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1. Introduction

Welcome to the instructional video of the new website of the American Chamber of Commerce in Hungary. This video will guide you through all individual functionalities of the website.

2. Registering your company as a new member of AmCham

If you wish to become a member of AmCham, please click on the "Join AmCham Hungary" button on the top left corner.

The next screen will ask you to select the type of membership. Our membership manager will be happy to provide you with more information on different membership categories. Please refer to the "membership benefits" section in the menu to learn more about member services.

Fields marked with a red asterisk must be completed when registering your company.

Please pay special attention to the "Contact Person" e-mail address. This address will be your user name in the future as the "Master Account" of the company and this will give you access to the password protected areas, such as the modification of company data or uploading Business offers, Press releases or recommending events.

The format used for phone numbers, cell phones and fax numbers is country code, followed by the area code and the individual number.

Please note when entering a password that it must be at least 8 characters long. It must contain letters in lower and upper case and numbers as well. Please be careful with your password, do not disclose it to any third party. Should you forget your password, you can always generate a new one by clicking on the "Forgot password" button in the top right corner of the screen.

You will find a security image on the bottom of the page, please enter the string of characters into the adjacent field.

If you would like to be on the AmCham mailing list, please tick the box that reads "Please add my e-mail address to the AmCham mailing list". You can remove your address from the mailing in the future while your user account information will not change.

In order to have online access, you must accept the Privacy Policy of AmCham. Please tick the box "I accept [AmCham Privacy Policy](#)". Clicking on the red link will take you to the Privacy Policy in a separate window. You can always continue the registration procedure from here.

Finally, clicking on the registration button will complete the procedure. Your registration request is forwarded to the AmCham membership manager who will get in touch with the AmCham contact at your company. [AmCham Contact]

3. Registration of company staff on amcham.hu

If your company is already a member of the American Chamber of Commerce in Hungary, you can register on the amcham.hu website and use the following services: register for events, subscribe to the weekly AmCham newsletter, upload business offers, join a committee, upload

openings for interns, browse the CV's of interns, and comments on news and events. You can also check here if you are unsure if your company is a member of AmCham.

Click on the "Registration" button on the top right corner of the screen. The page reloads, next move the pointer over "Member" in the drop-down list and click.

The next screen shows the name of the company. Type a few characters and the full company name appears, then continue the registration process by clicking on the name.

Fields marked with a red asterisk are mandatory for the registration process.

Please pay special attention to the e-mail address as that will be your user name for future use.

The format used for phone numbers, cell phones and fax numbers is country code, followed by the area code and the individual number.

For example +36 1 266-9888

Please note when entering a password that it must be at least 8 characters long. It must contain letters in lower and upper case and numbers as well. Please be careful with your password, do not disclose it to any third party. Should you forget your password, you can always generate a new one by clicking on the "Forgot password" button in the top right corner of the screen.

You will find a security image on the bottom of the form, please enter the string of characters into the adjacent field.

If you would like to be on the AmCham mailing list, please tick the box that reads "Please add my e-mail address to the AmCham mailing list" box. You can remove your address from the mailing list in the future while Your user account information will not change.

In order to have online access, you must accept the Privacy Policy of AmCham. Please tick the box at "I accept [AmCham Privacy Policy](#)". Click on the red link to read and print the Privacy Policy in a separate window.

Finally, clicking on the registration button will complete the procedure. After this You may use the password protected areas by completing the login fields in the top right corner.

4. Password protected member area services on amcham.hu

You must have completed the on-line registration to be able to register/sign-up for events

a. Register for events

Select Events/Upcoming events from the menu. Choose the event for which you would like to register on from the list of events. Click on the "Register for this event now!" button to register. You can also create an Outlook reminder by clicking on the "Add this event to my calendar" button.

The registration form is completed automatically on the basis of pre-entered data, but you can overwrite the form if you wish. This will not change data registered in your

profile. Additional participants can be added on the bottom of the form. The maximum number of participants changes from event to event.

b. Unsubscribe from an event

Select Events/Upcoming events from the menu. Choose the event you would like to unregister from the list of events. Click on the unregister button on the bottom of the page. You will no longer be able to unregister once the deadline has passed.

c. Join a committee

Select "Committees" from the menu and click on the committee that you would like to join. Let's use the "Electronic Manufacturers Committee" as an example. Scroll down to the bottom of the page and click on the "Join Committee" button. The committee coordinator will be informed about your request to join. You will become full member of the committee when your application is approved by the coordinator.

My Profile

You may access your profile information at the top right corner of the screen by pressing the "My Profile" button. This will take you to the page on which you can make changes.

5. Password protected member area services for AmCham contacts ("Master Accounts")

Use the login field in the top right corner to access the member area. After logging in you can find the "Maintenance" menu point on the bottom of the menu on the left. Click to see the following menu sections:

a. Recommend an event:

If you want to recommend an event, you can do it here. This service is free of charge for AmCham member companies. Only members in good standing are entitled to upload a recommended event to AmCham's website. One company is entitled to upload one recommended event at a time. Description of a recommended event can be up to a maximum of 750 characters. A maximum of 2 photos can be included in jpg format to accompany the description (we only accept landscape oriented photos with a maximum 400 pixel width). AmCham will send a confirmation email as soon as your recommended event goes live on the AmCham website. Please note that you can only upload a recommended event if there are more than 2 weeks prior to the date of the event.

b. Press releases:

This service is free of charge for AmCham member companies. Only members in good standing are entitled to upload a press release to AmCham's website. A maximum of 2 photos can be included in jpg format to accompany the description (we only accept landscape oriented photos with a maximum 400 pixel width). Please include contact details of the person in charge of the press release. AmCham will send a confirmation email as soon as your press release goes live on the AmCham website.

c. Business Offers:

This service is free of charge for AmCham member companies. Only members in good standing are entitled to upload a business offer to AmCham's website. One company can upload two business offers at a time. A maximum of 2 photos can be included in jpg format to accompany the description (we only accept landscape oriented photos with maximum 400 pixel width). Please include contact details of the person in charge of the Business Offer. AmCham will send a confirmation email as soon as your business offer goes live on the AmCham website. Please note that you can only upload a business offer if the offer is valid for more than 2 weeks.

d. Internship:

In the framework of its internship program, AmCham makes it possible for its members to place offers for interns on the website, and to browse the offers of interns registered with AmCham.

You can use the "Internship offers" section to upload your offers for interns. All you have to do is click on the "Add new" button. Fields marked with a red asterisk are required. Use the "list of interns" section to browse the CV's of interns registered with AmCham.

6. Registration of non-AmCham members on amcham.hu

If your company is not a member of the American Chamber of Commerce in Hungary, you can still register on the amcham.hu website as a non-member and use the following services: events registration if the given event is not exclusively for members; subscription to the weekly AmCham newsletter, commenting on news and events.

Click on the "registration" button in the top right corner of the screen. The page reloads, next move over the "Non-Member" option and click.

Fields marked with a red asterisk are mandatory for registration as a non-member.

Please pay special attention to your e-mail address as that will be your user name.

The format used for phone numbers, cell phones and fax numbers is country code, followed by the area code and the individual number.

For example +36 1 266-9888

Please note when entering a password that it must be at least 8 characters long. It must contain letters in lower and upper case and numbers as well. Please be careful with your password, do not disclose it to any third party. Should you forget your password, you can always generate a new one by clicking on the "Forgot password" button in the top right corner of the screen.

If you would like to be on the AmCham mailing list, please tick the box that reads "Please add my e-mail address to the AmCham mailing list". You can remove your address from the mailing list in the future while your user account information will not change.

You will find a security image on the bottom of the form, please enter the string of characters into the adjacent field.

Finally, clicking on the registration button will complete the procedure. You can use the password protected areas by completing the login fields in the top right corner.