

# [GTP] How to Edit Company Photo on SIOP Portal

This guide provides a straightforward process for adding/editing your company photo on the SIOP Portal, ensuring your profile remains current and professional. It simplifies the steps needed to update your image, making it accessible even for those unfamiliar with the platform.

- 1 Navigate to <https://portal.siop.org/>

**Personal Snapshot**  
View your latest notifications and snapshots of your profile.

**Personal Snapshot**

- Edit My Profile
- Security & Login
- My Payment Methods
- My Scheduled Payments
- My Registrations
- My Committees
- Join a Committee
- Committee Roster
- Member Directory
- My Awards
- My Donation History
- My Affiliations**
- My Orders
- Company Scheduled Payments
- Election Nominations
- My Nominations
- My Booth Space
- Advertisement Interest Form
- Exhibitor Interest Form
- Graduate Training Program Online

**Managing Partner**

**Personal**  
Summary of your personal contact information.

Full Name

SIOP Id

Job Title: Managing Partner

Account Phone

Mobile

Email

Mailing Street

Mailing City

Mailing State/Province: FL

Mailing Zip/Postal Code: 34787

Mailing Country: United States

**Membership**  
Summary of your current membership.

- 2 Click "My Affiliations" on the left hand tool bar

## Personal Snapshot

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My Nominations

My Booth Space

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Exhibitor Interest Form


Graduate Training Program Online



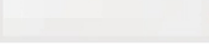
### Personal

Summary of your personal contact information.

Full Name



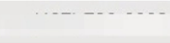
SIOP Id




Job Title

Managing Partner

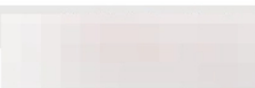
Account Phone



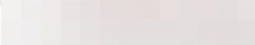
Mobile



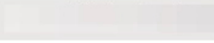
Email



Mailing Street



Mailing City



Mailing State/Province

FL

Mailing Zip/Postal Code

34787

Mailing Country

United States

### Membership

Summary of your current membership.

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Click on the three dot ellipses of the affiliation you wish to change/add a photo.

# My Affiliations

Manage your current company affiliations.

Personal Snapshot

Edit My Profile

Security & Login

My Payment Methods

My Scheduled Payments

My Registrations

My Committees

Join a Committee

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My Awards

My Donation History

My Affiliations

My Orders

Company Scheduled Payments


Election Nominations

My Nominations

My Booth Space

Current Affiliations


Primary Affiliation



...

Other Affiliations

University of Central Florida  
MS in I-O Psychology



...

Add Affiliation

## 4 Click "Edit Company"

The screenshot displays the 'My Affiliations' page. On the left is a sidebar menu with the following items: Personal Snapshot, Edit My Profile, Security & Login, My Payment Methods, My Scheduled Payments, My Registrations, My Committees, Join a Committee, Committee Roster, Member Directory, My Awards, My Donation History, My Affiliations, My Orders, Company Scheduled Payments, Election Nominations, My Nominations, and My Booth Space. The main content area has a dark header with the title 'My Affiliations' and the subtitle 'Manage your current company affiliations.' Below this, there are two sections: 'Current Affiliations' and 'Other Affiliations'. The 'Current Affiliations' section has a 'Primary Affiliation' card with a blurred image and a three-dot menu icon. The 'Other Affiliations' section has a card for 'University of Central Florida MS in I-O Psychology' with a three-dot menu icon. A context menu is open for the 'University of Central Florida' card, showing options: Company Profile, Manage Roster, Set as Primary, Remove, and Edit Company. The 'Edit Company' option is highlighted with an orange circle. At the bottom right of the main content area, there is a red button labeled 'Add Affiliation'.

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Click here. You will see an up facing red arrow on the affiliation logo icon, or logo.

Personal Snapshot   Upcoming Events   Checkout   Donate Now   Log Out   Renew/Upgrade

## Edit Company

View and update your company information.

Personal Snapshot

- Edit My Profile
- Security & Login
- My Payment Methods
- My Scheduled Payments
- My Registrations
- My Committees
- Join a Committee
- Committee Roster
- Member Directory
- My Awards

University of Central Florida  
MS in I-O Psychology

### Company Information

Account Name \*   University of Central Florida MS in I-O Psych

Account Phone

Account Fax

Website

### Shipping Address

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Click "Drop a photo here, or press to manually choose one. **File size limit is 2mb.**"

Current Photo:  
No Current Photo.

Drop a photo here, or press to manually choose one.  
File size limit is 2mb.

Cancel

Personal Snapshot

- Edit My Profile
- Security & Login
- My Payment Methods
- My Scheduled Payments
- My Registrations
- My Committees
- Join a Committee
- Committee Roster

University of Central Florida  
MS in I-O Psychology

### Company Information

Account Name \*   University of Central Florida MS in I-O Psych

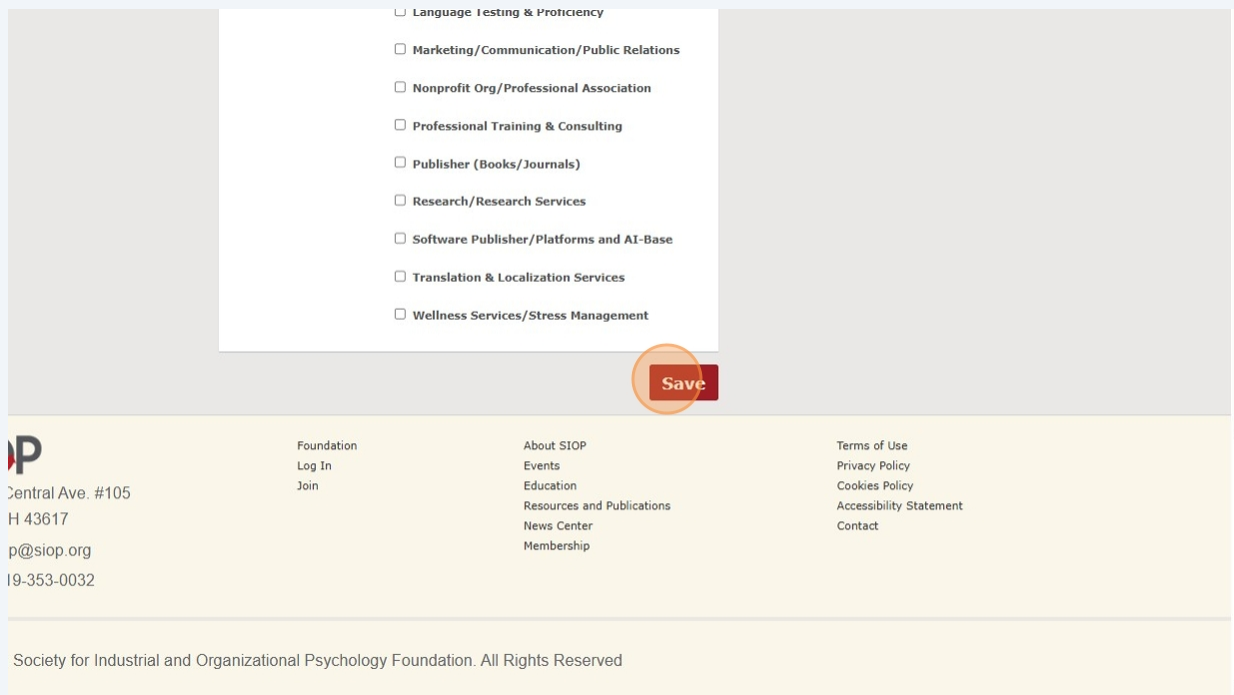
Account Phone

Account Fax

Website

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Once you've selected your graphic, it should appear next to the company/institution name. Scroll to the bottom of the page and click "Save".



The screenshot shows a web form for the Society for Industrial and Organizational Psychology (SIOP) Foundation. A central white box contains a list of categories with checkboxes:

- ☐ Language Testing & Proficiency
- ☐ Marketing/Communication/Public Relations
- ☐ Nonprofit Org./Professional Association
- ☐ Professional Training & Consulting
- ☐ Publisher (Books/Journals)
- ☐ Research/Research Services
- ☐ Software Publisher/Platforms and AI-Base
- ☐ Translation & Localization Services
- ☐ Wellness Services/Stress Management

Below the list is a red "Save" button. The footer of the page includes the SIOP logo, contact information (Central Ave. #105, H 43617, p@siop.org, 19-353-0032), a navigation menu (Foundation, Log In, Join, About SIOP, Events, Education, Resources and Publications, News Center, Membership, Terms of Use, Privacy Policy, Cookies Policy, Accessibility Statement, Contact), and a copyright notice: "Society for Industrial and Organizational Psychology Foundation. All Rights Reserved".

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If you have additional questions or after completing these steps your image is still not showing in the GTP directory as part of your form, please email SIOP Staff liaison Jenny Baker at [jbaker@siop.org](mailto:jbaker@siop.org) for assistance.