

How to update Company Information, Description and Service Categories & How to Upload Logos for AFP's Website & Mobile App

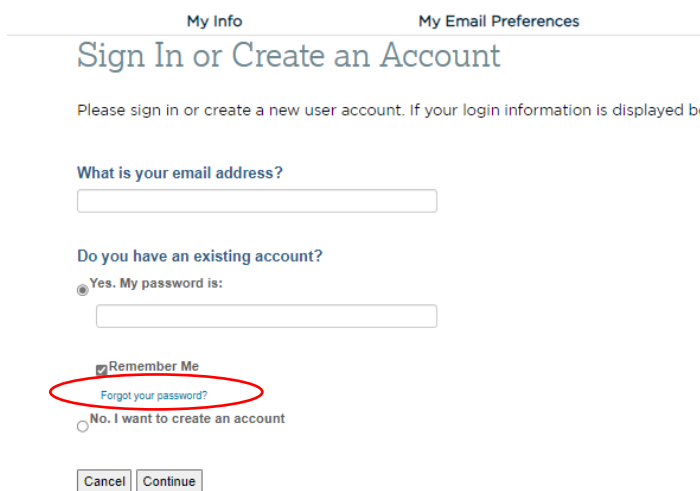
Changes to your company details including description, web links, and service categories are made within the exhibitor registration portal.

Please note that only the primary and secondary exhibitor point of contact will be able to log onto the registration portal.

To update either point of contact, please email exhibiting@afponline.org and provide, the first and last name, email address, phone number, and mailing address of the new POC and the full name of the person they are replacing.

Step 1: [Click here](#) to access the Exhibitor Registration Portal.

Step 2: Use your email address and AFP password to log in, click “forgot password” to reset your password.



The screenshot shows the 'Sign In or Create an Account' page. At the top, there are two tabs: 'My Info' and 'My Email Preferences'. The main heading is 'Sign In or Create an Account'. Below the heading, there is a prompt: 'Please sign in or create a new user account. If your login information is displayed below...'. The form includes a text input field for 'What is your email address?'. Below that is a question 'Do you have an existing account?' with two radio button options: 'Yes. My password is:' (selected) and 'No. I want to create an account'. Under the 'Yes' option, there is another text input field for the password. A 'Remember Me' checkbox is checked and circled in red. Below it is a link for 'Forgot your password?'. At the bottom of the form are 'Cancel' and 'Continue' buttons.

Step 3: Once you have successfully logged in to the portal you should see the 2024 Nashville Registration Dashboard. If you see a full list of your available Exhibit Show(s), select AFP 2024 Nashville Registration Dashboard. You should see the dashboard below.



The screenshot shows the 'AFP 2024 Nashville Registration Dashboard'. At the top, there are four tabs: 'My Info', 'My Email Preferences', 'Transactions', and 'Membership'. The main heading is 'AFP 2024 Nashville Registration Dashboard'. Below the heading, there is a light blue box containing the following text: 'The 2024 AFP Conference will take place at the Music City Center in Nashville, TN. The official meeting dates are Sunday, October 20, 2024 - Wednesday, October 23, 2024.' Below this, it says 'The following tasks can be completed in this exhibitor portal.' followed by a bulleted list: 'Assign exhibit hall only and full conference badges.', 'Register additional full conference attendees.', 'Register exhibit hall only talent badges.', and 'Make substitutions.' At the bottom of the box, it says 'Questions? Email exhibiting@afponline.org or visit our [FAQs](#)'. Below the box, it says 'EXHIBITOR NAME: AFP' and there is a button labeled 'View & Edit Company Profile'.

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Step 4: Click, "View & Edit Company Profile" on the exhibitor registration portal dashboard.

- Assign exhibit hall only and full conference badges.
- Register additional full conference attendees.
- Register exhibit hall only talent badges.
- Make substitutions.

Questions? Email exhibiting@afponline.org or visit our [FAQs](#)

EXHIBITOR NAME: AFP

[Manage Exhibit Shows](#)

[View & Edit Company Profile](#)

Registrations		
Booth Size(#)	Exhibitor Full Conference	Exhibitor Floor Staff
Registrations & Limits		

Step 5: Update your company name, address, email, website, description, and services your company provides.

Company Name:*

Address 1:*

Address 2:

Address 3:

City:*

Country:*

State:*

Zip:*

Phone:*

Extension:

Email:*

Linkedin URL:

Twitter handle:

Website:*

Company description (90 word limit):*

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Company description
(90 word limit):*

ep - biography

What services do you offer? (Please select at least one and no more than three service categories)*

- Accounts Payable Services
- Accounts Receivable Services
- ACH Services
- AI, Blockchain and RPA
- Automation and Robotics
- Business Intelligence/Analytics
- Commercial Cards
- Compliance & Governance Services
- Consulting Services
- Cryptocurrency and Meta Services
- Depository Services
- Digital Payment Solutions
 - Document Automation and Imaging
- Services
- Embedded Finance Banking as a Service
- Enterprise Application Software
 - EPM/CPM (Enterprise/Corporate Performance Management)
- Financial Planning & Analysis
- Financial Risk Management Services

Step 6: To update your company logo, click the hyperlink on the landing page. To ensure that your logo properly appears **on the conference website and mobile app**, please follow the posted instructions on logo sizes and nomenclature on the webpage.

My Info

My Email Preferences

Transactions

Membership

AFP will include your company's information in the AFP 2024 Mobile App. Please confirm your company information, description, and service categories below by Friday, August 16, 2024. Please share your company logo with us please [by clicking here](#) and upload your high-resolution logo in the two formats below:

Note: Please make sure your logo does not have a transparent background.

Example for how to save your logo: [Company Name]_300x600 and [Company Name]_600x72

Format Needed for 2024 Conference Website

*.ai or .eps file of your logo in color.


Step 7: The submitter should enter their email address, first and last, and company names before uploading the logo, then click the "upload" button.

Email

First Name

Last Name

Company



Drag files here

[Browse files](#)

Upload