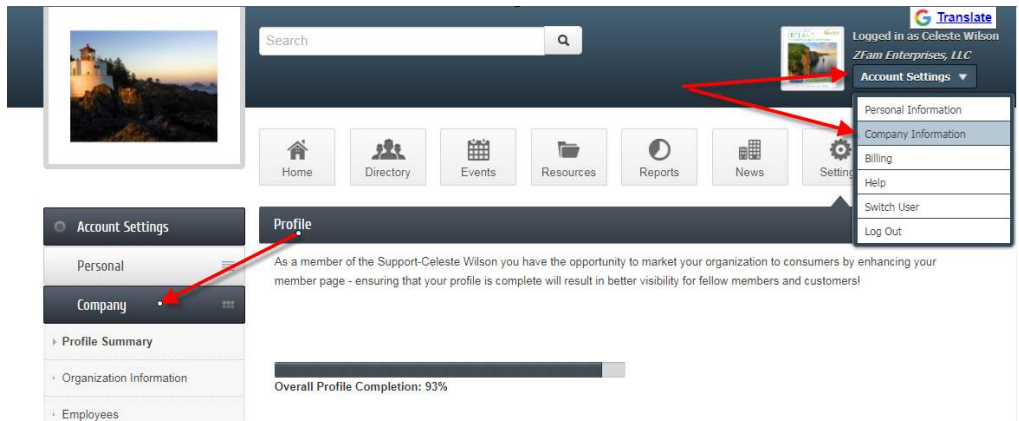
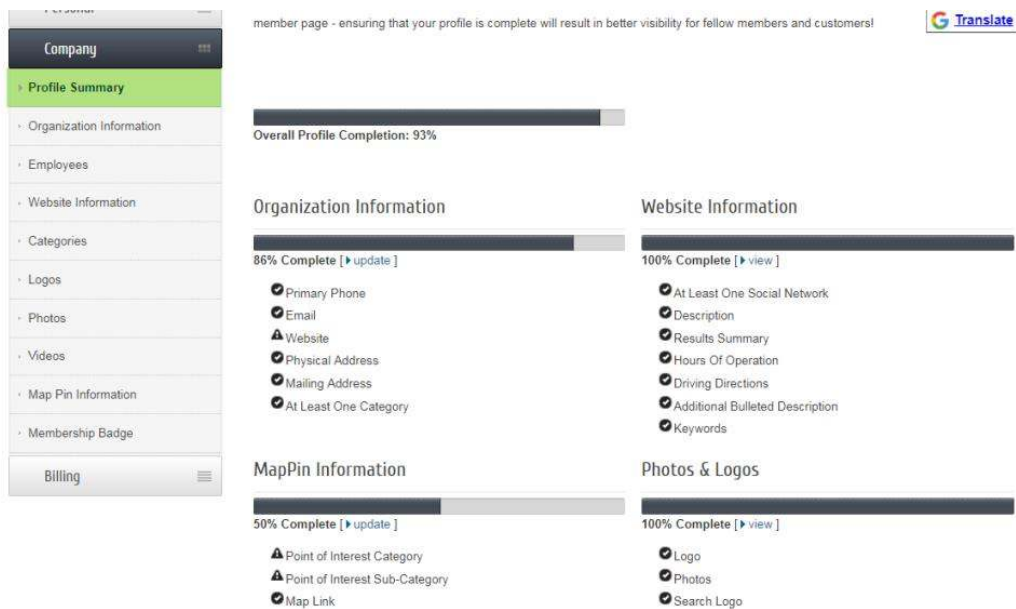


Update Company Information

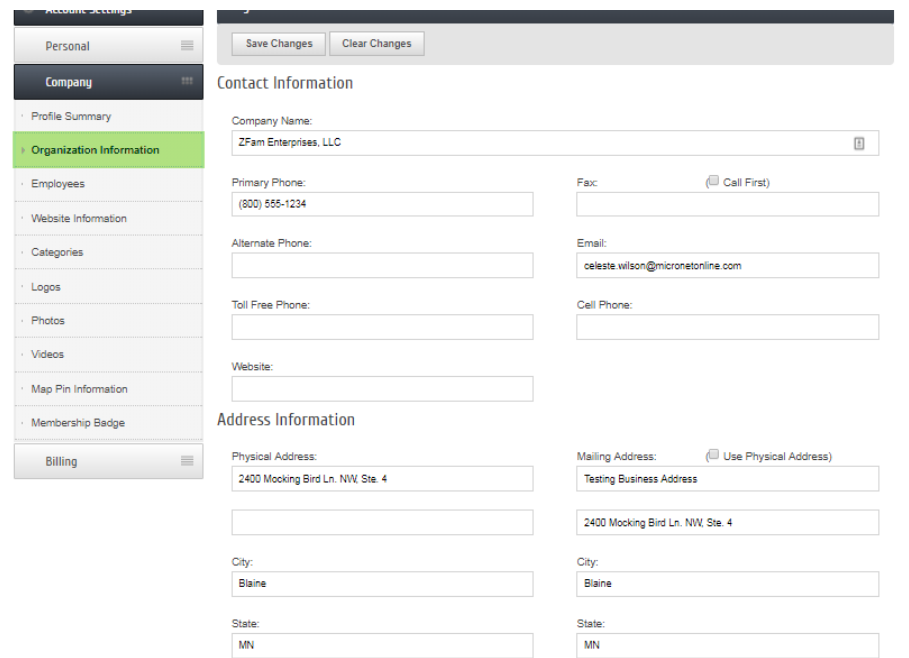
You can either click on Account Settings or Company in the shortcuts on the left side.



Profile Summary shows what you have completed and have not completed.



Update your Organization Information



If you are the primary rep, you can update employees

The screenshot shows the 'Employees' section within the 'Account Settings' menu. A table lists five employees with columns for Rep Name, Title, Primary, Phone, and Email. Below the table are buttons for 'Deactivate Selected Reps' and 'Add Employee/Rep'.

Rep Name	Title	Primary	Phone	Email
<input type="checkbox"/> Shaniqua Davis	Receptionist	No		[not set]
<input type="checkbox"/> Dave Kotzer	Laborer	No		celeste.wilson@micronetonline.com
<input type="checkbox"/> Jim Sawatzky		No	(800) 555-1234	celeste.wilson@micronetonline.com
<input type="checkbox"/> Travis Simpson	Co-Owner	No	(800) 555-1234	travis@mailinator.com
<input type="checkbox"/> Celeste Wilson	Owner	Yes	(800) 825-9171	celeste.wilson@growthzone.com

You can update the employees by clicking on their name.

The screenshot shows the 'Employee Profile' page for Shaniqua Davis. It includes a navigation menu on the left and a main content area with tabs for Profile, Photo, Groups/Interests, Social Networks, Preferences, and Custom Fields. The 'Edit Employee Profile' form contains fields for Prefix, First Name, Middle Name, Last Name, Suffix, Greeting, Job Title, Contact Preference, Phone Preference, Work Phone, and Home Phone.

Employee Profile

Shaniqua Davis

Profile | Photo | Groups/Interests | Social Networks | Preferences | Custom Fields

Edit Employee Profile

Prefix: [Dropdown] Greeting: [Text Field]

First Name: [Text Field: Shaniqua] Job Title: [Text Field: Receptionist]

Middle Name: [Text Field] Contact Preference: [Dropdown: Email]

Last Name: [Text Field: Davis] Phone Preference: [Dropdown: Work Phone]

Suffix: [Dropdown] Work Phone: [Text Field]

Address Line 1: [Text Field] Home Phone: [Text Field]

Copy Organization Information