Doctors Guide to Updating ADA Profile

Getting Started



1. Go to www.ada.org and log in with your user information.

Login	Home > Login	≥ ⊟ + Share
ADA Login	ADA Login	ADVERTISEMENT
Find/Reset Password		
Join/Renew	The page you have requested requires user authentication.	
	First time login: All dentilsts and dental sludents have a pre-existing ADA ID number. Members can ontal the MADA. Can't locative your User ID' contact the Member Service Center at 1.800.621.00909 (8:30 a.m 5 p.m. CST M-F) or mscpassword(gada.org for assistance). Returning login: Enter your User ID ADA number or custom ID created by you such as emaily, along with your password. Forgot your User ID contact the Member Service Center at 1.800.621.0090 (8:30 a.m 5 p.m. CST M-F) or mscpassword(gada.org for assistance). Netro your your your your your your your yo	

 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.

		My ADA About the ADA Contact Lo	gout
сн	ADVOCACY	PUBLICATIONS PUBLIC PROGRA	мs
		∞ ⊟ +	Share
		Update Profile	>
		Update Address and Phone Number	>
		View My Member Directory Profile	>
		View My Find-a-Dentist Profile	>

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

	America's leading ad	vocate for oral hea	lth	Му	ADA About the ADA	Contact \$ (0) Logout
	MEMBER CENTER EDUCA	TION/CAREERS	SCIENCE/RESEAR	CH ADVOCACY	PUBLICATIONS	PUBLIC PROGRAMS
ĺ	Profile	Home > Member C	Center > My ADA > Upda	e Personal Profile		🖂 🗄 + Share
	Update Personal Profile	Undate Pe	sonal Profile			
	Updated Practice Information					
4 -	Update Address, Phone Number and Office Hours	NOTE: Changes * designates required f	made on this page will ields	update your informa	tion for all ADA comn	nunications.
	Update Social Media	Profile Photo U	lpdate			
	Update Other Organizations Memberships		PI	ease select an image o	on your computer (4MB	max) by clicking the

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

Updating Photos

Profile	Home > Member Center > My ADA > Update Personal Profile 🔤 🗄 + Share
Update Personal Profile > Update Address, Phone Number and Office Hours Change Your Password	Update Personal Profile NOTE: Changes made on this page will update your information for all ADA communications. *essguates required fees Profile Photo Update
	Please select an image on your computer (4MB max) by clicking the "Choose File" button. Then click the "Continue" button to upload the image to be server and asserve your profile. If your attachment size exceeds the allowable limit (4MB), you will receive an error message.
	Personal Information Update
	User ID mbrada Prefix Sir 💙
	First Name Organization *

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

Choose File to Upload				X			
🕞 🕞 – 🗼 « Pictures 🕨	Public Pictures + Sam	ple Pictures	✓ 4 Search Sc	ample Pictures 👂	ee Finder	ADA ebusiness.ada.org	
Organize 👻 New folde	1		E	• 🗌 🚷			
Favorites	Pictures librar Sample Pictures	у	Arrange	by: Folder 🔻	Profile	∞ 🗄 + Share	
Desktop Decuments Music Picfin	Chrysanthemum	Desert	Hydrangeas	Jellyfish	ur information for all A	DA communications.	
 Multic Pictures Public Pictures Sample Pictu Videos Mixon, Glenda AppData Contacts 	Koala	Rating: 5 St	PEG image :2/11/2008 11:32 AM ars :: 1024 x 768	Tulips	button. Then click the "		
File nam	e:		 ✓ All Files (*.*) Open 	Cancel		Browse	

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

Profile	Home > Member Center > My ADA > Update Personal Profile 🛛 🖮 🗉 🕆 anare
Update Personal Profile 🔰	Update Personal Profile
Update Address, Phone Number and Office Hours	
Change Your Password	NOTE: Changes made on this page will update your information for all ADA communications.
	* designates required fields Profile Photo Update
	Provide Priodo Opulade
3 🔿	Praces asked are image on your computer (MB much by doing the "Charace File Moline In each the "Contract File Moline" in the Contract File Moline In update the same of the advertebule inter (4MB), you will receive an error message. Remew Brown.
	Personal Information Update
	User ID mbrada
	Prefix Dr V
	First Name Organization *
	Middle Name
	Last Name American Dental Association
	Suffix V
	Full Name Dr Organization American Dental Association
	This is how your name will appear on official ADA documents
	Primary Email split/ @ada.org Address For ADA tetrametor: Your primary e-msill address will not be
2	sharee no sod, per ADA yeak will only be sualable to members of the ADA via the member portile page.
ටර	Save Changes > Cancel

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

Profile	Home > Member Cer	nter > My ADA > U	Ipdate Personal Profile	□ □ + Shar	e
Ipdate Personal Profile	Your profile has be	een saved succe	ssfully		
pdate Address, Phone lumber and Office Hours	Update Pers			5	
hange Your Password	NOTE: Changes m	ade on this page	will update your information for all ADA	communications.	
	* designates required field	ds			
	Profile Photo Up	date			
	100 million 7 m	A DECEMBER	Please select an image on your computer		
	Personal Information	ation Update	Please select an image on your computer "Choose File" button. Then click the "Con image to the server and save your profile. the allowable limit (4MB), you will receive Remove	tinue" button to upload the If your attachment size exceeds	
		ation Update mbrada	"Choose File" button. Then click the "Com image to the server and save your profile, the allowable limit (4MB), you will receive	tinue" button to upload the If your attachment size exceeds an error message.	
			"Choose File" button. Then click the "Com image to the server and save your profile, the allowable limit (4MB), you will receive	tinue" button to upload the If your attachment size exceeds an error message.	

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:
 - Practice Description
 - Years in Practice
 - o Insurance/Payment Methods
 - o Languages Spoken
 - o Websites

1

Update Personal Profile	Update Pr	actice
Updated Practice		practice information and click the "Save Changes" button at the bottom of the form or click
Update Address, Phone Number and Office Hours	"Cancel" to exit to	to the main menu.
Update Social Media	Practice Infor	mation Update
Update Other Organizations Memberships	Description	*
Change Your Password	\smile	
	\frown	A maximum of 255 characters may be entered.
	Years in Practice	e 3
	\sim	Based on years since dental school graduation.
	Insurance	Based on years since dental school graduation.
(\succ	· · ·
(Insurance Accepted	· · ·
(Insurance Accepted Payment	· · ·
(Insurance Accepted Payment	· · ·

	A maximum or too enaroliers may be entered.
	-
Languages Spoken	Afrikaans Albanian Arabic Armenian Azerbaijan Belarusian Bengali Bosnian Bularusian
	Add Remove
	Languages Spoken (other than English). To add a language,
	Languages opponent (when that Linguist). To also a harppage, highlight the language at the top and then click the add button. To remove a language, highlight the selection on the bottom and click the remove button.
Practice	
Website	e.g. www.ada.org
2 ->	- Annual -
Save Change	Cancel

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

Profile	Home > Member Center > My ADA > Update Personal Profile	📼 目 + Share
Update Personal Profile 🔷	Your profile has been saved successfully	
Update Address, Phone Number and Office Hours	Update Personal Profile	
Change Your Password	NOTE: Changes made on this page will update your information for all ADA cor	mmunications.

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

Updating Address, Phone, and Office Hours

Update Personal Profile Update Your Address Update Practice Select your Address Information Select your Address Update Address, Phone Number and Office Add New Address Hours Address Book Update Social Media Business Address Update Other 2503 W Shaw Ave Ste 105 Organizations Fresno , CA 93711-3360 United States United States	Profile	Home > Member Center > My ADA > Update Address
Updated Practice Information Select your Address Update Address, Phone > Add New Address Number and Office Hours Address Book Update Social Media Business Address 2503 W Shaw Ave Ste 105 Fresno, CA 93711-3360 United States	Update Personal Profile	Undate Your Address
Number and Office Hours Address Book Update Social Media Business Address 2503 W Shaw Ave Ste 105 Fresno, CA 93711-3360 United States		
Update OtherBusiness AddressOrganizations2503 W Shaw Ave Ste 105MembershipsFresno, CA 93711-3360United States	Number and Office	Address Book
Update Other 2503 W Shaw Ave Ste 105 Organizations Fresno , CA 93711-3360 Memberships United States	Update Social Media	
	Organizations	2503 W Shaw Ave Ste 105 Fresno, CA 93711-3360
Change Your Password	Change Your Password	

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 💌 * 2
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.

Display this address in the online directory Display a map for this address 3 ✓							
Make this my prin	nary address						
Practice Name	Dental Speci	alists of	NW Ari:	^{zona} 3a.			
Monday	00.00414		to	05:00DM			
Monday	08:00AM	~	to	05:00PM			
Tuesday	08:00AM	~	to	05:00PM			
Wednesday	08:00AM	~	to	05:00PM			
Thursday	08:00AM	~	to	05:00PM			
Friday	Close	~	to	Close 🗸			
Saturday	Close	~	to	Close			
Sunday	Close	~	to	Close 🗸			

- 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 EDUCA	ATION/CAREERS SCIENCE/RESEARCH ADVOCACY PUBLICATIONS PUBLIC PROGRAM				
Profile	Home > Member Center > My ADA > Update Social Media as E + s				
Update Personal Profile	Update Social Media				
Updated Practice Information	•				
Update Address, Phone Number and Office Hours	Personal listing will only appear in the Member-only Directory. Practice listing will appear in the Public Find a Dentist Search.				
Update Social Media \rangle	Update Social Media				
Update Other Organizations Memberships	Media Type Please select				
Change Your Password	Media Please select				
	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	Please select Personal Practice * 2					
Media Address	*					
Save Changes	Add New Media Cancel					

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

Update Soc		
	I only appear in the Member-only Directory. Practice listing will appear in the Public Find a	
Dentist Search.		
Update Social I	Madia	
opuate Social I	Weula	
Media Type	Please select 🗸	
Media	Please select FaceBook	
Media Address	Twitter	
	LinkedIn	

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

Profile	Home > Member Ce	enter > My ADA > Update Social Me	edia	🕿 🗎 + Share	
Update Personal Profile	Update Soc	ial Media			
Updated Practice Information					
Update Address, Phone Number and Office Hours	Personal listing will Dentist Search.	Personal listing will only appear in the Member-only Directory. Practice listing will appear in the Public Find a Dentist Search.			
Update Social Media	Update Social M	ledia			
Update Other Organizations Memberships	Media Type		*		
Change Your Password	Media	Please select	×		
		Please select	*	_ /	
	Media Address			— 2– .	

- 4. Enter the Media Address (IP address). Example: <u>http://www.facebook.com/drmanutalreja</u>.
 - 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					
	·	Other Organizations Memberships				
	Updated Practice Information	Please edit your membership information and click the "Save Changes" button at the bottom of the form or click				
	Update Address, Phone Number and Office Hours	"Cancel" to exit to the main menu.				
1	Update Social Media	Update Other Organizations				
	Update Other Organizations > Memberships	Available Alliance of the American Dental Association				
	Change Your Password	Available Aliance of the American Dential Association Organizations American Academy of Oral & Maxiilofacial Path^ American Academy of Pediatric Dentistry				
		American Association of Oral & Maxilderatal St. American Delinge of Prostboolondists American Association of Orthodontists American Association of Orthodontists American Association of Public Health Dentistry American Association of Public Health Dentistry				
		Add Remove				
		American Academy of Periodontology				
		Your Organizations: To add an organization, highlight the organization for the top and then citch add Judion. To remove an organization, highlight the selection on the bottom and citic the remove buttor.				
		Save Changes 🕨 Cancel				

1. Click the Update Other Organizations/Memberships tab.

	Update Personal Profile	Other Orga	Other Organizations Memberships			
	Updated Practice Information	-				
	Update Address, Phone Number and Office Hours	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 Social Media	Update Other 0	Organizations			
	Update Other Organizations > Memberships	Available	Alliance of the American Dental Association			
	Change Your Password	Organizations	American Academy of Oral & Maxillofacial Path American Academy of Pediatric Denistry			
2 a			American Association of Oral & Maxillofical Sta American Association of Oral Maxillofical Sta American Association of Orthodonitists American Association of Public Health Dentistry Amaterian American Association of Public Health Dentistry American Academy of Preliodonitology Add Remove American Academy of Periodonitology			
	L,	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.