



# Member Information Hub

## Welcome to the AGC of NH Member Information Hub!

As a member of Associated General Contractors of NH, you have access to the Member Information Hub. Please review the instructions below to login and update your Member Company Directory listing. This is a very important step, as select information that you provide will also be used to build the next printed member directory.

## Company Contact Person Instructions

We have designated you as a member with special access to review and update your Member Company Directory listing. If you would like to grant this special access to another individual within your company, please email [info@agcnh.org](mailto:info@agcnh.org) and provide us with the person's name and email address.

### 1 CREATE YOUR ACCOUNT

Click here to create your account: <https://members.agcnh.org/MIC/login>  
Use the steps below as a guide.

### 2 MY DIRECTORY LISTING(S)

Please update the following sections, under "My Directory Listing(s)", as they will be visible in the members directory. This section can be found under the left sidebar menu.

#### Contact Info:

- You can edit your company's information by clicking on the pencil icon.
- You can add new company information by clicking on the plus symbol.

#### Description:

- This should be a brief description of the services offered by your company. Please keep this to under 25 words, as this description is what we include in the printed member directory. Anything above 25 words will be cut off in the printed directory.

#### Categories:

- Please choose the three most relevant business service categories for your company. You can edit your categories by clicking on the pencil icon.

### 3 MY INFO

Please update the following sections, under "My Info". If you are the designated primary contact for the company, this information may be visible in the members directory. This section can be found under the left sidebar menu.

#### Related Contacts:

- You will have access to add and delete contacts associated with your company.
- You may update contact information for your related contacts, but they will also have access to update their own contact information.
- You can edit/delete related contacts by clicking on the pencil icon. You can add new related contacts by clicking on the "Add Contact" button.

#### Contact Info:

- You can edit your information by clicking on the pencil icon. You can add new contact information by clicking on the plus symbol.

#### Related Businesses:

- Please DO NOT add a Bio in this section. You can fill out any/all other information.
- You will have access to add and delete contacts associated with your company.
- You may update contact information for your related contacts, but they will also have access to update their own contact information.