



## Log In to the Exhibitor Resource Center and Complete Your Exhibitor Directory Profile

We are excited to launch the Exhibitor Resource Center and request that you follow the outlined steps below for logging in and successfully setting up your Exhibitor Directory profile. Your profile information will be used as your online presence and in the mobile app.

### LOGGING IN FOR THE FIRST TIME

1. Go to <https://adlm26.myexpoonline.com/home>
2. Click the “Exhibitor Login” button
3. Enter your email and then click next then “Forgot/First Time Login” You must enter your Booth Contact email address. An email will be sent, and you will need to create a password. **If you are not the Booth Contact, you will not have access to create an account.**
4. Enter your email address in the new window and click “Submit.”

**Login**

Email

Email

Next

**Login**

Email

Email

Password

Password

☐ Remember My Login

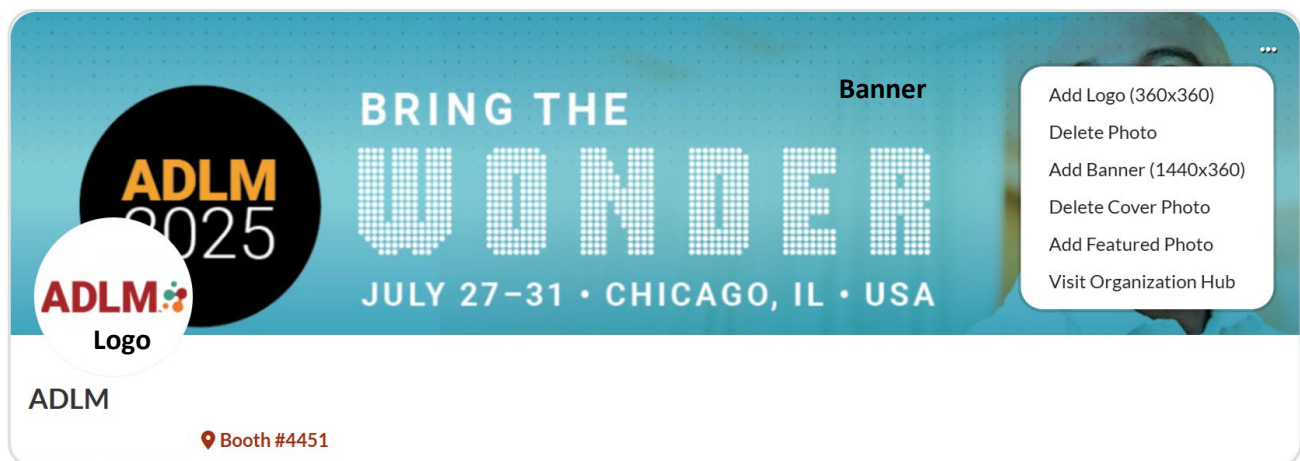
[Forgot Password/First Time Login](#)

Login Cancel

5. You will receive an automated email from Events IdP ([noreply@personifyauth.com](mailto:noreply@personifyauth.com)) to create your password. Click “Reset Password” in that email.
6. Create your password and click “Reset Password.”
7. Return to login page at <https://adlm26.myexpoonline.com/home> and log in with your email and password.

## ADD COMPANY INFORMATION ON THE DIRECTORY PROFILE PAGE

1. Once logged in, you will land on the Dashboard page. Here you will click on the “Complete Your Exhibitor Directory Listing” button.
2. Add a banner and logo. Click the three dots in the top right corner of the banner and click “Add Logo” and “Add Banner.”
  - Corporate Logo Specifications:
    - 360px wide x 360 px high
    - png or jpg files only
  - Corporate Banner Specifications:
    - 1440 px wide x 360 px high
    - png or jpg files only



3. In the **About** section, add your website URL. All Exhibitors can include a company description—max 500 characters (including spaces and punctuation). Featured Exhibitors can use up to 1,000 characters. Click “Edit” in the top right corner to start making edits.

About	Name	SPARGO, Inc.	[Edit]
Company Information	Website	<a href="http://www.none.com">http://www.none.com</a>	

4. In the **Company Information** section, add your company details. Click “Edit” in the top right corner to start making edits.

About	[Edit]
Company Information	

5. Once you’ve completed each section, be sure to click “Save.”

We are here to help! For questions regarding your company listing please contact:

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