

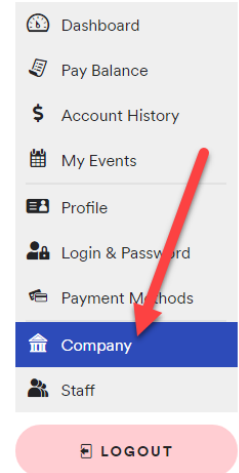
How to: Update Your Company Profile - Associate

Only members with management access can access and update your company profile. If you are a principal, you have been given management access.

An easy way to tell if you have management access by looking at the [Member Compass](#) menu on the left side of your screen.

If you can see the Company and Staff tabs listed, then you have management access to your company.

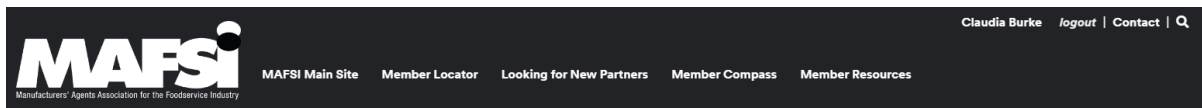
- If you do not see the Company tab and you should have management access, please contact your company's main contact, and ask them to grant you access.
- If you need additional help, please email info@mafsi.org.



1. To get started, you will need to go to your MAFSI [Member Compass](#) and select the [Company Tab](#) from the menu on the left side of your screen.

2. Here you will see your company profile. **You will need to review/update all the information in the record.**

Fill in all the required information or you will not be able to save your updates.



Member Compass™

- Dashboard
- Pay Balance
- Account History
- My Events
- Profile
- Login & Password
- Payment Methods
- Company**
- Staff

LOGOUT

COMPANY NAME
Associates Inc. (MAFSI Test)

If you need to edit your company's name, please [contact us](#).

Demographics

INDUSTRY TYPE
If you need to edit your Industry Type, please [contact us](#).

Other

800 COMPANY PHONE
Please use dashes only.

YEAR JOINED MAFSI
*Please use 4 digit year (e.g. 1998)
If you need to edit your Year Joined MAFSI, please [contact us](#).*

2021

SAVE

Demographics

- **Industry Type:** If you need to edit this information, contact MAFSI at info@mafsi.org.
- **800 Company Phone:** List your 800 phone number here and it will appear in your Locator Listing.
- **Year Joined MAFSI:** This is not editable by you, but if there is an issue, contact info@mafsi.org.
- **Year Company Founded:** Enter the 4-digit year your company was founded.

Demographics

INDUSTRY TYPE

If you need to edit your Industry Type, please [contact us](#).

Other

800 COMPANY PHONE

Please use dashes only.

YEAR JOINED MAFSI

Please use 4 digit year (e.g. 1998)

If you need to edit your Year Joined MAFSI, please [contact us](#).

2021

YEAR COMPANY FOUNDED *

Please use 4 digit year (e.g. 1985)

1995

Social Media

- **YouTube:** Fill in your company YouTube channel. It will be displayed on your MAFSI Locator Listing.
- You will be able to list your other social media information under the marketing section.

Social Media

YOUTUBE CHANNEL

This is your company's YouTube web address (include http info)

Contact Information

- Review and update the contact information for your company.
-

Marketing

All the information in this section will be displayed in your MAFSI Locator Listing

- For your company **Facebook** and **LinkedIn**, enter the full URL, including the https:// (ex: <https://www.facebook.com/mafsiassoc>)
- For your company **Instagram** and **Twitter**, enter the handles only (ex: mafsi_foodservice)
- Upload your company logo file sized to 300 x 300 pixels.
- Use the **Company Overview** to share more about your company.
- You can upload photos or link videos of your office, showroom, test kitchen or team in the **Directory Gallery**. (Eventually these will be published in your MAFSI Member Locator.)

Marketing

FACEBOOK URL

<https://www.facebook.com/mafsiassoc>

LINKEDIN URL

<https://www.linkedin.com/company/mafsi/>

INSTAGRAM HANDLE

@ mafsi_foodservice

TWITTER HANDLE

@ MAFSIAssoc

COMPANY LOGO
300x300



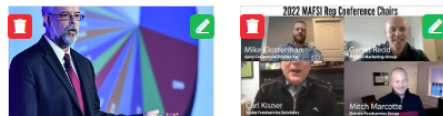
REPLACE FILE

REMOVE

EDIT CROP

Directory Gallery

Gallery Items Drag & drop to change the order of your gallery items



+ ADD PHOTO/VIDEO

3. Click **Save** in the top right corner of your screen once you are finished with your updates.

All the required fields are marked with an * and must be filled in to save the profile.

Edit Profile

COMPANY NAME

Reps Inc. (MAFSI HQ Use Only) Test - Region 12

PARENT COMPANY

Only multi-region Rep Firms and Manufacturer Brands under a conglomerate should select a parent member. Otherwise, please select No Parent below.

MAFSI Reps Inc Parent Test

If you need to edit your company's name, please [contact us](#).

SAVE