Company Management

How do I add a company?

To add a company, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Company Management under the Organization Management heading.
3. Click on the green Add Company button.
4. Fill in all necessary fields:

a. Company ID

b. Classification

c. Company Name

5. Add more contact information, including:

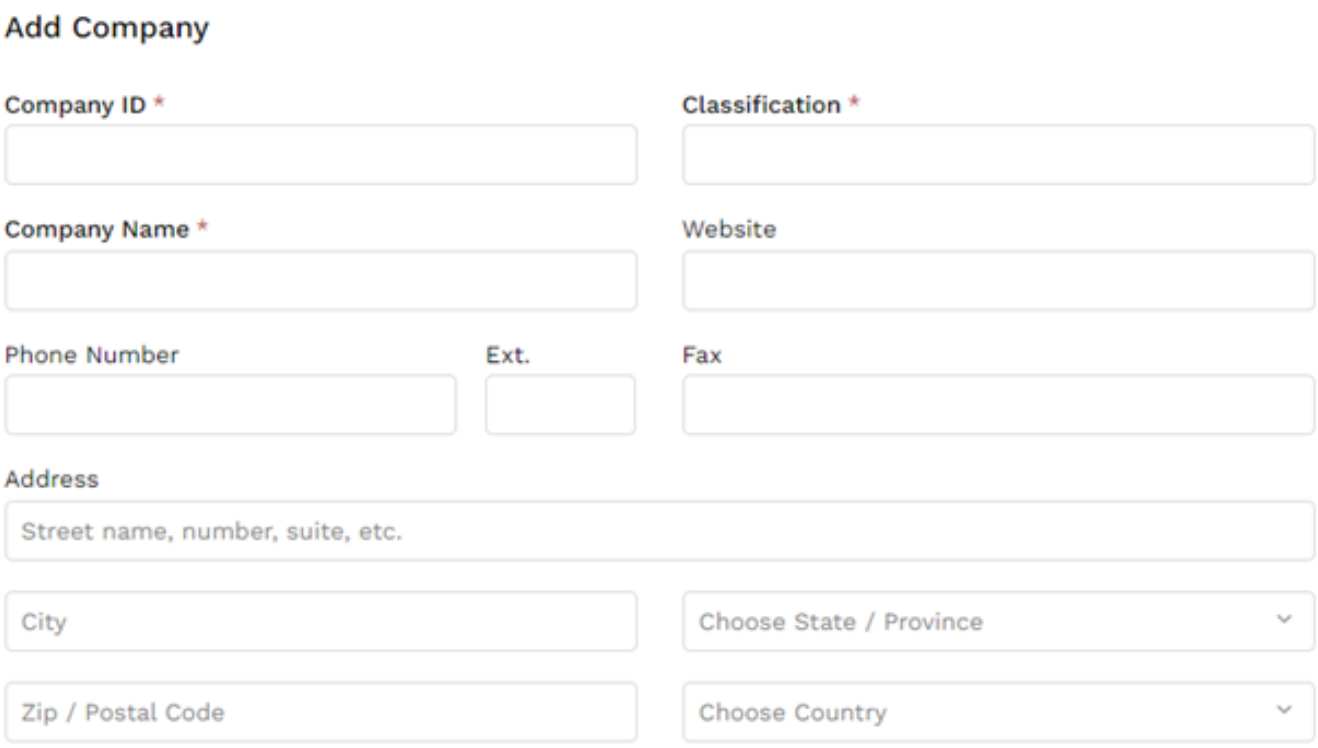
a. Website

b. Phone Number

c. Phone number extension (if applicable)

d. Fax

e. Address



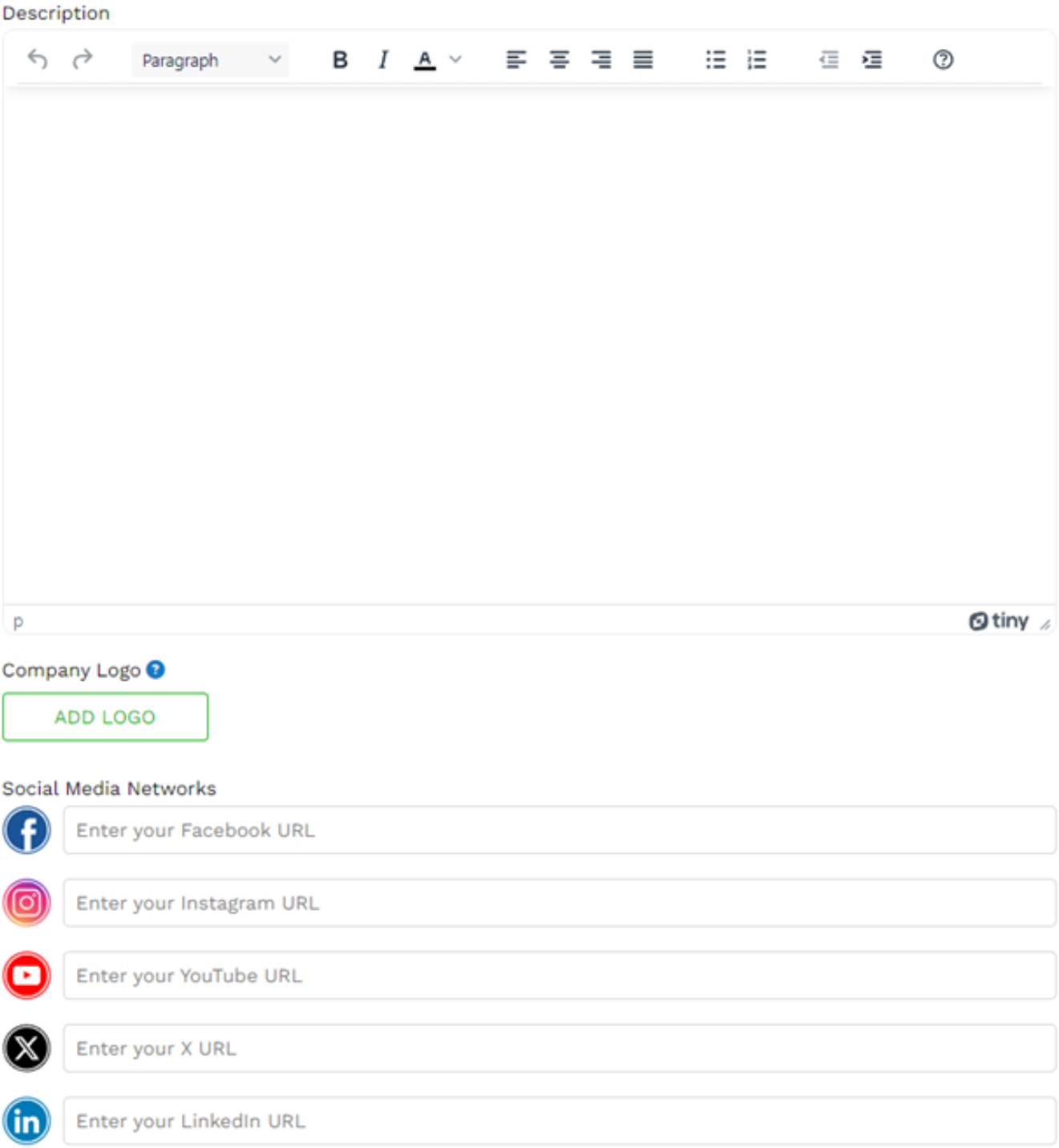
6. Add more information about the company:

a. Description

b. Company Logo

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c. Social Media Networks



7. Add join date. It will add the current date by default.



8. Click on the blue Add Company button to add the company to your organization.

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Didn't find what you’re looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

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