How to Upload a Photo to Your IRTBA Web Account Profile

First, login to the IRTBA website using your individual user account information. If you have not yet set up an account, please see the section below entitled, *Activate Your New Individual User Account* first, and then revisit these instructions.

Once you are logged in, you will see a *User Account* title with a placeholder image where your photo appears/will appear to the upper left corner of the screen.

Click the button under the placeholder image/your current profile photo **Upload Photo**.

Then browse from your photos on your computer, select a photo, click **Open**.

The image should then upload and be visible on your profile.

Activate Your New Individual User Account

Click on the blue **Sign In** button (top of screen).

Under the fields where you'd normally sign in, appears a “Not Registered?” option. Select **Register Now**.

CAREFULLY read the directions on this page to ensure you set your account up correctly. Otherwise you will create a new account that is not connected to any company and the website will recognize you as a non-member with limited access to information.

Enter your email address in to the field and select **Register Account** and the system will check to see if your name and email is already included in our database records.

If it does exist, you'll receive an email confirmation link to continue on to creating a username and password. Follow the prompts and select **Finish** and your new user account will be correctly authenticated and completed.

If your name and email does not exist in our database, you'll be able to create a new account, but this account will not be connected to a member or prospective member company.

Employees of a current IRTBA member firms should contact your company Key Contact or Administrator to add your name and email in to their Company Profile under Manage Employees and your account creation can continue from there.

Non-members are urged to contact IRTBA Staff for further assistance to be sure your account information is correctly connected to a prospective member company.