



HUNDREDS OF SUPPLIERS AT YOUR FINGERTIPS

Submission Instructions

The Solutions Provider Directory gives NTCA members the essential business connections needed to flourish in the broadband industry. By creating your company entry in the Solutions Provider Directory, you will produce an additional avenue to grow your business, foster a larger network, and cultivate your valuable industry contacts.

To create/edit your company's listing in the Solutions Provider Directory, please follow the steps below to ensure your directory submission is up-to-date.

Step 1 – Accessing your Solutions Provider Directory Listing

- Login to [Member Central](#)
- Select “Company Management”
*Note: Only company administrators may access the company management link.
If you have a question as to who your company administrator is, please email membership@ntca.org*
- Select Manage “Rural Telecom Service Provider Listing.”
- Select the green icon with the white “plus” sign in it. 
- You may modify your listing by selecting the paper icon with the pencil on it. 

Step 2 – Selecting your Solutions Provider Directory Listing contact information

- Indicate which information to include in your listing or select “Do not publish”
- If any of the information displayed is incorrect, please contact member services at (703) 351-2118 or membership@ntca.org.

Step 3 – Adding a photo of yourself or a Company Logo

- For the best results, upload an .eps file. *(If your image is not in .eps file format, please use a jpg that has at least 300dpi.)*

Step 4 - Enhancing your directory listing

- Upload additional information such as press releases, sell sheets, business announcements, etc.
Do not include pricing information. NTCA reserves the right to decline the use of documents that do not comply with the NTCA Antitrust Statement

Step 5 - Company Description and Sales Contacts

- Please add a company description to your profile. This description should outline the benefits of working with your company as well as the value of the services your company provides.
- Enter your sales contact info.

Step 6 - Associated Lines of Business

- Indicate which services your company offers by checking the appropriate box(es). This is how broadband providers will search for providers.

Step 7 – Ready to Publish

- Review the information you have entered. Select “Yes” under READY TO PUBLISH then click “INSERT.”

Step 8 – Previewing your Solutions Provider Directory Listing

- To review your listing, repeat Step 1 and then select the “Preview Referral” link. This will display your company's listing as it will be listed in the directory.

If you have any questions or comments, contact member services at membership@ntca.org or (703) 351-2118.