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# UPIC-CEU PIN Number Quick Reference Guide

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The purpose of this guide is to demonstrate how to:

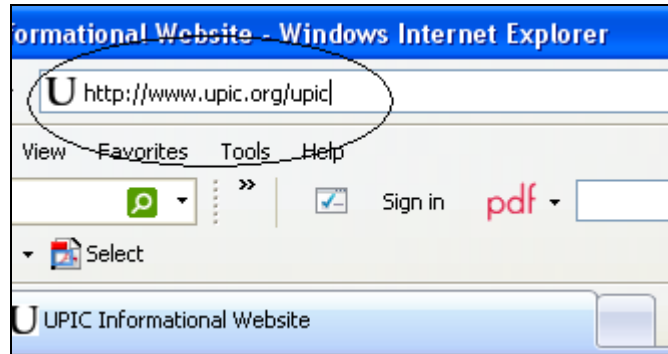
- Register in the UPIC system to obtain a CEU PIN Number
- Locate your CEU PIN number
- Find more information about UPIC and PPAI

# Register in UPIC

## Step One:

A. Go to [www.upic.org](http://www.upic.org) from your web browser.

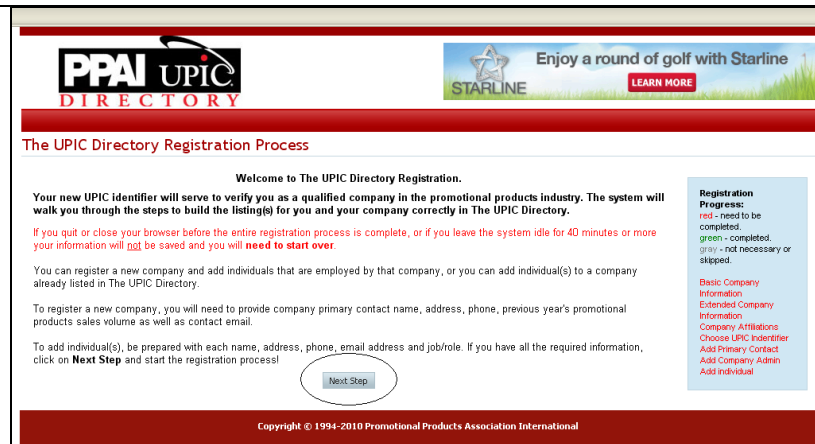
B. Click, “Click Here to Sign Up Now” to register in the UPIC system.



## Step Two:

A. The UPIC Directory Registration page is displayed.

B. Click, “Next Step.”



### Step Three:

A. Enter either the Company UPIC number or Company name to locate the employee's company.

B. Click, "Search."

The screenshot shows the 'Existing Company Search' section of the PPAI UPIC Directory website. At the top, there is a logo for PPAI UPIC DIRECTORY and a banner for Ariel stress relievers. Below the header, the text reads 'The UPIC Directory Registration Process'. The main content area is titled 'Existing Company Search' and includes a sub-header: 'Please enter as much information as possible below and registration will search to see if any potential company records exist in PPAI's database.' There are four input fields: 'Company UPIC' (with 'Aja' entered), 'Company Name', 'Company City', and 'Company Zip Code'. Each field has a search scope selector: 'Contains' (selected) and 'Matches' (unselected) for the first field, and 'Contains' (selected) and 'Starts With' (unselected) for the others. A 'Company Phone' field is also present. A 'Search' button is located below the fields. To the right, a 'Registration Progress' legend indicates: red - need to be completed, green - completed, gray - not necessary or skipped. Below the legend is a list of links: 'Basic Company Information', 'Extended Company Information', 'Company Affiliations', 'Choose UPIC Identifier', 'Add Primary Contact', 'Add Company Admin', and 'Add Individual'. The footer contains the copyright notice: 'Copyright © 1994-2010 Promotional Products Association International'.

### Step Four:

A. The company information is displayed.

B. Select, "Add an individual for this company."

The screenshot shows the 'Confirmation' section of the PPAI UPIC Directory website. At the top, there is a logo for PPAI UPIC DIRECTORY and a banner for Ariel stress relievers. Below the header, the text reads 'The UPIC Directory Registration Process'. The main content area is titled 'Confirmation' and includes a sub-header: 'Please review the information below. Once all information is correct you may begin to add individual employees by clicking on 'Add an individual for this company'.' There are two main sections: 'Company Information' and 'Extended Company Information'. The 'Company Information' section displays: 'Company Type: Business Services', 'UPIC Identifier: PPAI', 'Promotional Products Association International', '3125 Skyway Cir II', 'Irving TX, 75038-2539', 'United States', 'Phone - (972) 252-0004', 'Toll Free - (888) 426-7724', and 'membership@ppai.org'. The 'Extended Company Information' section displays: 'www.ppa.org', 'Year started - 1983', 'Employee count - 72', 'Sales staff count - 0', 'Sales rep type -', and 'Affiliations - PPAW MIPPA MAPPA TRASA'. A large blue button with a person icon and the text 'Add an individual for this company' is prominently displayed. To the right, a 'Registration Progress' legend indicates: red - need to be completed, green - completed, gray - not necessary or skipped. Below the legend is a list of links: 'Basic Company Information', 'Extended Company Information', 'Company Affiliations', 'Choose UPIC Identifier', 'Add Primary Contact', 'Add Company Admin', and 'Add Individual'. The footer contains the copyright notice: 'Copyright © 1994-2010 Promotional Products Association International'.

## Step Five:

A. The New Individual Set Up page is displayed.

B. Enter in required information (noted by red asterisk.)

C. Click "Next Step."

**PPAI UPIC DIRECTORY** **STARLINE** [LEARN MORE](#)

### The UPIC Directory Registration Process

#### New Individual Set-up

Each company in UPIC must have a principalowner (primary contact) and a company administrator. By default, the principal/owner will also be the company administrator who will have full access to the UPIC company profile (e.g., add and delete users, update profile). If the company administrator is someone other than the principalowner please indicate this on the form below, and you will be able to enter in the company administrator's information next.

**Adding/Editing Individual to be affiliated with Promotional Products Association International**

\* - required field

**Company Owner/Principle:**  Yes  No Is this user the Primary Contact for the company? Choose only 1 Primary Contact.

**Company UPIC Admin:**  Yes  No Is this individual a Company Administrator?

**Independent Contractor:**  Yes  No Is this individual an Independent Contractor for the company?

**First Name:** John Enter first name

**Last Name:** Test Enter last name

**Role:** Other Select a primary job role

**Phone:** (972) 252-0404 Ext. Enter office phone number.

**Email:** johntest@tes.com Enter your e-mail address. This will be your Login ID.

**Password:** \*\*\*\*\* Enter a password. Must be at least 6 characters in length. This can be left blank and the user can request a password the first time they access The Directory.

**Address1:** 3125 Skyway Cir N Enter address

**Address2:** Enter additional address information

**City:** Irving Enter City

**State/Province:** Texas Select State or Province

**Zip Code:** 75038-3539 Enter Zip Code

**Country:** United States Select Country

[Next Step](#)

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**Registration Progress:**  
red - need to be completed.  
green - completed.  
gray - not necessary or skipped.

**Basic Company Information**  
 Extended Company Information  
 Company Affiliations  
 Choose UPIC Identifier  
 Add Primary Contact  
 Add Company Admin  
[Add Individual](#)

## Step Six:

A. The Confirmation page is displayed.

B. Click, "Edit," to make changes if necessary.

C. Click, "Complete."

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### The UPIC Directory Registration Process

#### Confirmation

Please review the information below. Once all information is correct and all individuals are added please click **Complete** and submit your registration.

**Company Information**

Company Type: Business Services

UPIC Identifier: PPAI  
 Promotional Products Association International  
 3125 Skyway Cir II  
 Irving TX, 75038-3539  
 United States

Phone - (972) 252-8484  
 Toll Free - (888) 426-7724  
 membership@ppai.org

**John Test** [Edit](#)

**Primary Contact**  
 John Test  
 3125 Skyway Cir II  
 Irving TX, 75038-3539  
 United States

**Role - Other**

**Work - (972) 252-0404**  
 johntest@tes.com

**Extended Company Information**

www.ppai.org  
 Year started - 1903  
 Employee count - 72  
 Sales staff count - 0  
 Sales rep type -  
 Affiliations -  
 PPAW MIPPA MAPPA TRASA

[Add an individual for this company](#)

[Complete](#)

**Registration Progress:**  
red - need to be completed.  
green - completed.  
gray - not necessary or skipped.

**Basic Company Information**  
 Extended Company Information  
 Company Affiliations  
 Choose UPIC Identifier  
 Add Primary Contact  
 Add Company Admin

Registration requirements have been met and the registration can be submitted. Be sure to confirm all the information before submitting. You can also set up more individuals if you wish before submitting the registration.

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## Step Seven:

A. Your registration request will be sent to the company's primary contact. When they approve your request, you will receive a confirmation email from UPIC.

B. The confirmation email will include your CEU PIN number.

***The CEU PIN is your unique identifier and is required on all documents submitted to PPAI for education credit.***



### The UPIC Directory Registration Process

#### Thank You

You are now one step closer to being included in The UPIC Directory, the promotional product industry's only free industry directory!

Your UPIC request has been forwarded to the company primary contact; this activation must be confirmed within thirty days. You will be notified via email when your request has been reviewed/processed.

Need more information on UPIC or the registration process? Contact the [UPIC Administrator](#)

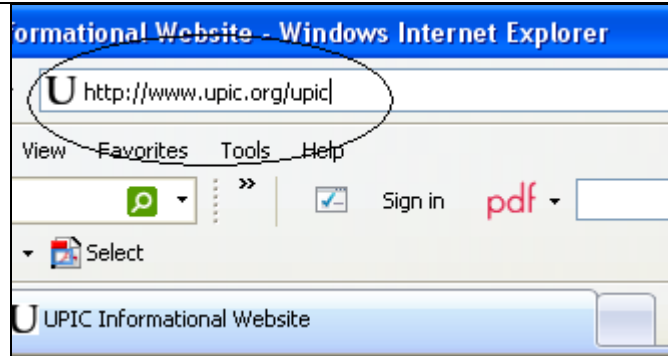
## Locate your CEU PIN Number

### Step One:

A. Go to [www.upic.org](http://www.upic.org) from your web browser.

B. Enter your **Email** address and **Password** in the corresponding fields.

C. Click **Log In**.



## Step Two

A. The **Profile** page is displayed.

B. The CEU PIN number is displayed beneath your name (see circled number.)

*The CEU PIN is your unique identifier and is required on all documents submitted to PPAI for education credit.*

The screenshot shows the PPAI UPIC DIRECTORY profile page for John Campbell. The page features a navigation menu with options: Search, My Company, My Profile, UPIC Credit Services, and Logout. A welcome message reads: "Welcome John Campbell with Promotional Products Association International! Your profile was last updated on 05/14/2010". The profile information includes: Name: John Campbell [443142], Company: Promotional Products Association International, and CEU PIN: 443142 (circled in red). The profile is categorized as "Image Not Available" and "Printer-Friendly". The page is divided into three main sections: Personal Information, Contact Information, and Address Information. The Personal Information section shows "Company Role" as "Other". The Contact Information section lists "Email" as JohnC@ppai.org, "Phone" as 972-258-3025, and "Toll Free" as 972-258-3025. The Address Information section shows "Mailing" and "Shipping" addresses as 3125 Skyway Circle N, Irving, TX 75038, United States. The page also includes several promotional banners: "Enjoy a round of golf with Starline" (with a "LEARN MORE" button), "PPAI Women's" (July 26-29, 2010), "PPAI Awards" (The Most Of A Professional), "Now Accepting Submissions" (with a "105,000 marketing and advertising decision-makers interested in Promotional Products Free Trial. Ask about our Accuracy Guarantee" and "THE LIST" button), and a copyright notice at the bottom: "Copyright © 1994-2010 Promotional Products Association International".

**More Info & Resources for UPIC and PPAI**

A. Click, “**Help**” from [www.upic.org](http://www.upic.org) for UPIC log in help.

**UPIC Login Help**

To login to our site with your e-mail address follow these steps:

**Step 1** - Click "Forgot Your Password?", enter your e-mail address and click "Get New Password". A new password will be sent to the e-mail address stored on your account profile.

**Step 2** - Retrieve the password from your e-mail Inbox and login to our site using your e-mail address and the new password.

**Step 3** - If you would like to change your password or your profile, click "My Profile", next click "Change Password" and then enter in your password twice. Passwords can be 6-10 characters.

**Login Restrictions**

To update company information on your account you must be the primary contact or have proper security levels for your company. If you are not the primary contact you will only be able to access your individual profile information.

The Primary Contact on your company roster has the ability to change company information, add or remove individuals from the company roster, update their personal information, and change their e-mail address.

Other contacts on your company roster have the ability to view company information, update their personal information, and change their e-mail address.

**Contact Us**

If you are having difficulty logging into the website, please e-mail [upic@ppa.org](mailto:upic@ppa.org) or call 1-888-884-UPIC (8742), choose option 5 then choose option 1.

B. For information on PPAI and PPAI educational programming visit [www.ppai.org](http://www.ppai.org)

**Join PPAI**

**This Is PPAI**

For more than 100 years, we have offered credibility, viability, visibility, community and opportunity to individuals and companies in the promotional products industry.

With unwavering dedication to the growth and integrity of this business sector, we provide our members with the tools necessary to cultivate a community of forward-thinking, proactive professionals. In addition, we bring the power of promotional products to buyers by reaching out with information, research and product consultants.

At the core of our service to the industry - the individuals and the companies alike - is our not-for-profit status.

Not-for-profit...for you!

PPAI Calendar						
May	June 2010					Jul
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

View The Industry Calendar

C. For automated information about PPAI MAS/CAS Certification and UPIC CEE PIN numbers and/or to connect with a member of the Professional Development Team, call **888-426-7724 x4**

**Info Line**

**888-426-7724 x4**