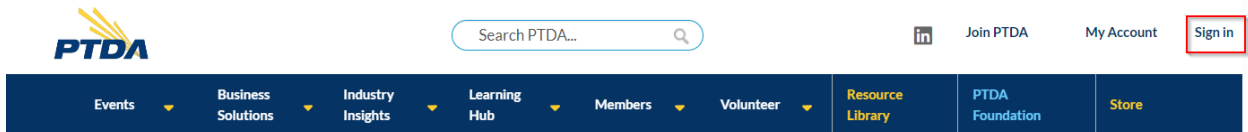## Distributors – Manage Company Account Details on PTDA Website

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.

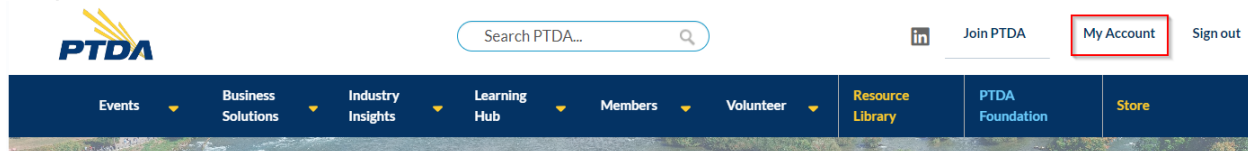1. Login to the PTDA website (www.ptda.org) by clicking Sign In at the top right corner of the screen.

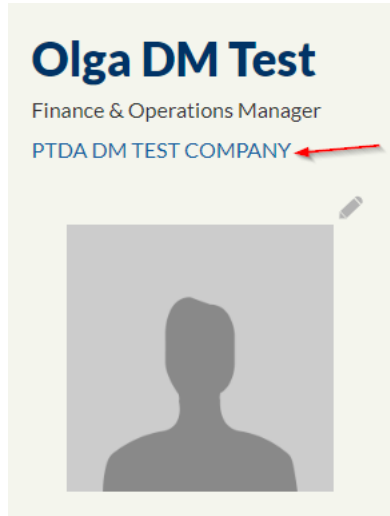2. Login using your credentials.

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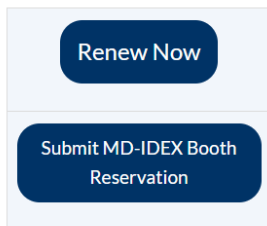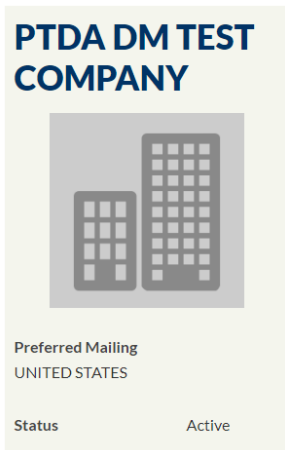
4. In your account, above the basic information window, click on your company name.

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

About tab:

Company Info tab:

Employees tab:

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   (Any)

Find

Company	Full Address
There are no records.	

Add a Branch

*Organization name

Email

Phone

*Country   United States

*Address

*City

*State   (None)

*Postal code