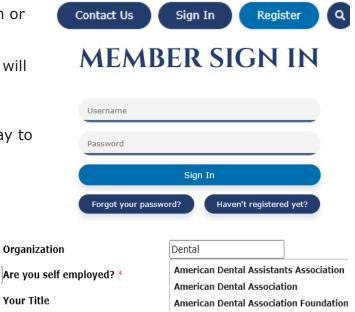# DTA NEW WEBSITE
Features & FAQ

Logging In & Registering

From the home page there are two ways to sign in or register for an employee account.

- The first is in the top right corner, where you will find both a **Sign In** and a **Register** button.

- If you scroll down the page, you will see a **Member Sign In** box which is the second way to sign into your profile.

Employees who do not already have an account can select the register option. Once you select that you are registering as an employee, and select your username and password, you will be taken to a full profile page. To be attached to your company you must scroll down and fill out 'Organization'. As you type in your company name it will show options for you to select.

Member Profile

Once you sign in you will be on your **Profile Home.** Verify that your name, or the company name if this is the company master account, is across the top. The rest of the page should show general account information that can be edited under the **Edit Bio** function on the following page.

On the right side under a section titled **MyDTA** click **Manage Profile.** Here you will find:

- **Information & Settings**, including Edit Bio and Manage Preferences.
- **Invoicing, Payments & History**, including information on event registrations and Foundation donations.
- **Community,** a feature that DTA will provide more information on in the coming months.

The sub-accounts feature will only be available on company profiles that act as the master account. This will allow key contacts to remove, update, or add employees through e-mail invites or by providing them with a direct link.

The **Edit Bio** section allows you to edit your profile, including:

- Change your username & password.
- Update your e-mail address.
- Manage email preferences, where you can opt in and out of our various newsletters.
- Add or update your title.

The **Invoices** section allows you to view, print, and pay your invoices included your pledges and donations to the DTA Foundation.

The **Event Registrations** section will show all of your existing and past event registrations. *Don't see your 2018 Annual Meeting registration? Don't worry! The system will only show events that have happened since the new website was launched (6.24.20).*

Event Registration

While in your profile there are two ways to register for upcoming events. On the right side there will be a section called **Calendar**. You can either select the **More** button to see a full list of upcoming events or click directly on the event you would like to register for.

CALENDAR More

11/11/2020 » 11/13/2020
2020 Annual Meeting

After you've selected your event and clicked **Register** you will be taken to a registration page. If you are logged into your own account, your information should pre-populate most fields. Click **Next** and select your registration type. If you are only registering yourself click **Save & Finalize** and move onto the payment screen.

Registering additional attendees? Click **Save & Add Another Attendee.** You will need to fill in their information and then click next to select their registration type. Repeat until all attendees are registered and then select **Save & Finalize** and move onto the payment screen.

*Please note that if you would like this event to show up under their account you will need to put in their information (name and email) as it matches their account. Not sure if that worked? Send us an email at contactus@dentaltradealliance.org or use the **Contact Us** button at the top of the website.*

Questions?

Please reach out to us if you have any questions by using the **Contact Us** button at the top of the website.

Contact Us   Report Abuse   Sign Out   🔍

As members explore the new website and send us questions, we will be updating this FAQ which can be found under your **MyDTA** on the home page (once your logged in).

MY DTA

Profile Home
Manage Profile
Files & Links
Messages
Website FAQ Sheet
Website How To Video