# Your guide to using Emperia

Get started: Login to Emperia

1. **Find your credentials:** The company admin for your business can log into the Exhibitor Hub and get the access credentials for your company through the Emperia tile. You also received an email with these details before the show.
2. **Download the app:** from iTunes or Google Play Store.
3. **Log in to Emperia app:** using your Full name and the Company access code provided in the Emperia Welcome email and Exhibitor Hub.

If you can't find the email, check your inbox and junk/spam folders for an email from the QME team. If you can't find your company access code, contact your Sales Rep or visit the Customer Service Desk.
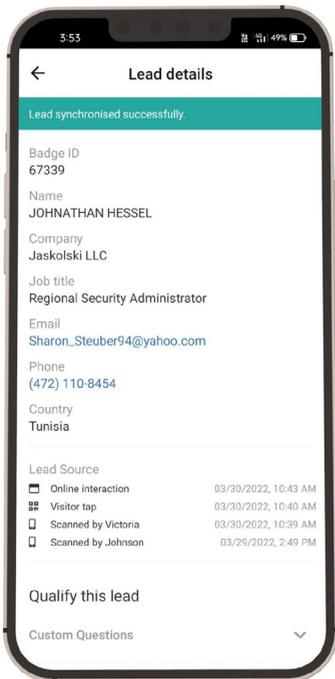
If you're capturing leads on behalf of your company, ask your company admin for your company access code or contact the Exhibitor Services on site for help.
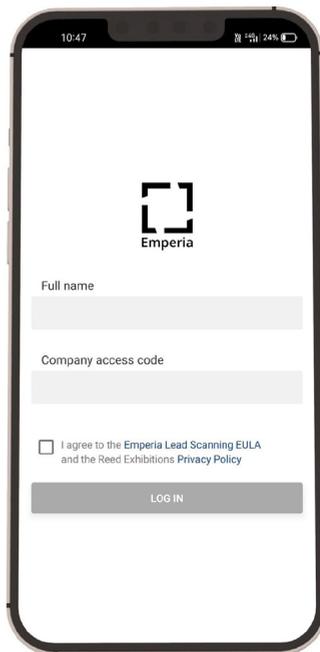
Need help with Emperia? Visit the Customer Service Desk or speak to one of our team members.

You are now ready to scan

1. **To capture a lead:** Click on the "Scan" icon and hover your device camera over the QR code on the visitor badge to capture visitor details as a lead. Visitor information is automatically saved.
2. **View** your lead's details, add and edit your notes and lead rating.
3. **Download your lead report** at anytime, using the direct link provided with your Emperia Welcome email (only available to the show point of contact).
4. **Check your emails** and view your consolidated lead report at the end of each day (only available to the show point of contact for your company).

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←   **Lead details**

Lead synchronised successfully.

Badge ID
67339

Name
JOHNATHAN HESSEL

Company
Jaskolski LLC

Job title
Regional Security Administrator

Email
Sharon_Steuber94@yahoo.com

Phone
(472) 110-8454

Country
Tunisia

Lead Source

▦ Online interaction	03/30/2022, 10:43 AM
▦ Visitor tap	03/30/2022, 10:40 AM
▯ Scanned by Victoria	03/30/2022, 10:39 AM
▯ Scanned by Johnson	03/29/2022, 2:49 PM

Qualify this lead

Custom Questions   ⌄

Download Emperia now

Google Play   **iTunes**

The minimum device requirements:
iOS: Requires iOS 10.3+ or greater.
Android OS: Requires OS 5.1.1 or greater
and an auto-focus camera.

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