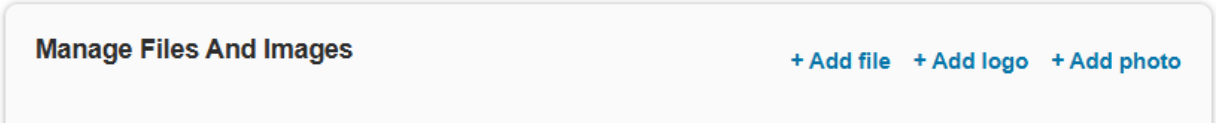
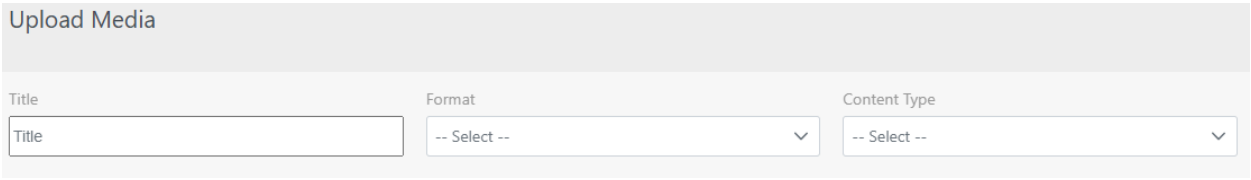
Instructions on how to add your company logo to the MDNA website

On the top left of the MDNA website, click "Member Login." Then enter your email address and your password.

1. Click on **Switch Profile** on the *orange bar* and select your company profile
2. Scroll to the bottom of the page – you will see "**Manage Files and Images**"



3. Click on **+ Add logo**
4. The "**Upload Media"** pop-up will appear



5. In the "**Title"** box, enter your company name
6. Click on **Format** – and select "**image**"
7. Click on **Content Type** and select " **Listing Logo**
8. Then, upload your logo and hit save.

Once completed, it will take a few minutes to refresh on your profile and under your chapter page. Feel free to take this time to update your **Company Profile and Relationships** while logged in to the back office.

To do this, scroll to the top of the company profile page and select **View and Edit All >>** next to **Related Profiles**

From here, you will be able to:

- Add new employees
- Remove or recategorize former employees
- Update emails and contact information for all employees
- Add or remove permissions to edit/modify your company profiles