

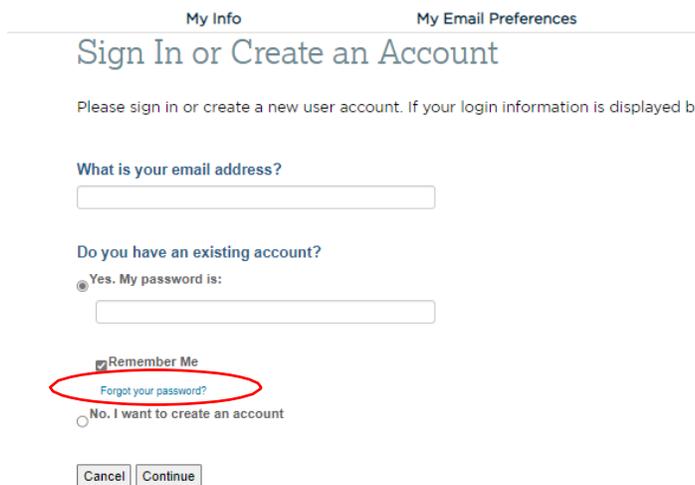
How to update Company Information, Description and Service Categories & How to Upload Logos for AFP's Website & Mobile App

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

To update your exhibitor registration 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/adding.

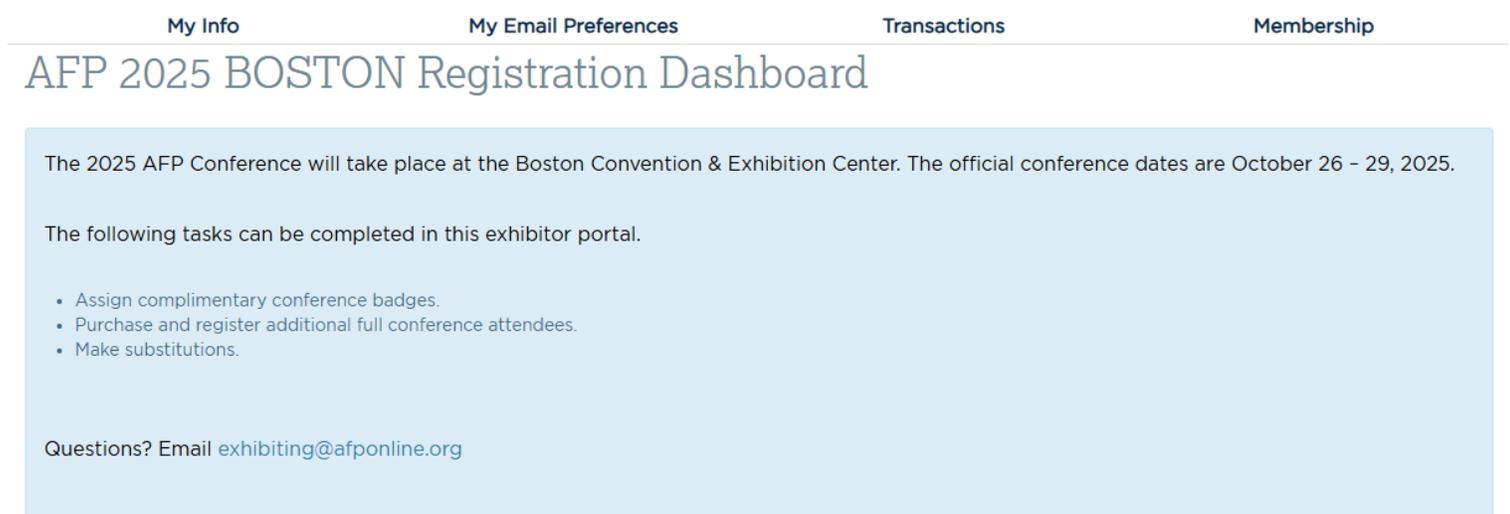
Step 1: [Click here](#) to access the Exhibitor Registration Portal.

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



The screenshot shows the AFP login page with a navigation bar at the top containing "My Info" and "My Email Preferences". The main heading is "Sign In or Create an Account". Below the heading is a prompt: "Please sign in or create a new user account. If your login information is displayed below". There is a text input field for "What is your email address?". Below that is a radio button selection for "Do you have an existing account?". The "Yes. My password is:" option is selected, with a corresponding password input field. A "Remember Me" checkbox is checked and circled in red, with a "Forgot your password?" link below it. The "No. I want to create an account" option is unselected. At the bottom are "Cancel" and "Continue" buttons.

Step 3: Once you have successfully logged in to the portal you should see the Registration Dashboard. If you see a full list of your available Exhibit Show(s), select AFP 2025 Registration Dashboard. You should see the dashboard below.



The screenshot shows the AFP 2025 BOSTON Registration Dashboard. At the top is a navigation bar with "My Info", "My Email Preferences", "Transactions", and "Membership". The main heading is "AFP 2025 BOSTON Registration Dashboard". Below the heading is a light blue box containing the following text: "The 2025 AFP Conference will take place at the Boston Convention & Exhibition Center. The official conference dates are October 26 - 29, 2025." "The following tasks can be completed in this exhibitor portal." followed by a bulleted list: "Assign complimentary conference badges.", "Purchase and register additional full conference attendees.", and "Make substitutions." At the bottom of the box is the text "Questions? Email exhibiting@afponline.org".

EXHIBITOR NAME: AFP

[Manage Exhibit Shows](#)
[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.

AFP will include your company's information in the AFP 2025 Mobile App. Please confirm your company information, description, and service categories below by **Friday, August 1, 2025**. Please share your company logo with us please [by clicking here](#) and uploading 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

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