

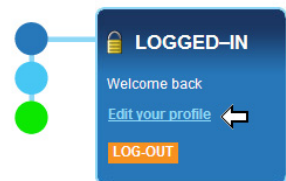
## Adding Your Company Profile to the CPT Website

All CPT members can manage and publish their company details to a unique profile page within the new CPT website – [www.cpt-uk.org](http://www.cpt-uk.org). Here you can detail addresses and important contact information along with a brief description of your business and the work undertaken. You may also choose to upload an electronic image to the profile page, perhaps a company crest/logo or a picture of a vehicle.

If your company hasn't already taken advantage of this FREE web advert, which can be viewed and searched for by both public and member visitors to the site, then log on now and follow the simple steps below.

**1.** Go to [www.cpt-uk.org](http://www.cpt-uk.org) and log on to the site by entering your email address and password\* into the blue box at the top right-hand side of the page. (\*If you do not know your email and password then contact [webhelp@cpt-uk.org](mailto:webhelp@cpt-uk.org))

**2.** Once you have successfully logged in to the site (you will see a green traffic light) click on the **Edit your profile** option to go through to the profile administration page.



**3. Log-in Details** – this area allows you to change the password you currently use to enter the site. To do this simply delete the existing password and enter the same new one in to both text boxes.

**4. Company Details** – this is where you enter the information that you would like displayed on the live site. You have complete control as to which fields you populate, but remember, the more information and detailed description you publish, the easier it will be for a visitor to the site to locate you.

**5. Company Logo** – here you can upload an electronic image which represents your company/business to display on the live site. You may use the company crest/logo or a picture of one of your vehicles. The image you upload must first be saved to your local machine. Click on the grey browse button to locate the image and then double click on it to transfer it to [www.cpt-uk.org](http://www.cpt-uk.org)

**In order for the site to display your image correctly and for it to appear sharp on the live site, it must be perfectly square (no smaller than 150 x 150 pixels) and saved in a JPEG format.**

**6. Publicity Options** – to make sure your company's details can be viewed by all visitors to the site and not just CPT members, click on the publicly listed box and a tick will appear.

**7.** You must click on the orange **update profile** button to confirm that you want the information you have entered, and an image if you have uploaded, to appear live on the site. This will then take immediate effect.



**8.** Finally, to view your profile on the live site, click on the About Us button at the top of the page and then from the list on the left hand side - Our Members. Using the search facilities you will be able to locate your entry.