# Solutions Provider Director

**Step-by-Step Guide**

NTCA’s Solutions Provider Directory is the tool that connects NTCA members with the products and services you provide. Use this directory to grow your business, develop your industry contacts, and expand your network.

The following enables you to…

- Create & view your company’s entry in the Rural Telecom Solutions Provider Directory
- Edit your company’s entry in the Rural Telecom Solutions Provider Directory

**Please note:** In order to create, edit, or delete your company’s entry you must be a company administrator. Please contact your current company administrator to gain company administrator rights for your company’s profile.

## Create Your Listing

### Step 1

- Login to your NTCA [Member Central](#)
- Type in your username and password
  - Can’t remember your credentials? Click “Forgot Username/Password.” An email will be sent with a link to recover your password
  - If you get an error message, please contact the NTCA member services department at (703) 351-2118 or [membership@ntca.org](mailto:membership@ntca.org)

### Step 2

On the next page, you will see a series of gray buttons. Please click the gray button that says “Company Management.”

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**Hello Michael**

Welcome to your NTCA profile! We are excited to introduce a new suite of tools to enhance your NTCA experience.

<table>
<thead>
<tr>
<th>My Information</th>
<th>Visit the eStore</th>
</tr>
</thead>
<tbody>
<tr>
<td>Events and Webcasts</td>
<td>Exhibitors Portal</td>
</tr>
<tr>
<td>Board of Directors, Trustees, Committee and Council Rosters</td>
<td>Online Membership Directory</td>
</tr>
<tr>
<td>Donate to the Foundation for Rural Service</td>
<td>Invoices &amp; Billing</td>
</tr>
<tr>
<td>Join NTCA</td>
<td>Company Management</td>
</tr>
<tr>
<td>Log Me Out</td>
<td>Solutions Provider Directory</td>
</tr>
</tbody>
</table>
Step 3
Then, click the gray button “Create & Manage Rural Telecom Service Provider Listing”

![Image of table with options]

Step 4
Click the button that looks like a piece of paper with a green + sign.

*Please visit the Member Central Informational Area to learn how to edit your event registration(s), maintain your company/individual profile information, renew your membership and much more.*

Step 5
If you are an administrator for multiple companies, select the company you would like to create the entry for from a prepopulated list.

![Image of prepopulated list]

Step 6
Select information from the prepopulated list that you would like to display on your providers’ search listing. You may also add your company’s logo using the “choose file” link.
Step 7
Fill out the blank sections in the next section to include a description of your company, the best person to contact to generate sales leads, and their contact email address.

Step 8
Place a check mark in any of the radio boxes under the section titled “Associate Lines of Business” that are representative of the services your company provides. For example, if your company operates billing services, place a check mark next to “Billing and Ops Support.”

Step 9
Scroll to the bottom of the page. If your business provides other services besides those listed above, place a check mark in the box(es) most relevant.
Step 10

Place a check mark in the radio box underneath the title that says **Ready to Publish**. Click “insert.”

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**Viewing Your Listing**

**Step 1**
- Login to your NTCA [Member Central](#)
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  - If you get an error message, please contact the NTCA member services department at (703) 351-2118 or [membership@ntca.org](mailto:membership@ntca.org)

**Step 2**
On the next page, you will see a series of gray buttons. Please click the gray button that says “Solutions Provider Directory.”

**Step 3**
On the next page, fill out the requested geographic information in the required boxes, and then check the radio boxes that represent the services your company provides.
Step 4
Click the blue “submit search” button at the bottom.

Step 5
You will find your listing on the next page which includes all the information you chose to display and a map indicating your location:

Step 6
To view a more expanded listing, click your company’s name underneath the text that says “Rural Telecom Service Providers”
Step 7
You may now view your expanded profile.

Editing Your Listing

Step 1
- Login to your NTCA Member Central
- Type in your username and password
  - Can’t remember your credentials? Click “Forgot Username/Password.” An email will be sent with a link to recover your password
  - If you get an error message, please contact the NTCA member services department at (703) 351-2118 or membership@ntca.org

Step 2
On the next page, you will see a series of gray buttons. Please click the gray button that says “Company Management.”

Hello Michael
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Step 3
Then, click the gray button “Create & Manage Rural Telecom Service Provider Listing”

Step 4
On the next page, click the icon that looks like a pencil writing on paper. Alternatively, you may also completely DELETE your entry by clicking.

Step 5
If you are linked to multiple companies, select the company from the prepopulated list that you would like to edit.

Step 6
Use the next page to edit any information that needs to be updated.
Step 7
Scroll to the bottom of the page and select Update. Your entry is complete!