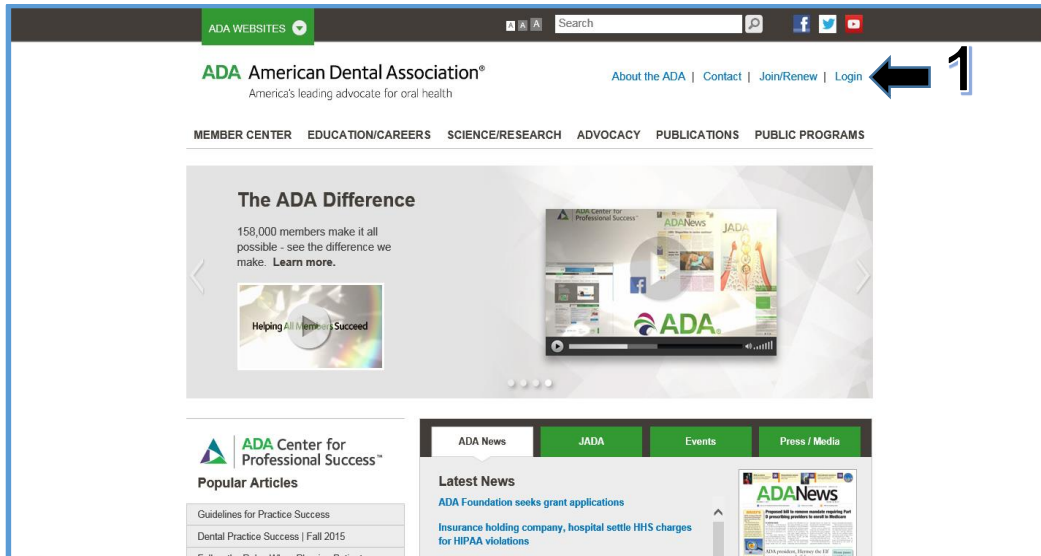
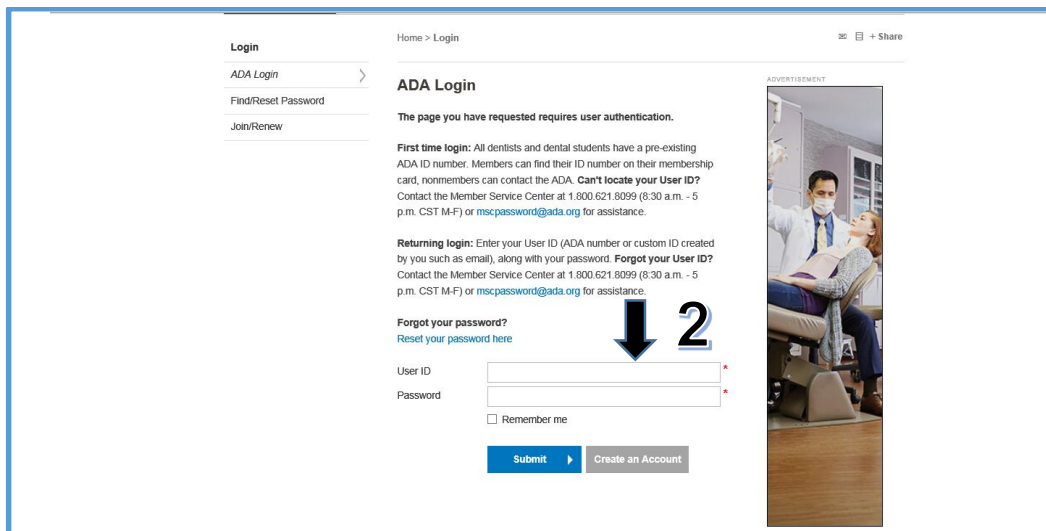


# Doctors Guide to Updating ADA Profile

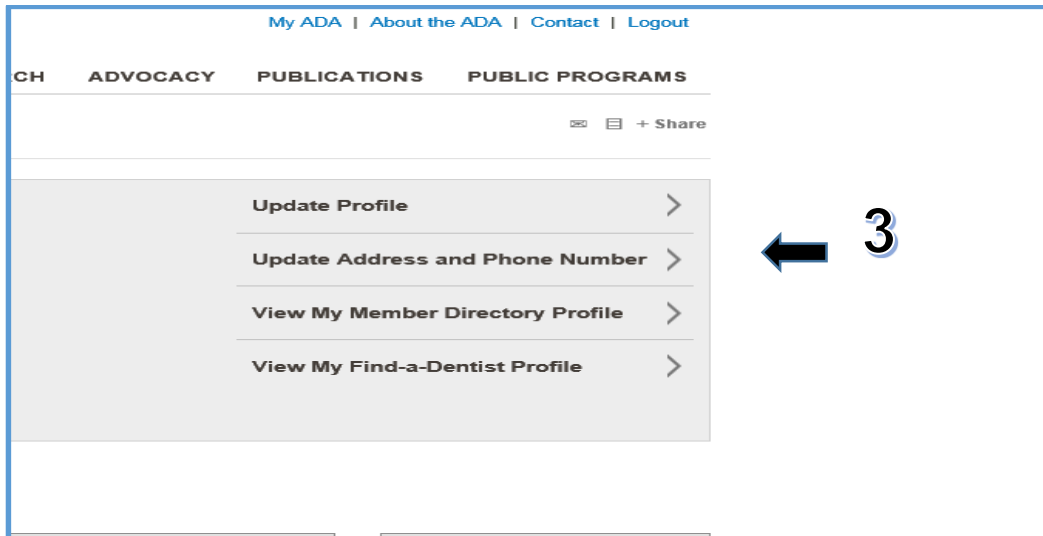
## Getting Started



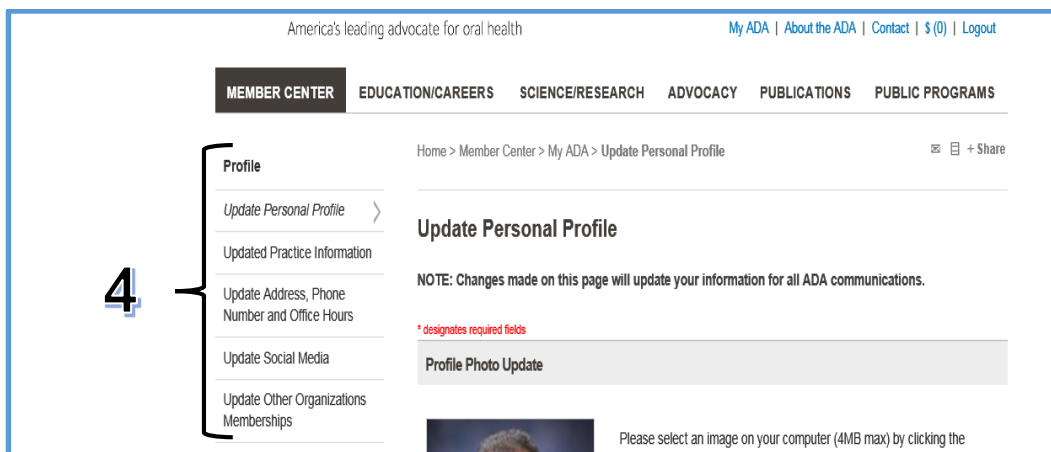
1. Go to [www.ada.org](http://www.ada.org) and **log in** with your user information.



2. Enter the **User ID** (ADA Member Number) and **Password** in the appropriate fields. If you are not sure of your member number and password, contact the Member Service Center at 1-800-621-8099 for assistance. You should be directed to the home page of your ADA Profile page.

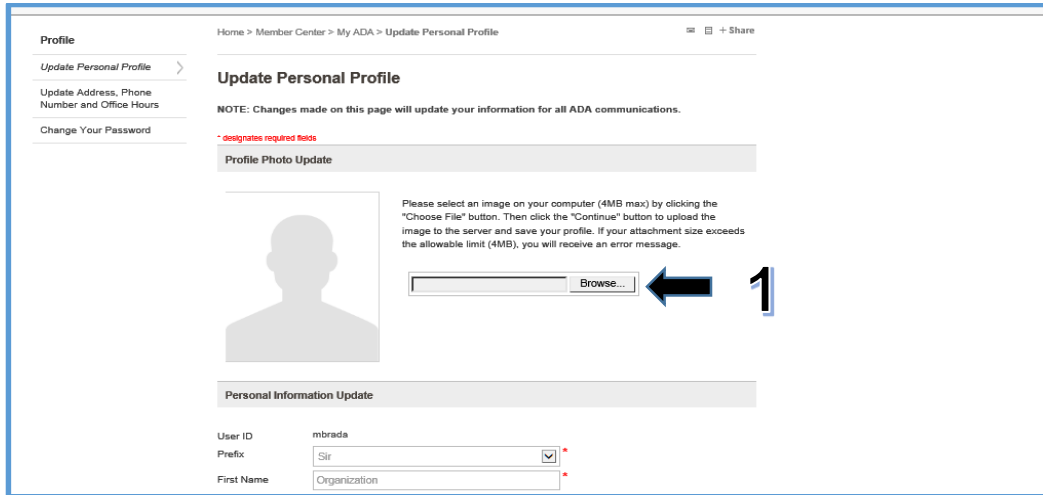


3. Click on **Update Profile**. Under the update profile section you can make changes and add information to the profile.

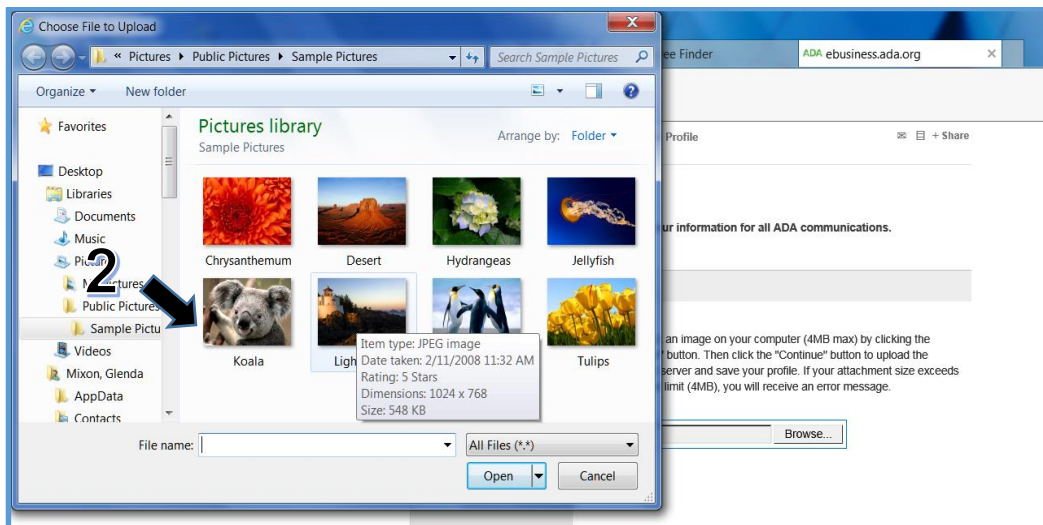


4. There are **five categories** used to make changes and add information to the profile:
  - Update Personal Profile
  - Update Practice Information
  - Update Address, Phone, and Office Hours
  - Update Social Media
  - Update Other Organizations Memberships

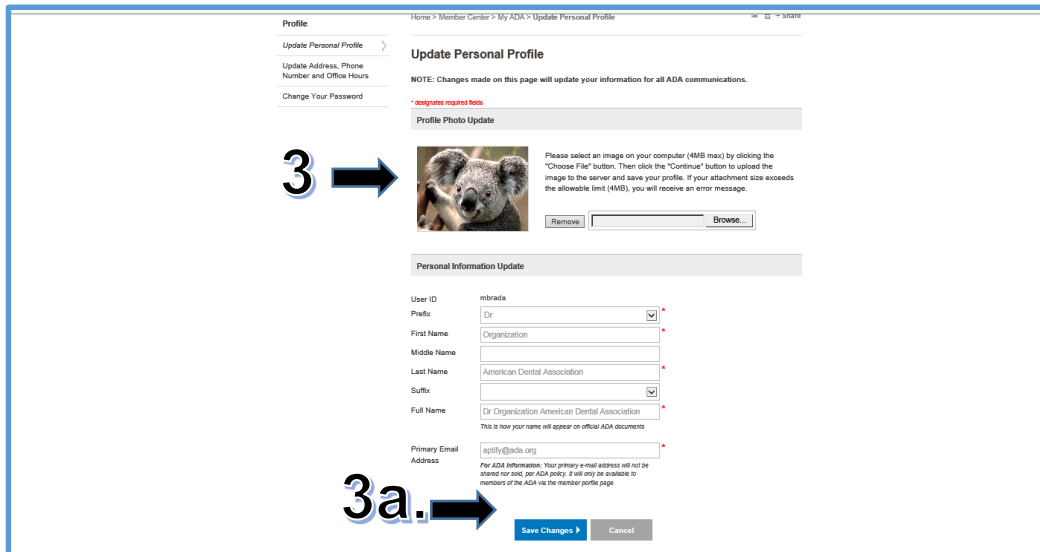
## Updating Photos



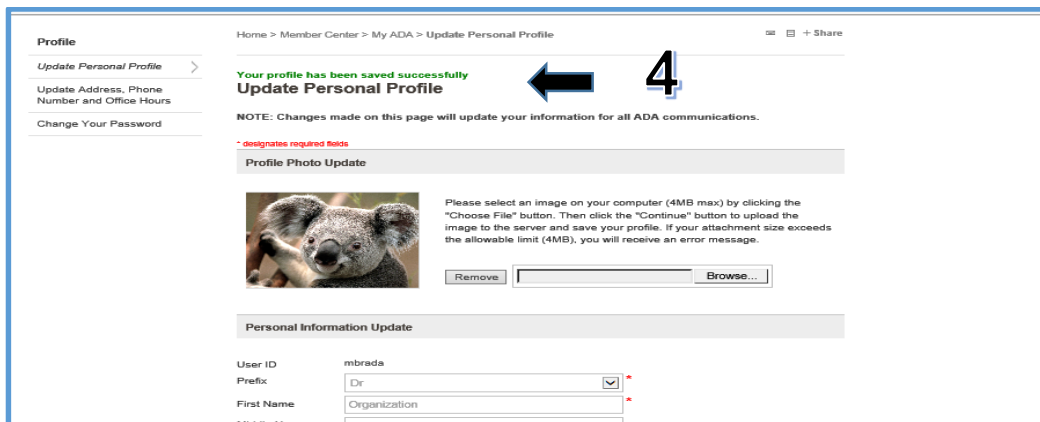
1. Photo submissions must follow ADA guidelines. Click the **Browse** button and locate the photo you would like to post online.



2. Once you have located the photo you would like to use, double click to upload.



3. The photo should now appear on your Profile.
  - a. Click the **Save Changes** button.



4. A message will appear confirming the photo has been saved.

## Updating Practice Information

1. Under the update Practice description tab you may **add the following** information:
  - o Practice Description
  - o Years in Practice
  - o Insurance/Payment Methods
  - o Languages Spoken
  - o Websites

1 →

### Profile

- Update Personal Profile
- Updated Practice Information**
- Update Address, Phone Number and Office Hours
- Update Social Media
- Update Other Organizations Memberships
- Change Your Password

### Update Practice

Please edit your practice information and click the "Save Changes" button at the bottom of the form or click "Cancel" to exit to the main menu.

#### Practice Information Update

Description  \*

A maximum of 255 characters may be entered.

Years in Practice

Based on years since dental school graduation.

Insurance Accepted

Payment Accepted

(Visa, MasterCard, checks, debit cards, financing available, etc.)  
A maximum of 100 characters may be entered.

A maximum of 100 characters may be entered.

**Languages Spoken**

- Afrikaans
- Albanian
- Arabic
- Armenian
- Azerbaijani
- Belarusian
- Bengali
- Bosnian
- Rumanian

**Add** **Remove**

**Practice Website**

e.g. www.ada.org

**2** → **Save Changes** **Cancel**

2. After you have entered applicable information, click on **Save Changes**.

Home > Member Center > My ADA > Update Personal Profile Share

**Profile**

- Update Personal Profile >
- Update Address, Phone Number and Office Hours
- Change Your Password

**Your profile has been saved successfully** ← **3**

**Update Personal Profile**

**NOTE:** Changes made on this page will update your information for all ADA communications.

3. A message will appear confirming the information has been saved.

## Updating Address, Phone, and Office Hours

Home > Member Center > My ADA > Update Address

**Profile**

- Update Personal Profile
- Updated Practice Information
- Update Address, Phone Number and Office Hours**
- Update Social Media
- Update Other Organizations Memberships
- Change Your Password

### Update Your Address

Select your Address **Add New Address**

#### Address Book

**Business Address** 1

2503 W Shaw Ave Ste 105  
Fresno , CA 93711-3360  
United States

**Edit Address**

1. Click on the **Edit Address** tab.

#### Your Business Address

Address: 2152 McCulloch Blvd N Ste C \*

Address Line 2:

Address Line 3:

Country: United States \*

City: Lake Havasu City \*

State: AZ \*

Zip Code: 86403 \*

(Area Code) Phone: 928 8545551 \*

2. Make any changes to your main office address. A message will appear at the top of the screen confirming the information has been saved.

**Find A Dentist and Members Directory Settings**

Display this address in the online directory  **3**

Display a map for this address

Make this my primary address

Practice Name  **3a.**

---

**Office Hours**

Monday	<input type="text" value="08:00AM"/> <input type="button" value="v"/>	to	<input type="text" value="05:00PM"/> <input type="button" value="v"/>	
Tuesday	<input type="text" value="08:00AM"/> <input type="button" value="v"/>	to	<input type="text" value="05:00PM"/> <input type="button" value="v"/>	
Wednesday	<input type="text" value="08:00AM"/> <input type="button" value="v"/>	to	<input type="text" value="05:00PM"/> <input type="button" value="v"/> <b>3b.</b>	
Thursday	<input type="text" value="08:00AM"/> <input type="button" value="v"/>	to	<input type="text" value="05:00PM"/> <input type="button" value="v"/>	
Friday	<input type="text" value="Close"/> <input type="button" value="v"/>	to	<input type="text" value="Close"/> <input type="button" value="v"/>	
Saturday	<input type="text" value="Close"/> <input type="button" value="v"/>	to	<input type="text" value="Close"/> <input type="button" value="v"/>	
Sunday	<input type="text" value="Close"/> <input type="button" value="v"/>	to	<input type="text" value="Close"/> <input type="button" value="v"/>	

**4**

3. Select the **Display** boxes to ensure the Profile appears online.
  - a. You may also add a **Practice Name**
  - b. Practice **Office Hours**.
  
4. After you have entered your information, click **Save Changes**. A message will appear at the top of the screen confirming the information has been saved.



## Update Social Media

MEMBER CENTER EDUCATION/CAREERS SCIENCE/RESEARCH ADVOCACY PUBLICATIONS PUBLIC PROGRAMS

Home > Member Center > My ADA > Update Social Media

Profile

- Update Personal Profile
- Updated Practice Information
- Update Address, Phone Number and Office Hours
- Update Social Media**
- Update Other Organizations Memberships
- Change Your Password

**Update Social Media**

Personal listing will only appear in the Member-only Directory. Practice listing will appear in the Public Find a Dentist Search.

**Update Social Media**

Media Type

Media

Media Address

[Save Changes](#) [Add New Media](#) [Cancel](#)

1. Click the **Update Social Media** tab.

**Update Social Media**

Personal listing will only appear in the Member-only Directory. Practice listing will appear in the Public Find a Dentist Search.

**Update Social Media**

Media Type

Media

Media Address

[Save Changes](#) [Add New Media](#) [Cancel](#)

2. Select the **Media Type**. Important, if **Personal** is selected the information will not display online.

3. Next select the type of **Media**; Facebook, Twitter and/or LinkedIn.

4. Enter the **Media Address** (IP address). Example: <http://www.facebook.com/drmanutalreja>.

a. Next click **Save Changes**. A message will appear at the top of the screen confirming the information has been saved.

## Update Other Organizations Memberships

Update Personal Profile

Updated Practice Information

Update Address, Phone Number and Office Hours

Update Social Media

**Update Other Organizations Memberships**

Change Your Password

### Other Organizations Memberships

Please edit your membership information and click the "Save Changes" button at the bottom of the form or click "Cancel" to exit to the main menu.

#### Update Other Organizations

Available Organizations

- Alliance of the American Dental Association
- American Academy of Oral & Maxillofacial Pathology
- American Academy of Pediatric Dentistry
- American Association of Oral & Maxillofacial Surgeons
- American College of Prosthodontists
- American Association of Orthodontists
- American Academy of Oral & Maxillofacial Radiology
- American Association of Public Health Dentistry
- American Academy of Dentistohygiene

**Add** **Remove**

American Academy of Periodontology

Your Organizations: To add an organization, highlight the organization at the top and then click the add button. To remove an organization, highlight the selection on the bottom and click the remove button.

**Save Changes** **Cancel**

1. Click the **Update Other Organizations/Memberships** tab.

Update Personal Profile

Updated Practice Information

Update Address, Phone Number and Office Hours

Update Social Media

**Update Other Organizations Memberships**

Change Your Password

### Other Organizations Memberships

Please edit your membership information and click the "Save Changes" button at the bottom of the form or click "Cancel" to exit to the main menu.

#### Update Other Organizations

Available Organizations

- Alliance of the American Dental Association
- American Academy of Oral & Maxillofacial Pathology
- American Academy of Pediatric Dentistry
- American Association of Oral & Maxillofacial Surgeons
- American College of Prosthodontists
- American Association of Orthodontists
- American Academy of Oral & Maxillofacial Radiology
- American Association of Public Health Dentistry
- American Academy of Dentistohygiene

**Add** **Remove**

American Academy of Periodontology

Your Organizations: To add an organization, highlight the organization at the top and then click the add button. To remove an organization, highlight the selection on the bottom and click the remove button.

**Save Changes** **Cancel**

2. Select the Organization from **the dropdown menu**.

- a. Press **Add**. Only organizations recognized by the ADA can be added to member profiles. Next click **Save Changes**. A message will appear at the top of the screen confirming the information has been saved.