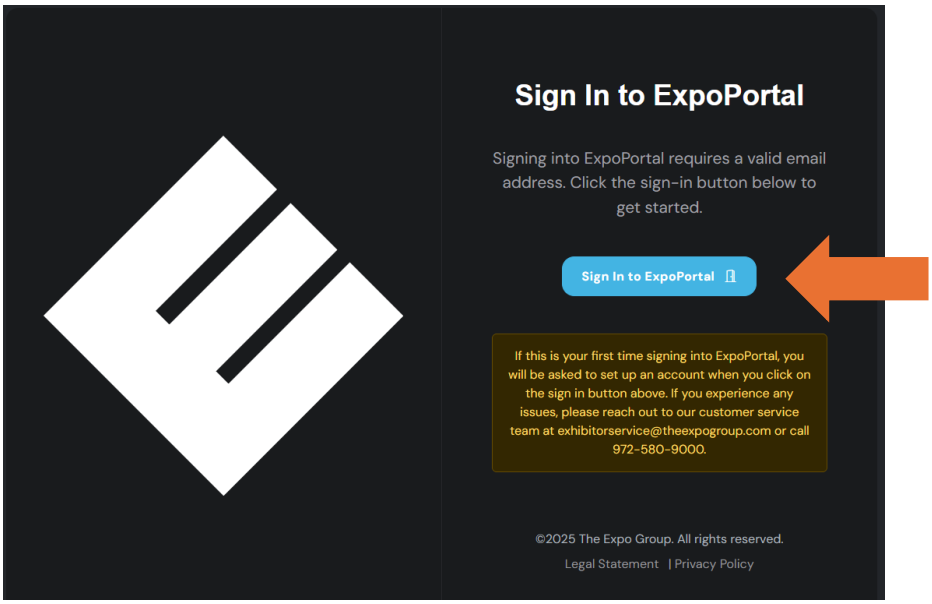
Welcome to ExpoPortal!

The following step-by-step instructions are designed to make your first login experience seamless.

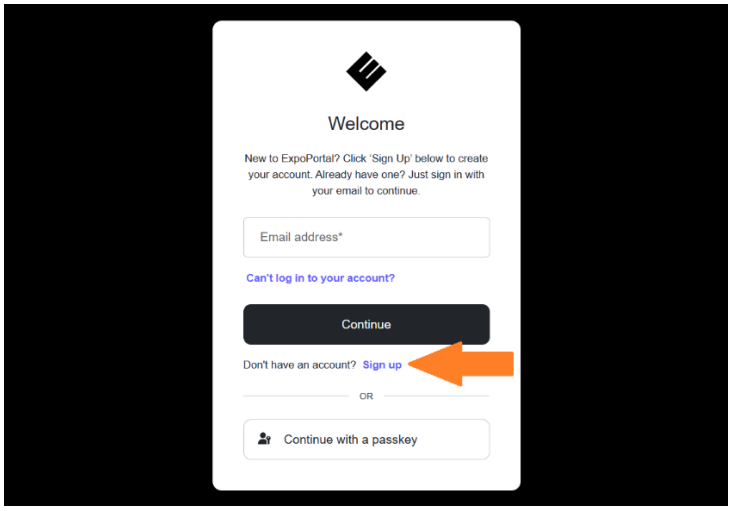
STEP 1 - Navigate to ExpoPortal with the link in your Welcome Letter or through the Show Manager's website.

STEP 2 – If this is first time logging in, you will need to create a Login with **the email address we have on file for your company**.

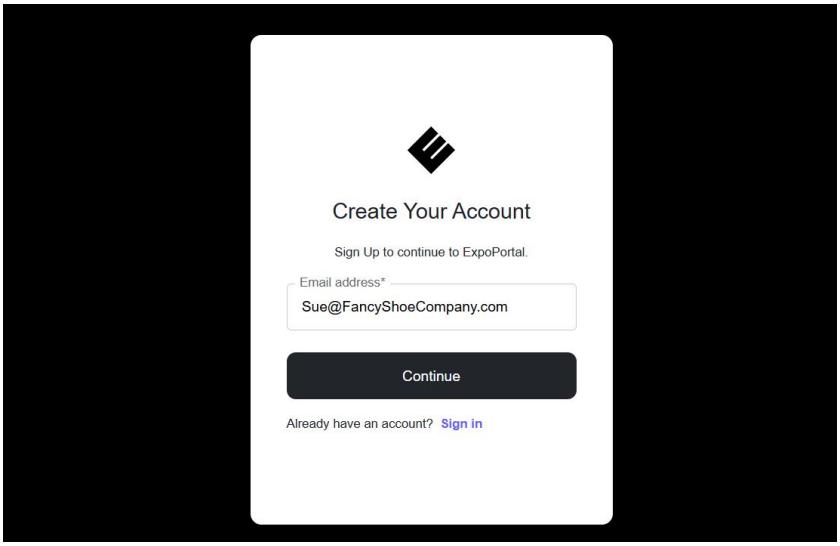
STEP 3 - To create your Login for the first time, click on the blue **Sign In** button.



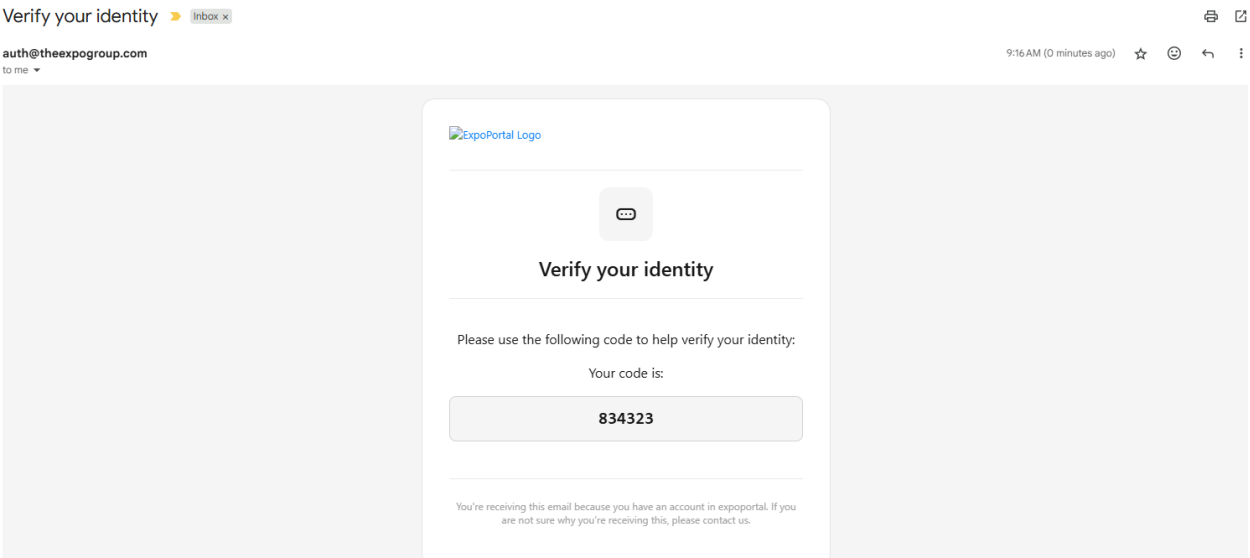
STEP 4 - On the next screen, choose the **Sign Up** link to create your Login.



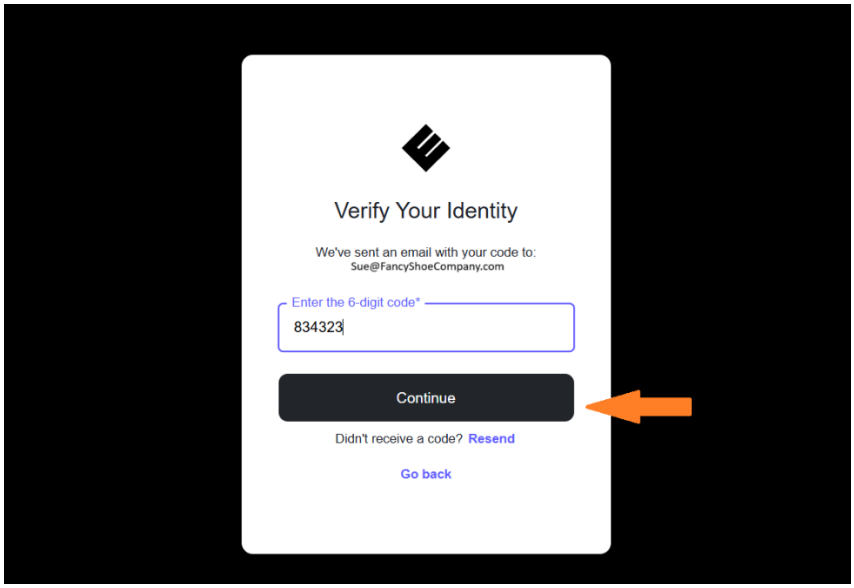
STEP 5 - Enter your email address. The email address must be associated with the show in our system and is usually the email address you signed up for the show with when you bought your booth. Click **Continue**.



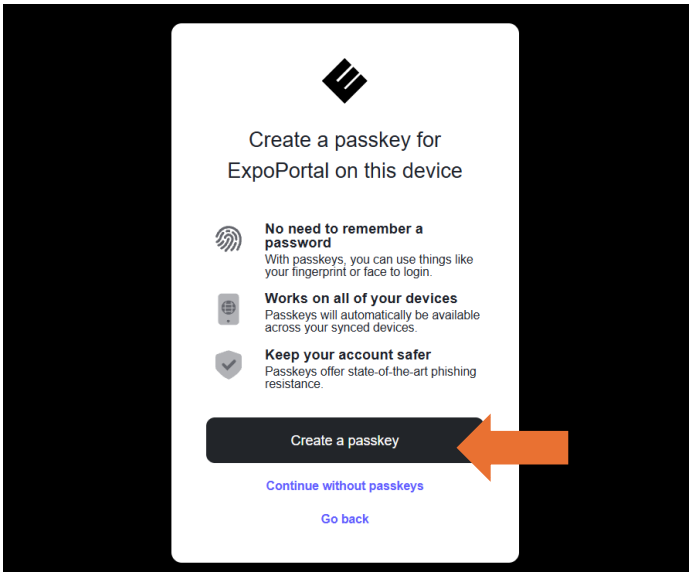
STEP 6 - After clicking **Continue**, check your email inbox (and spam folder, just in case) for a message from auth@theexpogroup.com with your one-time authorization code.



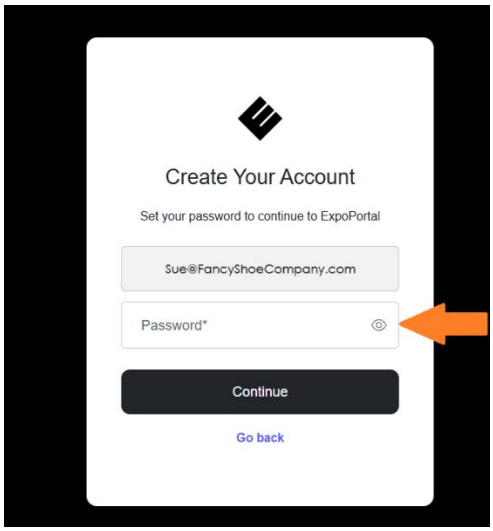
STEP 7 - Enter the code into ExpoPortal as shown below and click the **Continue** button.



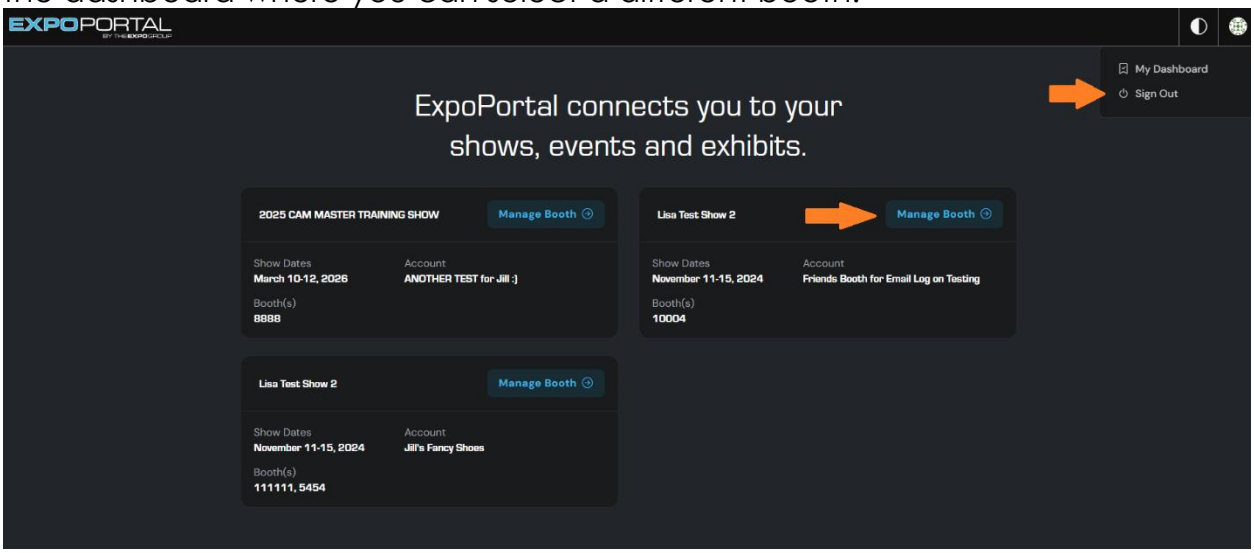
STEP 8 - You'll be prompted to create a passkey, but bypass that step now by choosing "Continue without passkeys". Information about Passkeys, what they are and their benefits are at the end of this guide.



STEP 9 - Create your own password by entering your chosen password into the password field as shown below. Click **Continue**.



You are now logged into ExpoPortal! You may see multiple booths to manage if your email address is associated with multiple booths. Click on the "Manage Booth" button on the tile for the booth you wish to order for. To enter into a new booth to place other orders, click on the My Dashboard link. You'll be returned to the dashboard where you can select a different booth.



Why Use a Passkey for ExpoPortal?
Passkeys let you sign in securely without typing a password. Here's why they're worth it:

How to set up a Passkey

1. When prompted, click Create a Passkey.
2. Approve the request using your device's face ID, fingerprint, or PIN.
3. That's it — your passkey is ready to use.

Why it's worth it:

- **Stronger security** – impossible to phish or steal
- **One-tap sign-in** – no password to remember
- **Works on all your devices** – passkeys sync with your Login
- **Future-proof** – backed by Apple, Google, and Microsoft

If you do not set up a Passkey the first time you log in, you will be prompted again to create it each time you log in going forward unless you check the "**Don't show me this again**" option. To set up your passkey, **Create a Passkey** button. Follow the prompts specific to your device and company architecture to create the passkey.

