



## Exhibitor Hub Login and Exhibitor Listing Instructions

We are excited to launch the new Exhibitor Hub 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 printed directory.

### LOGGING IN TO THE EXHIBITOR RESOURCE CENTER FOR THE FIRST TIME

1. Go to [Home - 2025 AAACE Annual Meeting](#)
2. Click the “**Login**” button
3. Enter your email and click “**Forgot Password/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.

The screenshot shows a 'Login' form with the following elements:

- Email input field
- Password input field
- Remember My Login
- [Forgot Password/First Time Login](#) (circled in red)
- Login button
- Cancel button

4. Enter your email address in the new window and click “**Submit.**”

### Forgot Password/First Time Login

The screenshot shows a form with an 'Email' input field and two buttons: 'Submit' and 'Cancel'.

5. You will receive an automated email from “Events IdP <[noreply@personifyauth.com](mailto:noreply@personifyauth.com)>” with the subject line “Reset Your Password.” Be sure to check your junk folder if you do not see the email. Click the link in the email to be sent to a page to create your password.

### Reset Your Password

Events IdP <[noreply@personifyauth.com](mailto:noreply@personifyauth.com)>  
To: [Redacted]

Hi,

We've received a request to reset the password for your account associated with [Redacted]

You can reset your password by [clicking here](#)

-- The Events Team



6. Create your password and click “**Submit.**”

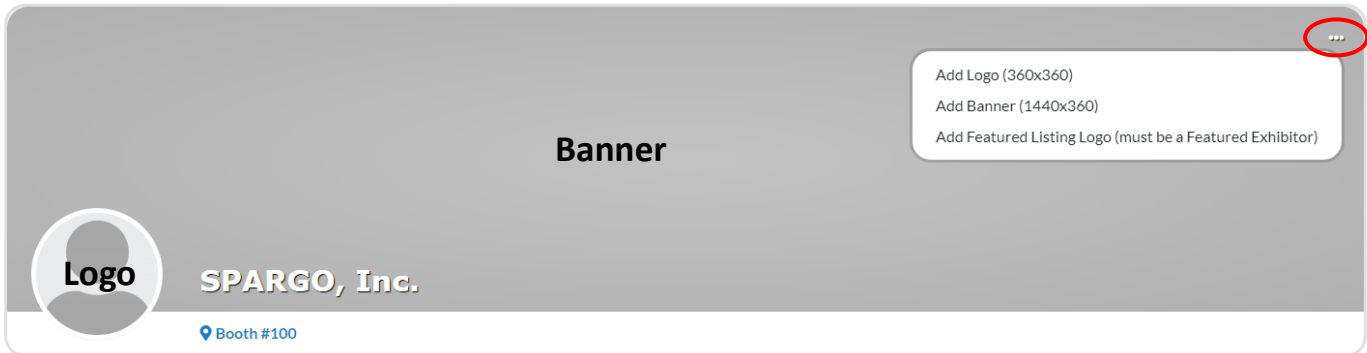
### Reset Password

The screenshot shows a form with two input fields: 'Password' and 'Confirm Password', and a 'Submit' button.

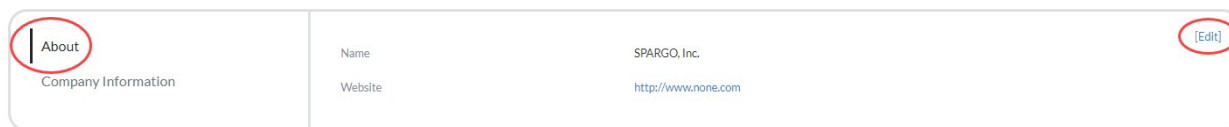
7. Return to the login page at [Home - 2025 AAACE Annual Meeting](#) and log in with your email and password.

## ADD COMPANY INFORMATION ON THE EXHIBITOR LISTING PAGE

1. Once logged in, you will land on the **DASHBOARD** page. Click the “**Complete Your Exhibitor Listing**” button.
2. Add a company or product banner and logo. Click the three dots in the top right corner of the banner and click “**Add Logo**” and “**Add Banner.**” Your logo must be 360x360 pixels and your banner must be 1440x360 pixels before uploading.



3. In the **About** section, you will add your company description, website URL, product categories, and *Learning Pathways*. Click “**Edit**” in the right corner to start making edits.



4. In the **Company Information** section, you will add your address and social media links. Click “**Edit**” in the right corner to start making edits.



We are here to help! For questions regarding completing your exhibitor listing please contact Meghan Leahy at [meghan.leahy@spargoinc.com](mailto:meghan.leahy@spargoinc.com) .