Company Profile Update

Each primary contact will receive an email to update their company's profile. Fill out and submit the form linked in your email. This link is specific to your account and organization.

Once that form is submitted, a few more steps are needed to **Complete your company profile** by logging in to your GMTA account.

- If you need a login, click here to create one.
- Forgot your username or password? Click here to reset it.

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Once you are logged into your account:

Update your Organization's Contacts

1. Click My Info on the left-side column
2. Click Related Contacts in the bar across the top

   Confirm that your related contacts and their information is correct. Edit or **add** contacts if there are new employees or changes. GMTA Membership includes every employee at your company and is not limited to a certain number of contacts.

   Do you have a contact listed that should be excluded from the printed directory?
   DO NOT DELETE THEM! Ask that individual to update their information on the info hub OR have them check their email to update their individual profile and check YES or NO on whether to be listed in the directory.

   Need to remove a contact?
   If a contact is no longer at your company or has moved to a role unrelated to GMTA, you should delete them, and add their replacement as a new contact.

Update your Organization's Business Categories

Business Categories help members, and customers find your company and information and are listed in the Online Buyer's Guide, Printed Directory, and searchable member listings.

1. Click My Directory Listings on the left-side column
2. Click the red box to the right of the Business Category section towards the bottom of the page.
3. Search and select the categories your company should be listed under, there is no limit, but companies that select ALL the categories will not be listed in any.

Review your Billing Information

1. Click My Billing Info on the left-side column
2. Review any unpaid invoices and arrange for payment
3. Click Autopay & Billing in the bar across the top
4. **Set Up Payment Profile** for membership renewals
   Members with autopay for renewals receive early access to GMTA Events and the hotel block for the convention.

Thank you for completing your organization's profile.

Individual Profile Update

Each contact will receive an email to update their profile. Fill out and submit the form linked in your email. This link is specific to your account.

This form is important for EVERYONE to fill out, especially, because this form will tell GMTA whether to list you in the printed GMTA Directory.

Once that form is submitted, you are good to go, but if you want to review additional information in your profile, you may log in to your GMTA account.

- o If you need a login, click here to create one.
- o Forgot your username or password? Click here to reset it.

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