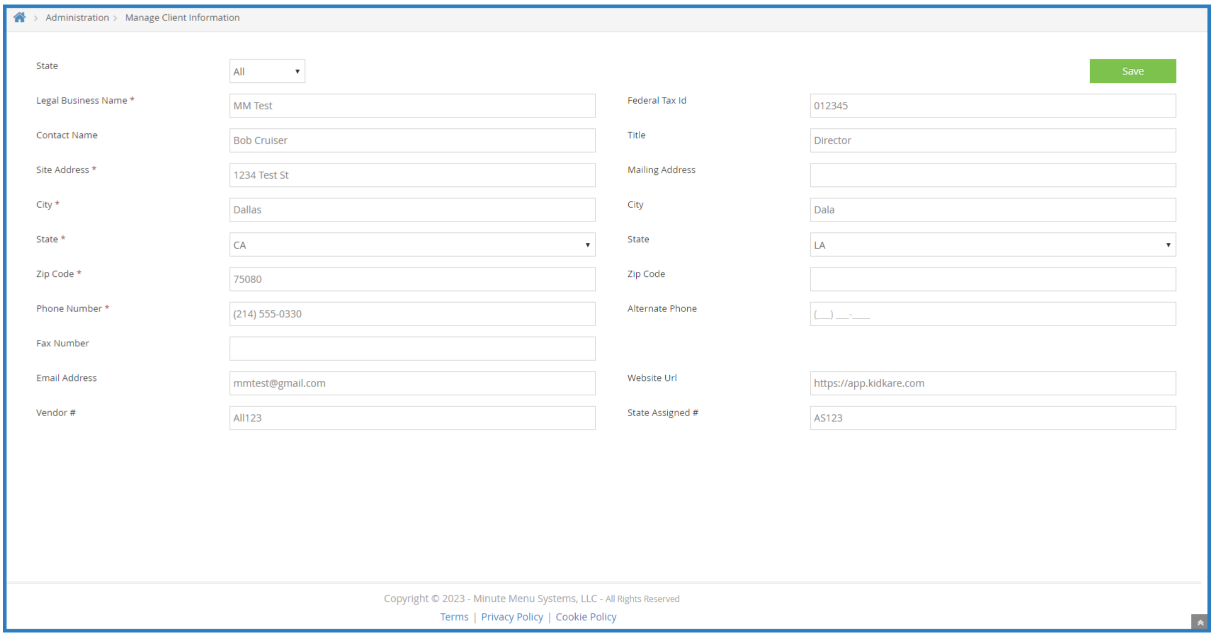
[VIDEO] Update Your Company Information

Last Modified on 05/01/2024 3:40 pm CDT

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.

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



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**.