## How do I access my company profile?

Step 1: Click on profile on the top right



Notifications Profile ^ lessages PROFILES **ABC Exhibitor Admin** 0 **Preview Profile ABC** Medicine BASIC. **PROFILE INFO** ~ Edit Profile 5 Print badge Ċ Settings :3 Download Leads ➔ Log out

Step 2: Click on your company name

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## Step 3: You are in your company profile!





## How do I edit my company profile?

As an admin team member, you can edit your company profile and products page. Make sure to take the time to create an engaging, informative and appealing profile. This is the best way to get the most out of the event.

**Step 1:** Once you are in your company profile, click on edit profile



**Step 2:** Fill in your company information in the below 3 tabs



**Company QR Code:** Download your company QR code to display on your stand. Visitors who scan your company QR code will be captured as leads.

As the Admin you can go to your Company Profile, then Settings and click on Company QR code.

