

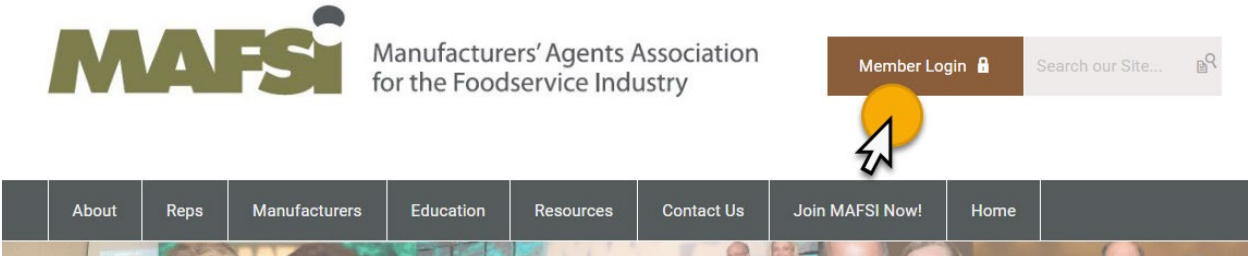


How-To Update your Line List in your MAFSI Profile

This guide will walk you through how to update your Rep Firm's Line List in your MAFSI profile.

- 1. Go to <http://www.mafsi.org> and click on the "Member Login" button on the top of the page.

Username: Your username is your email address.
Password: Please [click here](#) if you forgot your password.



- 2. Once you have logged into your profile, go to the Members' Only page by clicking on the "Members' Only" Quick Link button.

MAFSI IS...

Everywhere food is. And everywhere you are.

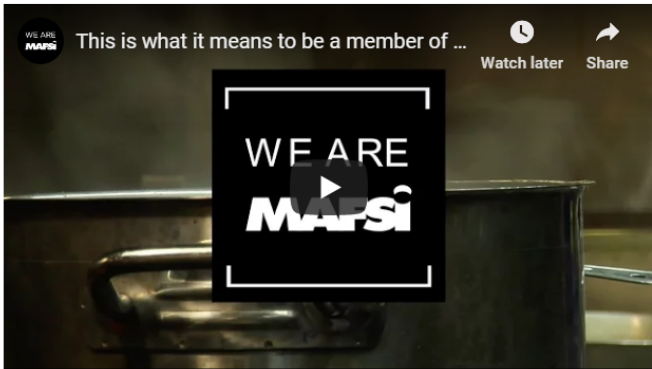
275 rep agencies, 260 manufacturers and 2,400 members strong. Spanning North America, feeding 300 million people and changing an industry.

From mom and pop restaurants, to colleges, hospitals, major chains – we're there. With the people, and the products - moving an entire industry further than ever before. And as members, we get to reinvent it. We get to make it better, and we make it different.

We get to make reps and manufacturers proud of how they go to market.

We get to reinvent foodservice every day. We get to make a difference. In a job..in a profession built around great products and great people. We...are...MAFSI.

Click here to read more about [What Makes a MAFSI Rep Different](#).

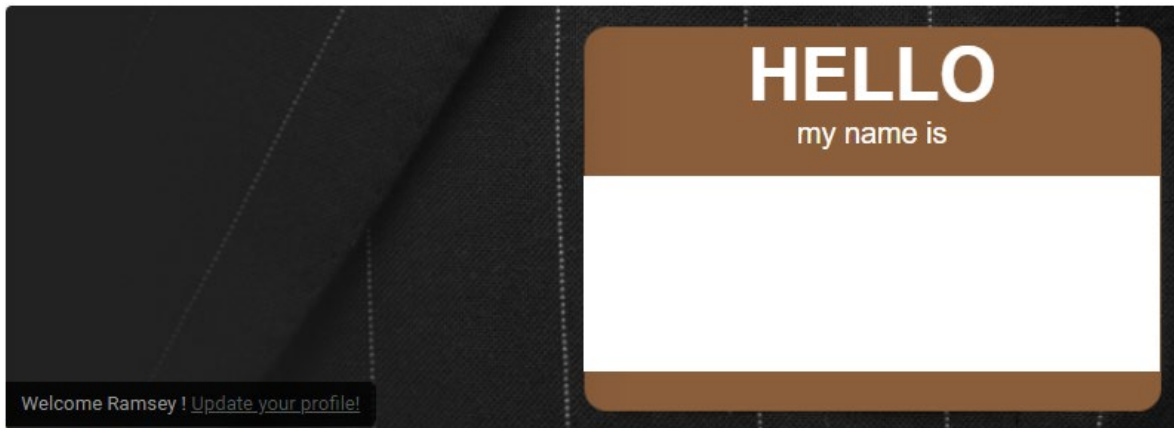


Quick Links

- 2020 MAFSI Conference
- Renew Your Dues - REP
- Renew Your Dues - MFG
- Business Barometer
- FEDA Rep Finder
- Foodservice 101
- Guidelines/Resources
- MAFSI Matters
- Manufacturers Looking for Reps
- Market Forecast
- Member Benefits
- Member Locator
- Orgo Rep Firm Software
- Region Map
- Reps Looking for Lines
- MAFSI Career Center
- SpecPath
- Why MAFSI Reps?
- Update Profile
- Members' Only
- Join MAFSI Today



3. Select the **"Update Rep Firm Line List"** button.



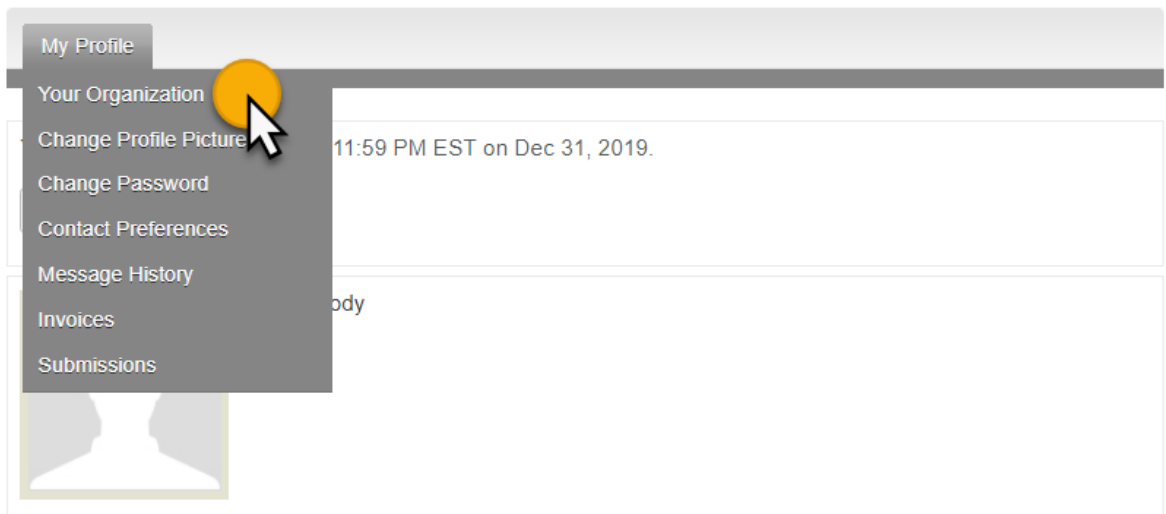
[My Profile](#) | [Event Calendar](#)

Thank you for being a MAFSI member and welcome to the Members' Only page. Please click on a link below to access any of our exclusive members' only items and information.

Update Your Profile

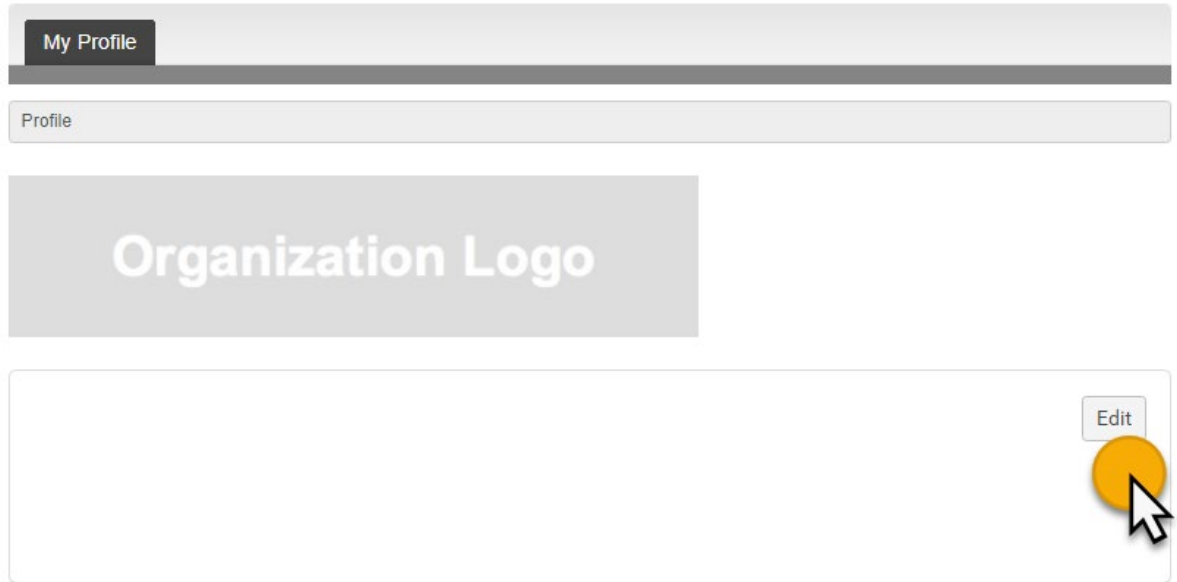


4. Hover your cursor on the **"My Profile"** tab and a drop down will appear. From the drop down, select **"My Organization"**.



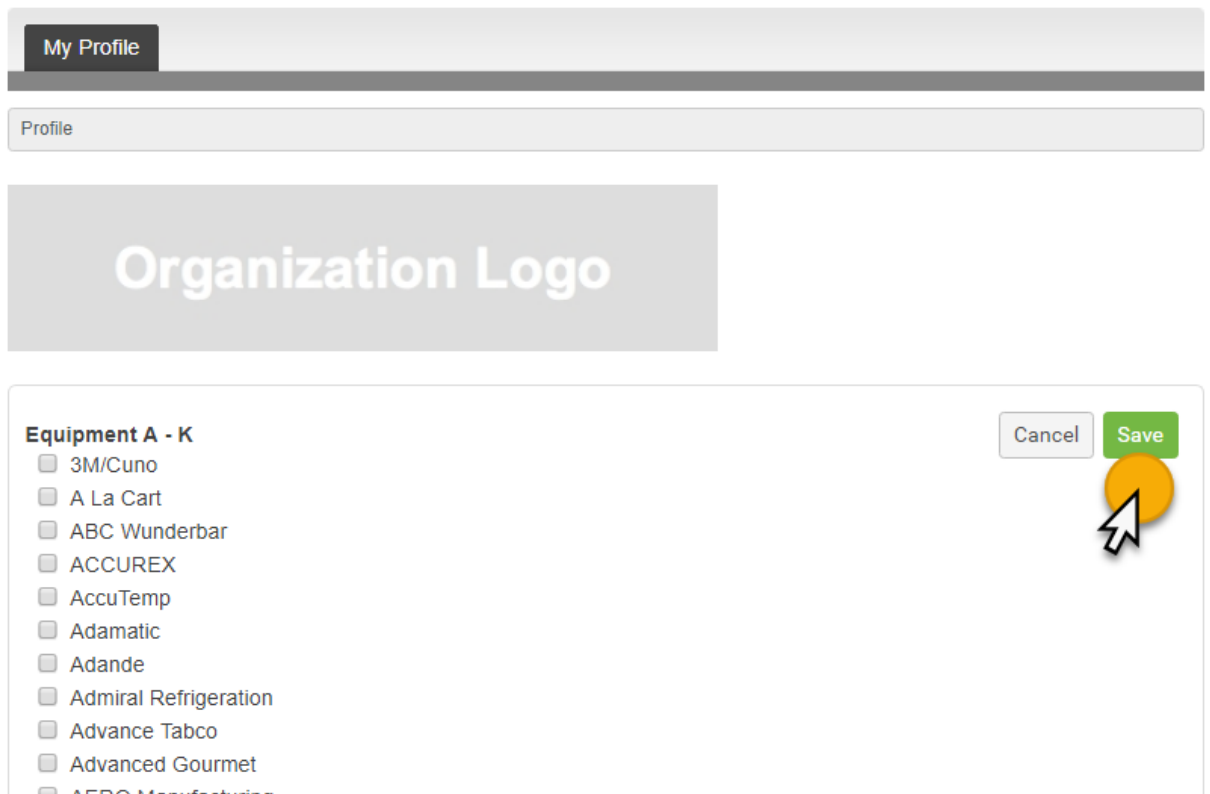
5. To edit your Rep Firm information, click on the **"Edit"** button on the screen and make the necessary line updates.

TIP: If you want to search for text on the page, use the find function on your keyboard. Control+F for Windows and Comand+F on Mac will bring up a search box you can use to search for specific lines you need to update.



The screenshot shows the 'My Profile' page. At the top, there is a navigation bar with 'My Profile' selected. Below it is a 'Profile' section. A large grey box labeled 'Organization Logo' is visible. At the bottom right of the main content area, there is an 'Edit' button with a yellow circle and a mouse cursor pointing to it.

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6. Once you have made all of your updates, click **"Save"** before you leave the screen.



The screenshot shows the 'My Profile' page with the 'Equipment A - K' section expanded. The list includes: 3M/Cuno, A La Cart, ABC Wunderbar, ACCUREX, AccuTemp, Adamatic, Adande, Admiral Refrigeration, Advance Tabco, Advanced Gourmet, and AFD Manufacturing. At the bottom right, there are 'Cancel' and 'Save' buttons. A yellow circle and a mouse cursor are pointing to the 'Save' button.