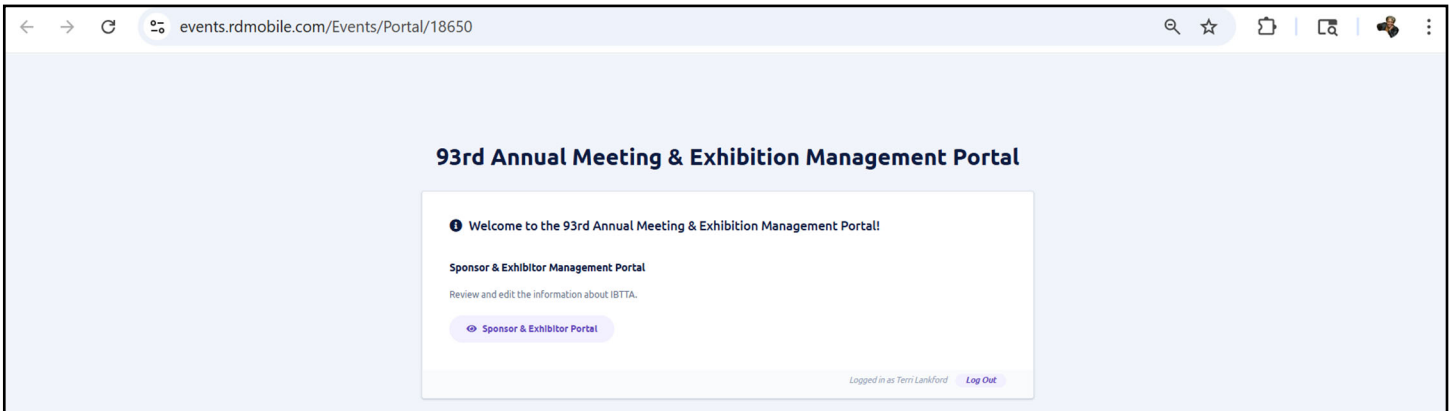


Exhibitor Management Portal: Downloading Scanned Leads

If you have been designated as a Lead Generation contact, this help sheet will provide you with information on download all attendee data captured by your exhibit personnel.

To begin, **you must log in to the app with the same email address used on your IBTTA user account.** This will be the email address that will be used to send you a “Log In” authentication message from noreply@rdmobile.com.

STEP 1 — Access the IBTTA app at **https://events.rdmobile.com/Events/Portal/18650** from your desktop web browser. (You will not have access to the exhibitor management portal on the mobile version.)



STEP 2 — On the Exhibitor Management Portal page, scroll down to the **Download CSV Reports** section and click on “**QR Leads List**” to download your company’s report.

