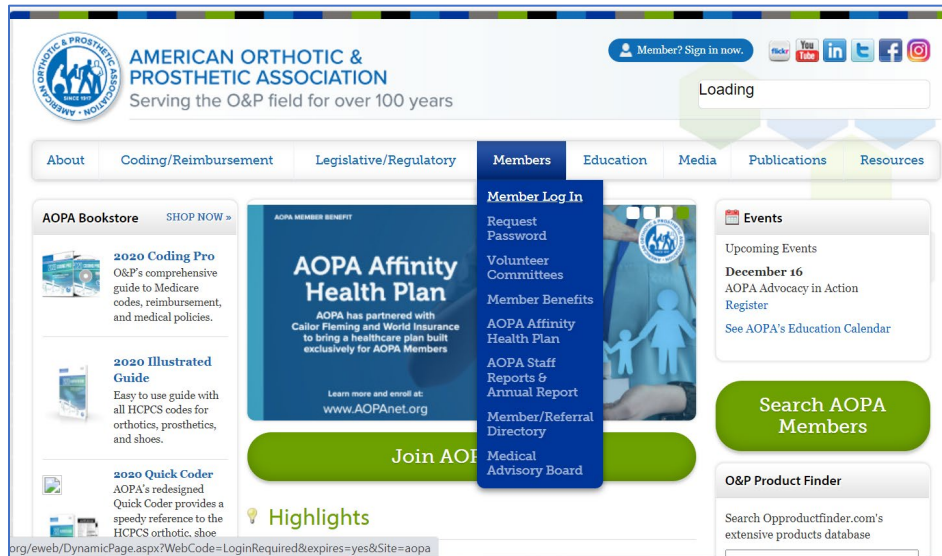


HOW TO ACCESS GOEXPO THROUGH YOUR AOPA CONNECTION ACCOUNT!

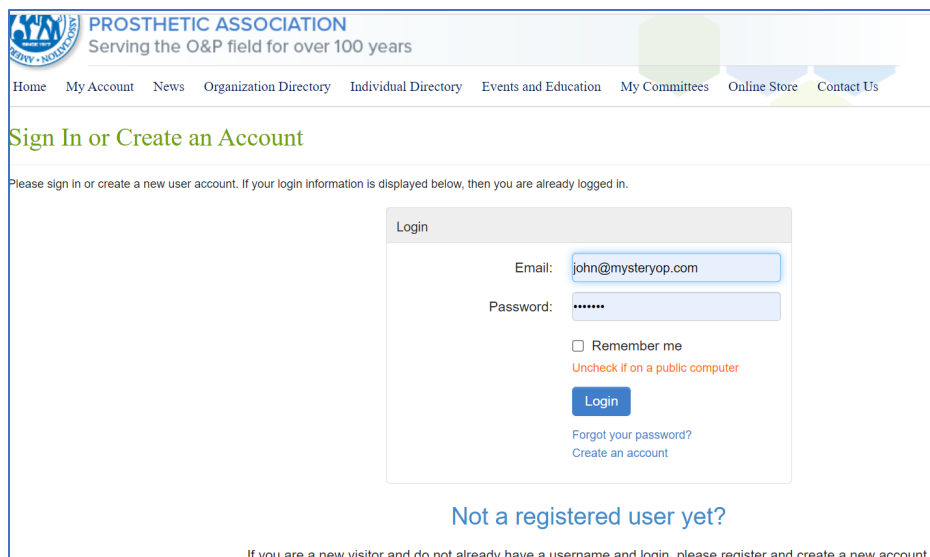
After your initial Assembly exhibit space booking, you will need to access to your *GoExpo* exhibit portal directly through your *AOPA Connection* membership account. All AOPA members/employees have their own individual login and password within *AOPA Connection*. Please follow these 4 easy steps below.

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



Step 2. Provide your email (login) and password. Your email must match the email that you are using in your *GoExpo* account. If you don't know your password, please contact Kelly at kelly.oneill@aopanet.org and she will be able to reset your password, then you will get an opportunity to change it when you log in.

******* If your organization is currently not a member of AOPA, you will need to create a 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. You may see a blue box that says NFE Login. Click on this which will take you 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.

The screenshot shows the AOPA website's 'My Profile' page. The user is logged in as Mr. John Doe, CPO, from Mystery O&P. The profile details section shows contact information and a bio. A 'My Account Links' dropdown menu is open, listing various account features, with 'My Exhibits Central GoExpo' highlighted in a dark box.

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:

The screenshot shows the AOPA 2022 National Assembly exhibitor dashboard. It features a navigation bar, the AOPA logo, event dates (September 28-October 1, San Antonio, Texas), and a message prompting the user to update their profile. Three main action buttons are visible: 'Edit Profile', 'Preview Profile', and 'Return to AOPA Connection'. There are also 'Dashboard Links' for Profile Visits (13) and Planner Adds (0).

- *Update your company's contact information & description*
- *Make Payments, review and print invoices/receipts (these can be found under Resources & Store)*
- *Purchase Manufacturers' 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.*