Creating a Company Master Account Profile with GTSC

Why Does GTSC Need You to Create a Master Account?

A Company Master Account keeps all Accounts Receivable history tied to your organization, not an individual. This ensures accurate records, continuity if staff changes, and easier account management.

You will use this account for all future exhibit and sponsorship payments. It only needs to be created once. Please save the login and share it with the right people at your company.

⚠️ All sponsor and exhibit payments must be made using your Master Account. If another account is used, GTSC will cancel the submission, issue a refund, and require payment under the correct account.

Please follow the steps below to create your company's Master Account Profile in the GTSC database

1. Open your web browser and navigate to the GTSC Exhibit & Sponsorship Page
   - *Important: For the best experience, use Chrome, Firefox, or Safari. The system may not function properly with Internet Explorer (IE) or Edge.*

1. Click on **Exhibitor Form** button

2. Click on **A New Customer** tab

3. Fill out the contact information for your company's Master Account.
   - **Email:** Use an email not linked to an existing GTSC account. You may use a general company email and update it later.
     1. *If you don't update it, all emails will go to this address.*
   - **Company Master Account Formatting:** Complete the fields exactly as follows:
     1. First Name: Enter your company name (e.g., ABC Surgical)
     2. Last Name: Enter **MASTER** in all caps

4. Complete all other required fields and submit the form.

Updating the Email Address (If needed)
If you need to update the email address after account creation, follow these steps:

1. Click the down arrow next to the Company Master name at the top of the page.
2. Select Profile > Edit Profile.
3. Update the email address and click Update Profile.
4. Navigate to Settings > Login Info.
5. Change the username to match the new email address and click Update.

For assistance, please contact info@gtsc.org