

# Building Member Company Profile in AGC Georgia's Membership Directory

- Please visit [www.agcga.org](http://www.agcga.org). Click on **Sign In**.



- At the next screen, enter your username and password provided by AGC Georgia. Then choose Sign In. If you don't know either, use the features provided below the password field to have them emailed to you.
- After logging in, select **My Profile**.



- From this screen, you can edit information you want on your individual profile.
- To edit information for your company, select your company's name under "View Company Profile."

On Behalf Of: (select contact) ▾

Your Name/Title Here

Your Picture Here

[For Members: Does my Company owe dues?](#)

There are no records.

**View company profile**

Your Company Name

Contact Info | Addresses | Member Info

Work phone: (678) 298-4100

Home phone: [input field]

Fax: (678) 298-4101

Cell Phone: [input field]

Email: harms@agcga.org

Functional title: [dropdown menu]

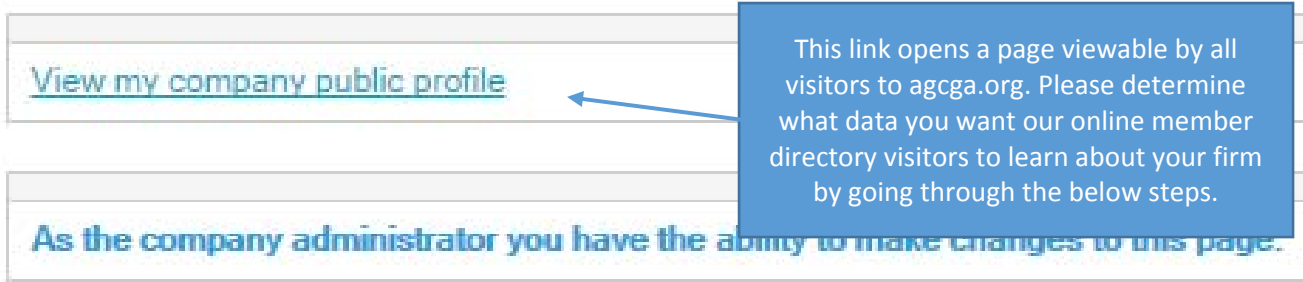
Date of birth: [input field]

- You will be directed to your company's profile. **IF** you see the below message shown in red at the top of the next webpage, please call 678-298-4100 to be given administrator rights.

[View my company public profile](#)

You must be designated as a Company Administrator in AGC Georgia's database to edit your firm's company profile. To gain this permission level, please call us at 678-298-4100.

- **IF** blue message appears, you have all rights necessary to edit your company’s information. Please proceed.



- The next steps explain how to edit company information. Data you provide in the tabs is visible to visitors to our website:
  - Company Info
  - CSI/SIC Codes
  - Markets Served
  - Minority Ownership
  - Works In



**Data in tabs other than those listed above are for AGC Georgia only. No one outside your firm has online access to this information.**

- Please provide as much information as you would like, so members and non-members can find your firm by searching these categories on the Find Members page of our site.
- **After completing your changes on each tab, please click “Save” at the bottom of each page.**
- On **Company Info** tab, edit information not grayed out. To change protected areas, call AGC Georgia at 678-298-4100. On first tab, only the following fields appear for visitors of membership directory to view:
  - Member Since
  - Phone
  - Website
  - Full address
  - About

*BEST PRACTICE: In the **About** section, use information from the about page of your website to give visitors to the membership directory a brief description of your company.*

- For the CSI/SIC Codes, select all that apply to your firm.
  - **General and Specialty Contractors**, please select all CSI codes that represent your business. Visitors to our online membership directory can search for firms performing the below types of work.
  - **Service Providers/Suppliers**, please select the SIC code matching your selection on your tax form. If your code is not listed, please contact Alyson Abercrombie at 678-298-4106 to discuss the possibility of adding a new code.

Company Info | **CSI/SIC Codes** | Markets Served | Minority Ownership | Key Contacts | Company Roster | Works In | Participation

**CSI Divisions (GC & Spec. Contractors and Suppliers may select any of following.)**  

Product Code

- 00010- Bid Information
- 00100- Instructions to Bidders
- 00200- Environmental Reports

**Professional Services**

Services Rendered

(None)

- The **Markets Served** tab is reserved for General and Specialty Contractors. If applicable, select markets your firm specializes in. -- i.e. if you work on mostly schools, select “education.” Select all applicable markets. Your selections appear under Niche Markets on the bottom of your company’s profile that is visible to visitors.

- If your company has minority ownership, please select all that apply.

- Key Contacts** tab is strictly for use by AGC Georgia and read-only. None of the information will be viewable to anyone who is not an employee of your firm. Please let AGC Georgia know of any changes you want to this section by calling 678-298-4100.

- Under the **Company Roster** tab, all employees (and family members of employees) are listed. This is the exact same list AGC Georgia has in our database. From this tab, you may only add contacts. To delete anyone, please email request to [directory@agcga.org](mailto:directory@agcga.org). If you see children and spouse information, it is because they have attended a previous AGC Georgia event. There is no reason to delete them; the roster is only visible to AGC Georgia staff and your fellow co-workers who sign into this website.

- The **Works In** tab is designed to benefit General and Specialty Contractors. If applicable, select all states your firm is licensed to work. Information provided can be searched by visitors to our online membership directory.

Company Info	CSI/SIC Codes	Markets Served	Minority Ownership	Key Contacts	Company Roster	Works In	Participation
<b>GC &amp; Spec. Contractors: Please select states in which you are licensed. Click 'Save' after</b>							
Alabama	<input type="checkbox"/>	Alaska	<input type="checkbox"/>	Arizona	<input type="checkbox"/>		
Arkansas	<input type="checkbox"/>	California	<input type="checkbox"/>	Colorado	<input type="checkbox"/>		
Connecticut	<input type="checkbox"/>	Delaware	<input type="checkbox"/>	District of Columbia	<input type="checkbox"/>		

- The **Participation** tab shows all events members of your organization have registered for in the past year as well as those active on committees and information about dues payments. This page is read-only and visible to your co-workers who access this page of this website and to AGC Georgia staff.

Thank you for taking time to update your firm's information in our online membership directory!

Don't forget to check back often to provide updates.

If you have any questions about this process, please connect with Alyson Abercrombie at 678-298-4106 or [abercrombie@agcga.org](mailto:abercrombie@agcga.org).