



## Creating a Company Master Account Profile with AMTA

### Why Does AMTA Need You to Create a Master Account?

A Company Master Account ensures that all Accounts Receivable (AR) History remains linked to the company rather than an individual. This is essential for maintaining accurate financial records, ensuring continuity even if personnel change, and simplifying account management for your organization.

In the future, you will use this account for all exhibit & sponsorship payments.

Please note that this process only needs to be completed once. Once the Master Account is created, please retain the login information and share it with the appropriate individuals within your company. This account must be used for all sponsor and exhibit payments moving forward. If another account is used, AMTA will need to cancel the submission, issue a refund, and request that the payment be submitted under the Master Account.

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*Please follow the steps below to create your company's Master Account Profile in the AMTA database*

1. Open your web browser and navigate to the [AMTA Exhibitor Application Form](#)
  - **Important:** For the best experience, use Chrome, Firefox, or Safari. The system may not function properly with Internet Explorer (IE) or Edge.
2. Click on the **Not an AMTA member** tab
3. Fill out the contact information for your company's master account.
  - **Email Requirement:** The email address used must not be associated with an existing AMTA account. If needed, you may use a general company email and update it later.
    1. If you don't update it, all emails will be sent to this email.
  - **Required Formatting for Company Master Account:** The information below must be completed **exactly as noted**:
    1. **First Name:** Enter the Company Name associated with the account.
      1. Example: ABC Antenna Solutions
    2. **Last Name:** Enter MASTER in all capital letters.
      1. Example: MASTER
4. Continue to fill in all required fields and submit the application.

### Updating the Email Address (If needed)

If you need to update the email address after account creation, follow these steps:

1. Click the down arrow next to the Company Master name at the top of the page.
2. Select Profile > Edit Profile.
3. Update the email address and click Update Profile.
4. Navigate to Settings > Login Info.
5. Change the username to match the new email address and click Update.

For assistance, please contact Katie at [amta@gmpartners.org](mailto:amta@gmpartners.org)