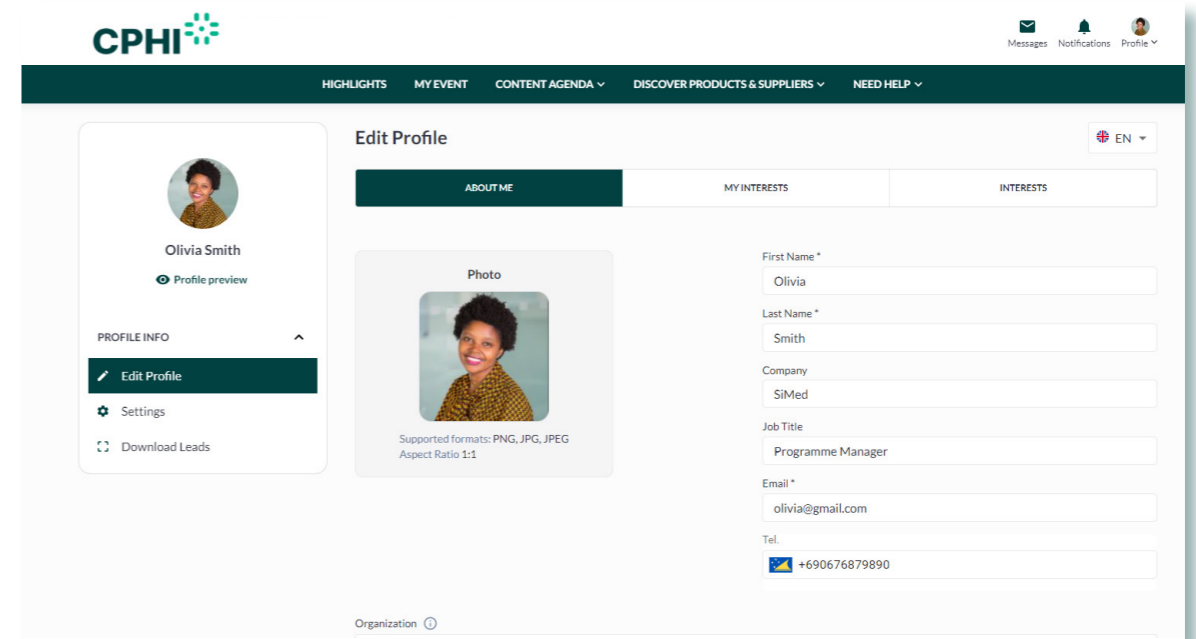


My Company Profile

Your profile type

There are 2 different profile types available for you and your colleagues: Admin Team Member and Team Member.

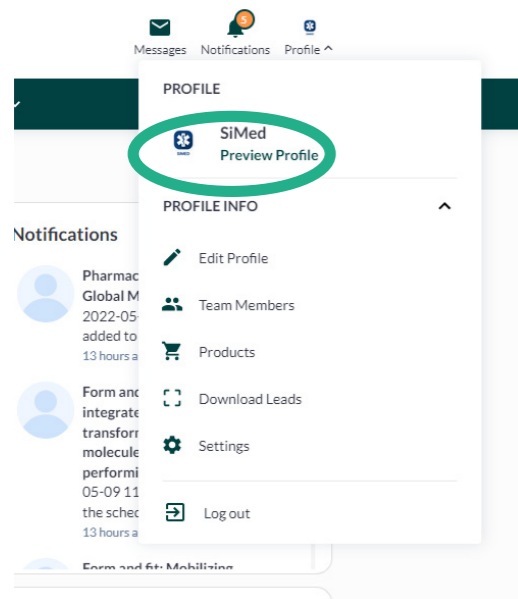
- **Admin Team Members can...**
 - Update company profile and add products.
 - Edit personal profile and interact with others.
 - Upgrade their colleagues to an admin profile.
 - View the meeting schedules of their whole team.
 - Download all leads captured by the company.
- **Team Members can...**
 - View the company profile.
 - Edit personal profile and interact with others.
 - Capture and retrieve their own leads.



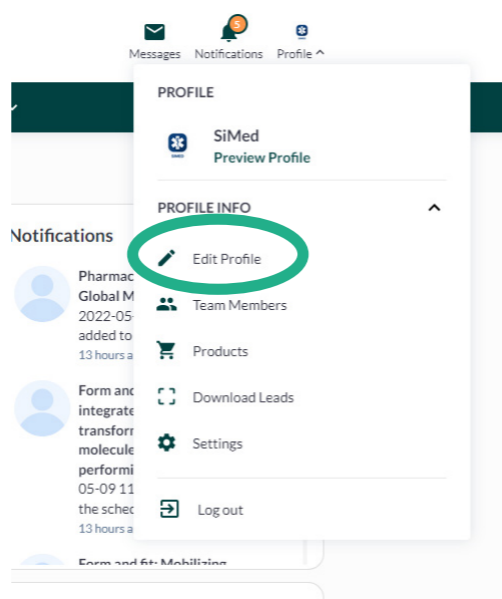
Check if you are an Admin Team Member

If you can edit your company profile, you are an Admin Team Member. To check this, follow these steps:

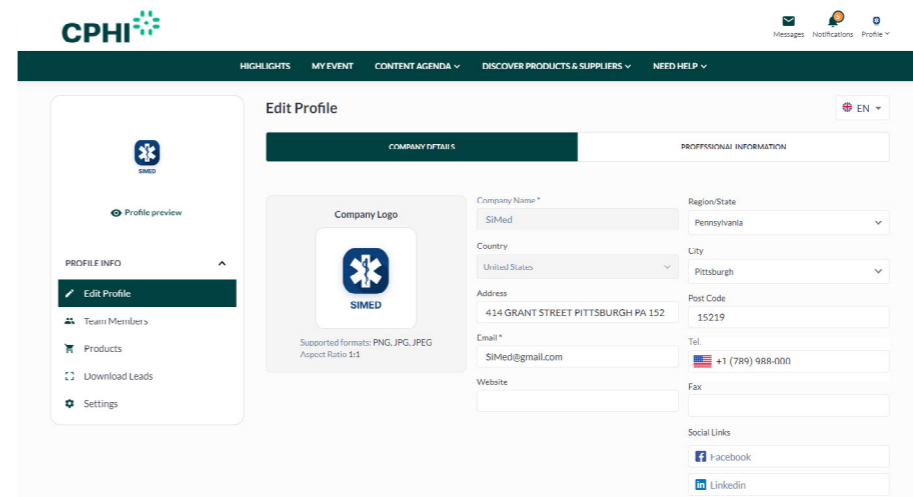
Step 1: Click on your Company Name to enter your company account



Step 2: Click on Edit Profile



Step 3: Can you edit your company profile? If yes, you are an exhibitor admin. If not, you are a team member.

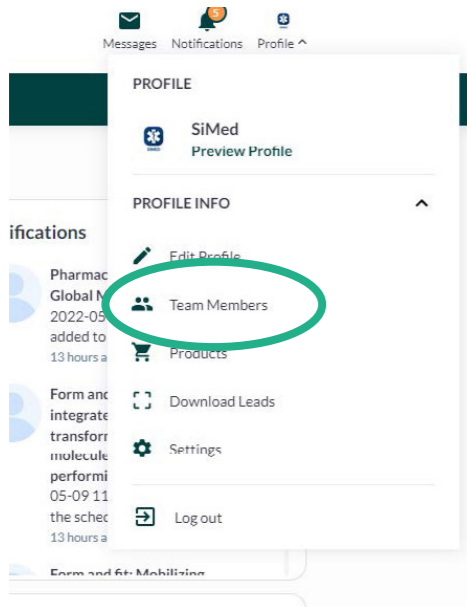


Add your team members as admin

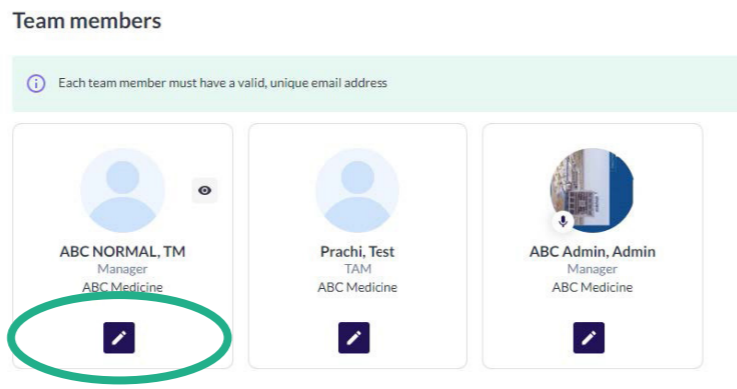
Adding your colleagues as Admin Team Members gives them access to extra functionalities. They can also edit your company profile and products.

Only Admin Team Members can add other admins.

Step 1: Click on 'Team Members' in your Company Profile.

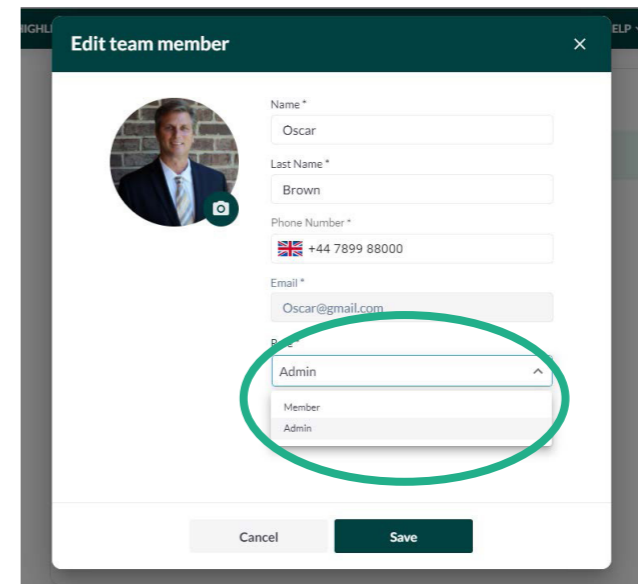


Step 2: Click on the team member you wish to add as an admin.



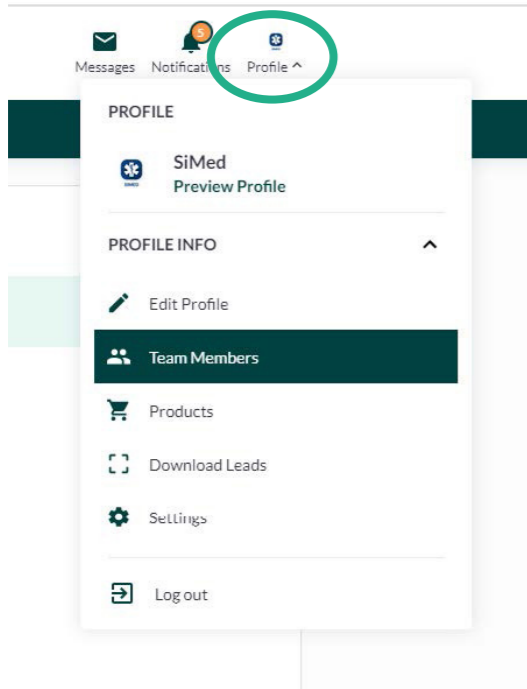
Reminder: Cannot see your colleague in the team member list? If so they are not yet registered. The Main Stand Holder needs to register them via the exhibitor resource center. Once registered you should see all your colleague in your Team Member's list.

Step 3: Change the role of your team member using the drop-down menu.

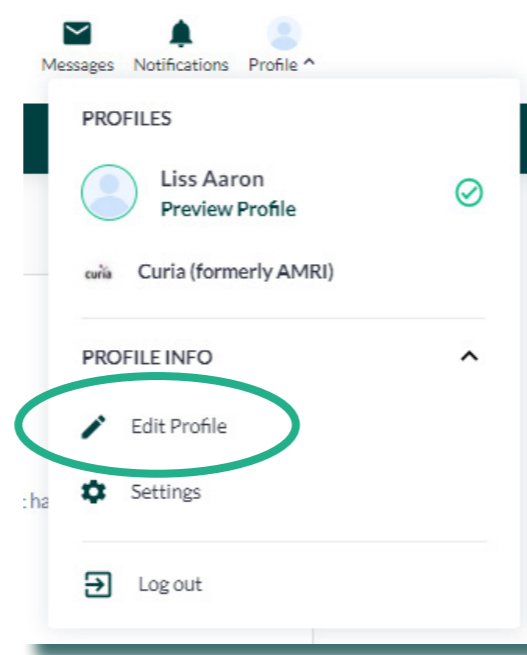


Access your company profile

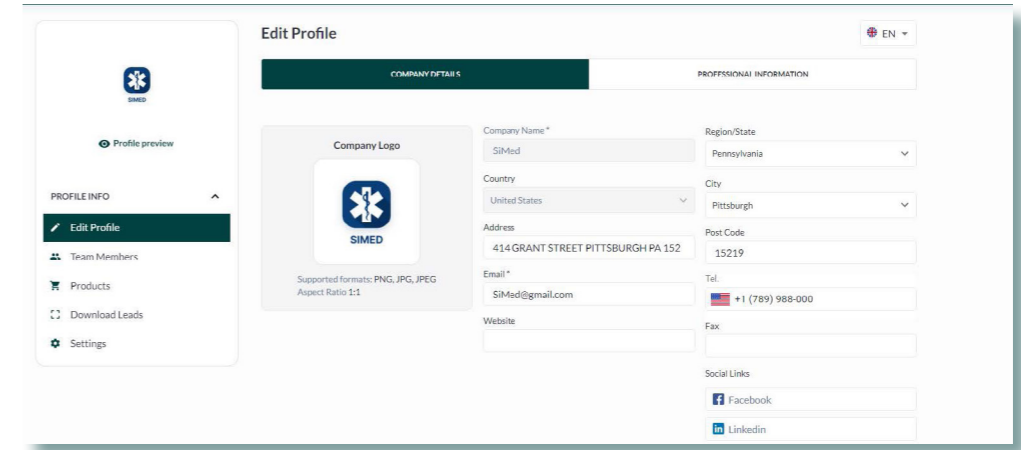
Step 1: Click on Profile on the top right



Step 2: Click on your company name



Step 3: You are in your company profile!



CPHI 

