

[VIDEO] Update Your Company Information

It's important that your company information is correct, as it prints on various reports. Check and update this information in the Manage Client Information page.

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1. From the menu to the left, click **Administration**.
2. Select **Manage Client Information**. The Manage Client Information page opens.

The screenshot shows a web application interface for managing client information. The page title is "Administration > Manage Client information". The form is organized into two columns. The left column contains fields for: State (dropdown menu with "All" selected), Legal Business Name * (text input: "MM Test"), Contact Name (text input: "Bob Cruiser"), Site Address * (text input: "1234 Test St"), City * (text input: "Dallas"), State * (dropdown menu with "CA" selected), Zip Code * (text input: "75080"), Phone Number * (text input: "(214) 555-0330"), Fax Number (text input), Email Address (text input: "mmtest@gmail.com"), and Vendor # (text input: "A1123"). The right column contains fields for: Federal Tax Id (text input: "012345"), Title (text input: "Director"), Mailing Address (text input), City (text input: "Dala"), State (dropdown menu with "LA" selected), Zip Code (text input), Alternate Phone (text input: "() - -"), Website Url (text input: "https://app.kidkare.com"), and State Assigned # (text input: "AS123"). A green "Save" button is located in the top right corner of the form area. At the bottom of the page, there is a copyright notice: "Copyright © 2023 - Minute Menu Systems, LLC - All Rights Reserved" and links for "Terms | Privacy Policy | Cookie Policy".

3. Confirm that the displayed information is correct. If you have a Vendor # and/or a State Assigned #, they should also be present here.
4. If you made any changes, click **Save**.