

ASHRAE St. Louis Product Directory Account Update

1. Go to <https://ashrae.indoxservices.com/index.php/>
2. Click **Login**

ASHRAE
ST. LOUIS CHAPTER
PRODUCT DIRECTORY

Sign up | Login

Search Directory

Search

Search by Company

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

3. Enter login information. If you know your username but have forgotten your password, you can retrieve it by clicking **Forgot Password**. If you don't know the username, email ashraestl@gmail.com to have it sent to you.
4. Once logged in, you may update all your account information and add products by manufacturer. If your manufacturer or product does not exist, email ashraestl@gmail.com to have it added.

1. Select **Add SubCompany**, **Add Company Person**, or **Assign Product** as needed to update your company information.
2. The character count of your published information.
3. There is a minimum \$175 charge which covers up to 250 characters. Above 250 characters, \$0.70 per character is charged. Total character count and charge is provided with account info upon login.
4. The status of publishing your information. When your information is complete and accurate select **Ready**. **By selecting that you are ready to publish, you also agree to be invoiced for the amount shown for the character charge. Accounts not set to ready will not be published.**
5. If you need additional help, email ashraestl@gmail.com.