Enter the required information (*) fields, then complete as many of the optional fields as you can. The more information that is contained in your company profile, the easier it is for others to find you, and the more informative and valuable your company profile becomes!

Note: When adding your location, a pop-up box will be displayed which also allows you to search an address.

7. Click **Save and Next**.

8. You will be asked to **Confirm** your information. If everything looks good, click **Next**.

9. **You will receive a message stating that a confirmation email has been sent to your email address.** Once you have received that email, ***it is very important*** that open it and click the link to confirm your company and account profile.

