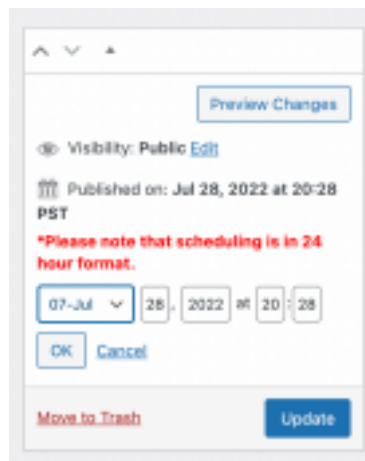


# Exhibitor Press Releases and Press Kit Portal Access Instructions

Follow the directions below to access and upload your assets:

1. Go to [landing page](#) and click Login
  - a. Password: **AAPEX2023PR** (password is case sensitive)
2. Create an account (or login once an account has been created)
3. Once created activate account
4. Click login and use credentials just created
5. Once you're logged in you can create Press Releases and Press Kits by selecting one on the left
6. At the top click "new press release" or "new press release"
  - a. Press Release – you'll see there is an option to upload an asset which will be the press release.
    1. There's an option to schedule the posts for a later date/time.



- b. Press Kit – You can provide up to 6 assets.
7. After uploading any assets, you can "preview" using the button on the right.
8. Select "Publish" to make the Press Release or Kits live (you can edit once it's live).