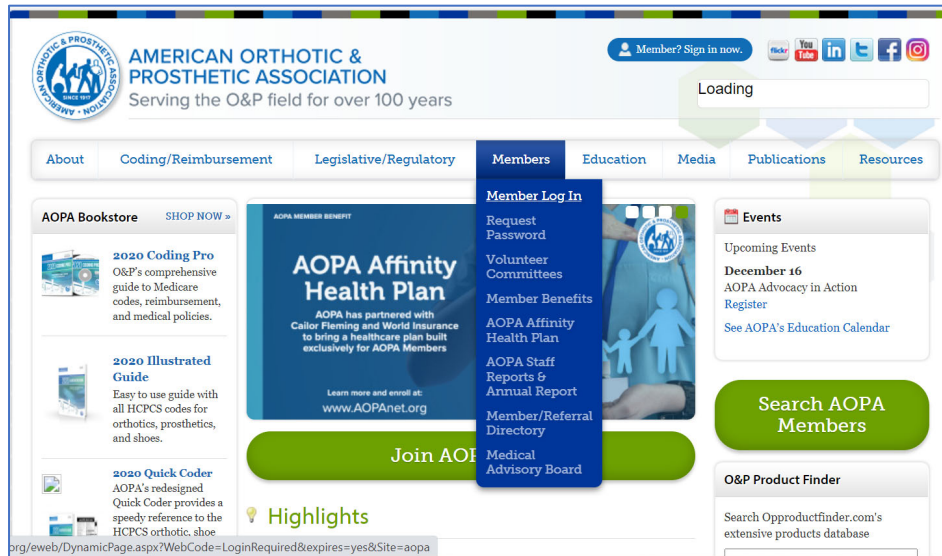## HOW TO ACCESS *GOEXPO* THROUGH YOUR *AOPA CONNECTION* ACCOUNT!
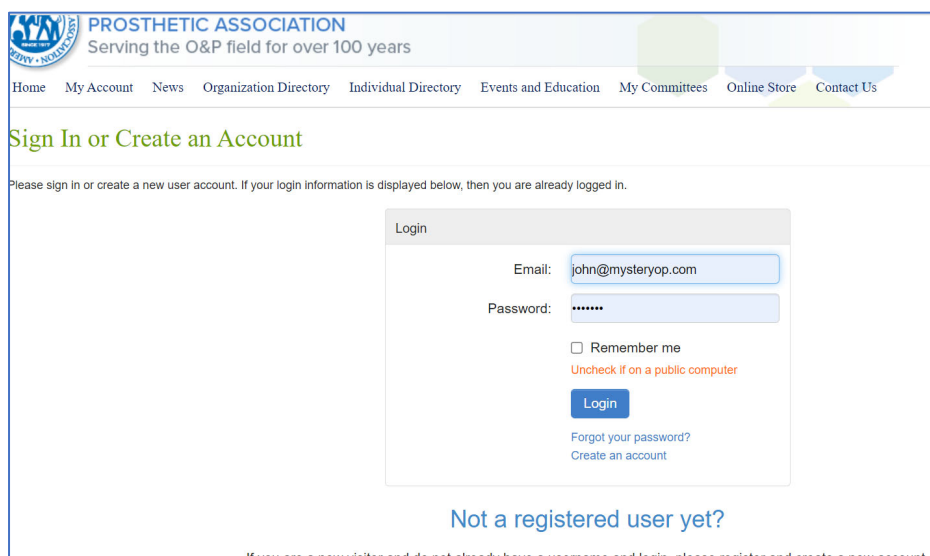
After your initial Assembly exhibit space booking, you will need to access to your *GoExpo* exhibit portal directly through your *AOPA Connection* membership account. All AOPA members/employees have their own individual login and password within *AOPA Connection*. Please follow these 4 easy steps below.

Step 1: Sign into your *AOPA Connection* Membership Account. Go to www.aopanet.org and click Members, then Member Log In.

Step 2. Provide your email (login) and password. If you don't know your password, click the "Forgot your password" link and you will automatically receive an email with instructions to reset your password (be sure to check your spam/junk as it may end up there). If you have problems accessing your account, please contact 571-431-0876 or assembly@aopanet.org.

If your organization is currently not a member of AOPA, you will need to create an non-member *AOPA Connection* account for your company. Click "Not a registered user yet?" and follow the instructions to setup an account.

Step 3: Once you have logged into your account, you will want to look under the "My Account Links" and select My Exhibits Central/GoExpo. This will take you directly to your *GoExpo* exhibit account. There will be no need to sign in again, as we have created a SSO (Single Sign On) process to make access easily accessible.

Step 4: You should now be in your *GoExpo* account. You can easily go back and forth to your *AOPA Connection* account. As exhibitor information becomes available leading up to the Assembly it will be posted in the portal and accessible 24/7. After logging in, you can:

- *Update your company's contact information & description*
- *Purchase Manufactures' Workshops, Product Preview Theater Presentations (PPT) and Sponsorship Opportunities.*
- *Access the Freeman Exhibitor Service Kit*
- *Access Exhibitor Newsletters*
- *Upload your company logo, show specials, and PDF versions of your brochure/catalog*
- *Select up to 6 product categories, which will allow for attendees to search for exhibitors either by company name or search for a specific product category on the Online Exhibitor Directory.*