Exhibitor Resource Center Login and Exhibitor Listing Instructions

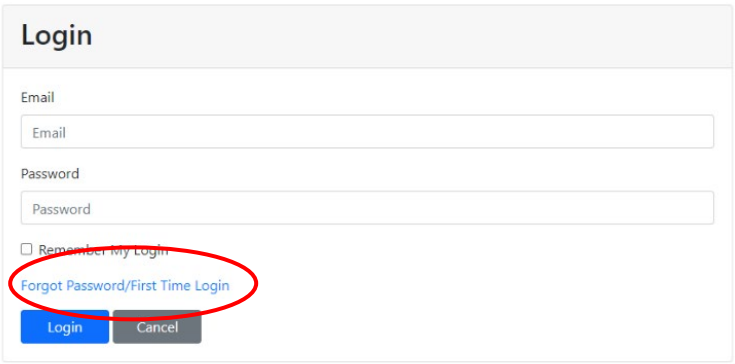
We are excited to launch the new Exhibitor Resource Center and request that you follow the outlined steps below for logging in and successfully setting up your Exhibitor Directory profile. Your profile information will be used as your online presence and in the printed directory.

LOGGING IN TO THE EXHIBITOR RESOURCE CENTER FOR THE FIRST TIME

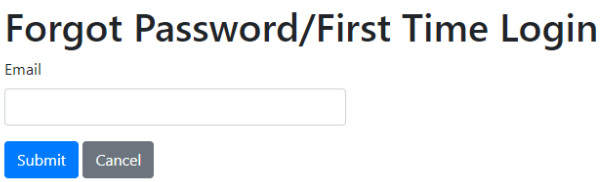
1. Go to https://acogdx25.myexpoonline.com/dashboard

2. Click the "**Login**" button

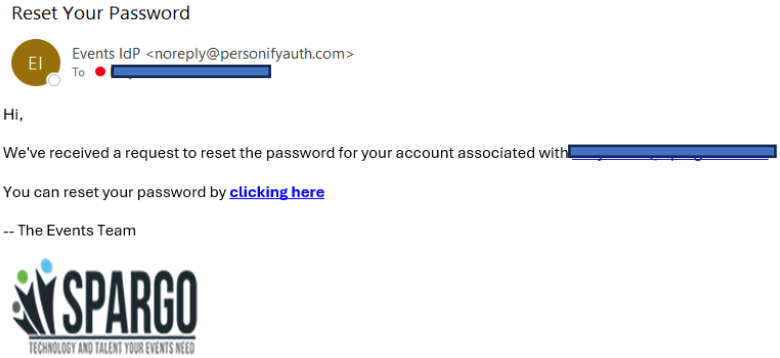
3. Enter your email and click "**Forgot Password/First Time Login**" You must enter your Booth Contact email address. An email will be sent, and you will need to create a password. If you are not the Booth Contact, you will not have access to create an account.



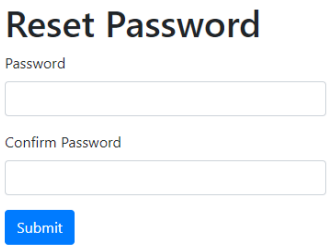
4. Enter your email address in the new window and click "**Submit**."



5. You will receive an automated email from "Events IdP <*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.



6. Create your password and click "**Submit**."

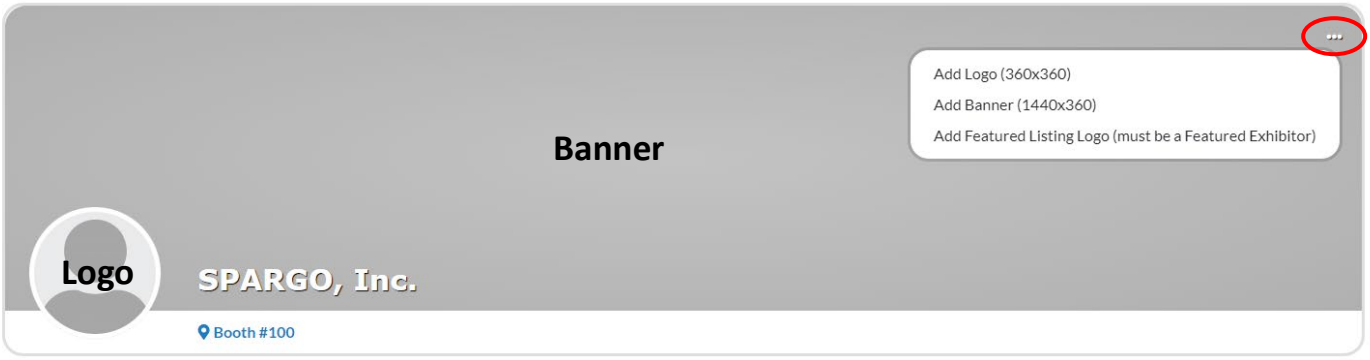


7. Return to the login page at https://acogdx25.myexpoonline.com/dashboard and log in with your email and password.

ADD COMPANY INFORMATION ON THE EXHIBITOR LISTING PAGE

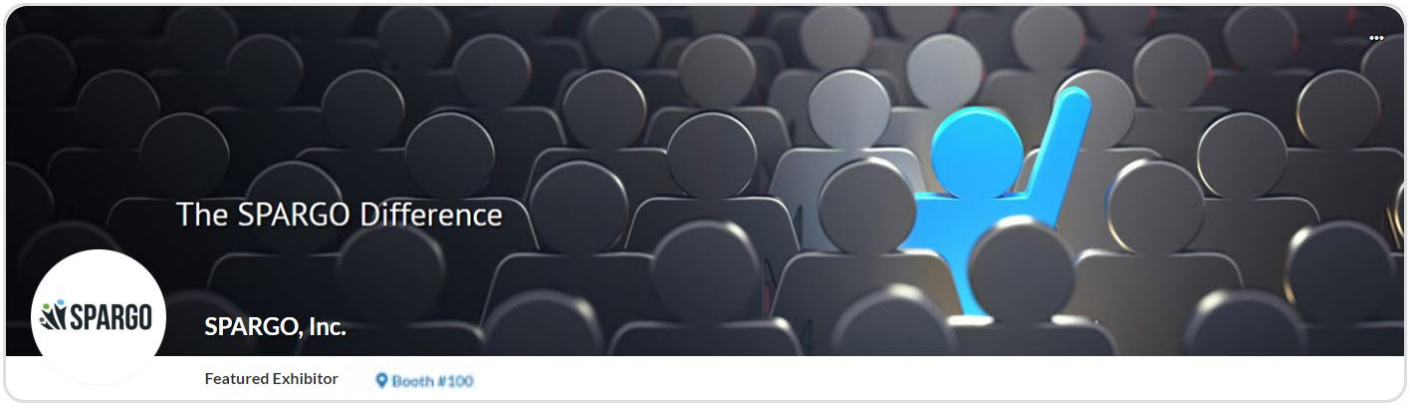
1. Once logged in, you will land on the **EXHIBITOR LIST** page. Click your company "**Explore**" button.

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.

5. 

We are here to help! For questions regarding completing your exhibitor listing please contact Darnella Bailey at darnella.bailey@spargoinc.com**.**