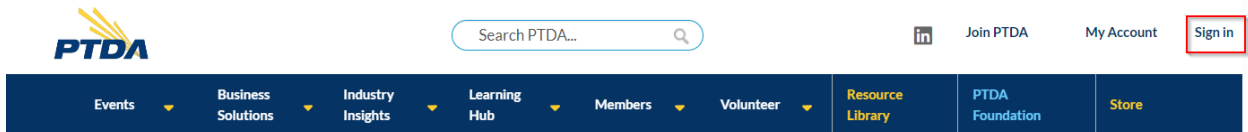


Distributors – Manage Company Account Details on PTDA Website

Follow these steps to manage your company account's details on the PTDA Website. Company account details can only be made by the **PTDA Key Contact** or **Company Administrator(s)** you've assigned. The steps below are for updating your company account's details but will also walk you through logging in and getting to the company profile.

If you need assistance at any time, contact us at ptda@ptda.org or +1.312.516.2100.

1. Login to the PTDA website (www.ptda.org) by clicking Sign In at the top right corner of the screen.

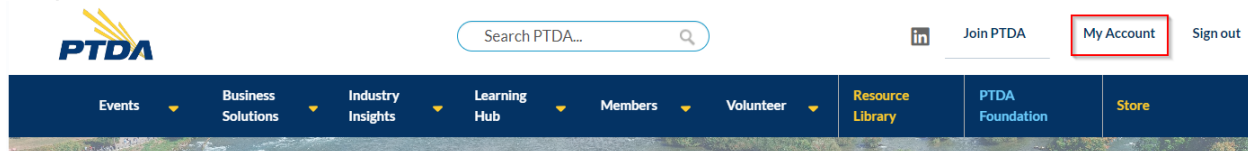


2. Login using your credentials.

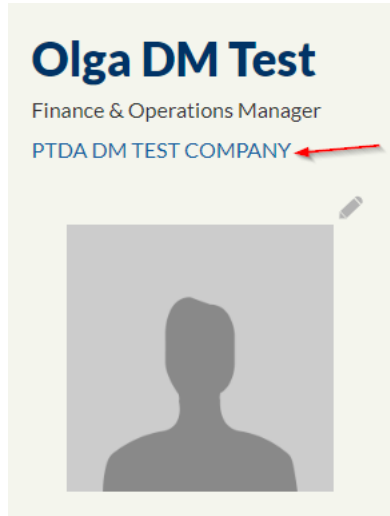
Username

Password

3. Navigate to **My Account** located at the top right of your screen. This takes you to your individual account, where you can make updates to your personal information and preferences.

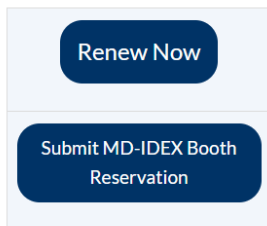
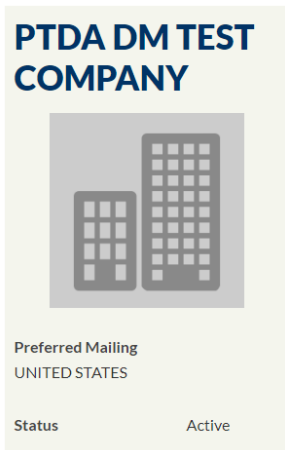


- In your account, above the basic information window, click on your company name.



- You are now on the company profile where you can update your company's account details in the:

About tab:



Company profile form with tabs: About, Company Info, Employees, Branches.

Year Founded:

Does your company use PPIF?
 Yes
 No

Publicly Held

Privately Held

Family Owned

Minority Owned

PPIF Contact:

PPIF Contact Title:

PPIF Contact Email:


Company_Desc:

Unique Products & Services:

Vertical Markets Served:

Company Info tab:

PTDA DM TEST COMPANY



Preferred Mailing
UNITED STATES

Status Active

Renew Now

Submit MD-IDEX Booth Reservation

About
Company Info
Employees
Branches

Address

 +

UNITED STATES

Company Demographics

Total Employees

Total BR/Plant

Total Product Specialists

Total Outside Sales

Total Inside Sales

Product Categories Distributed


Check all
 A - ADJUSTABLE/VARIABLE SPEED DRIVES
 A01-AC
 A02-DC

Manufacturers You Represent

Check all
 005-Standard Locknut Inc.
 007-Baldor Electric Company
 008-Loctite Industrial Div. Henkel Corporation

Employees tab:

PTDA DM TEST COMPANY



Preferred Mailing
UNITED STATES

Status Active

About
Company Info
Employees
Branches

Manage Employees

Click on an employee name to update their information, make a Company Administrator, or remove from your company. Company Administrators can access and update company information and rosters.


Export

Full Name	Title	Email	City	State Province	Zip	Role
Olga DM Test	Finance & Operations Manager	olga@ptda.org				Company Administrator

Add Employee

Branches tab:

PTDA DM TEST COMPANY



Preferred Mailing
UNITED STATES

Status Active

[Renew Now](#)

[Submit MD-IDEX Booth Reservation](#)

About Company Info Employees **Branches**

City Starts With

State Province Equals

[Find](#)

Company	Full Address
There are no records.	

Add a Branch

* Organization name

Email

Phone

* Country

* Address

* City

* State

* Postal code