Company Management

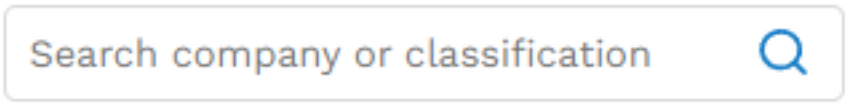
How do I edit a company?

To edit 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. Select the company you'd like to revise or update:

a. Scroll down to find the company you're looking for.

b. Search via the search bar in the top right corner.



c. Filter results by city by expanding the Advanced Options arrow.



4. Click on the yellow pencil icon on the far right side of the company name.
5. Edit the company with the following fields:

a. Company ID

b. Classification

c. Company Name

d. Website

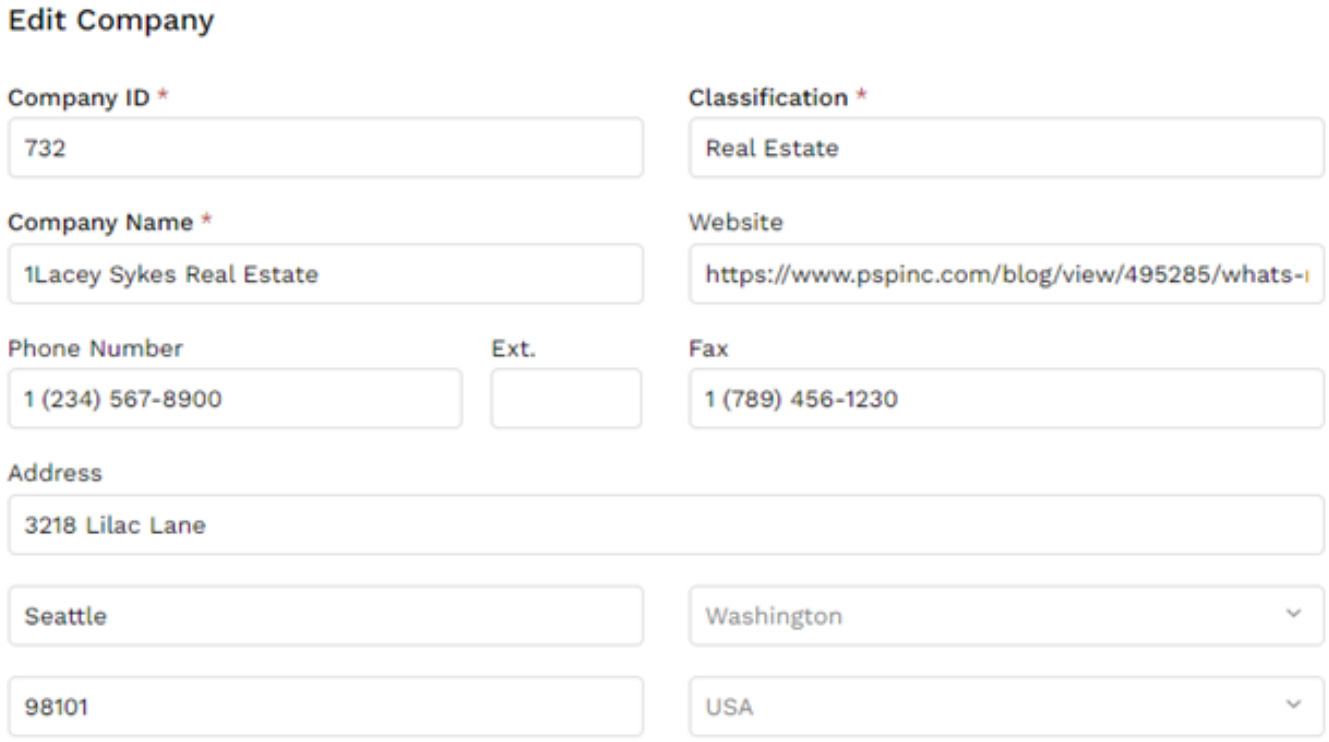
e. Phone Number

f. Extension (if applicable)

g. Fax Number

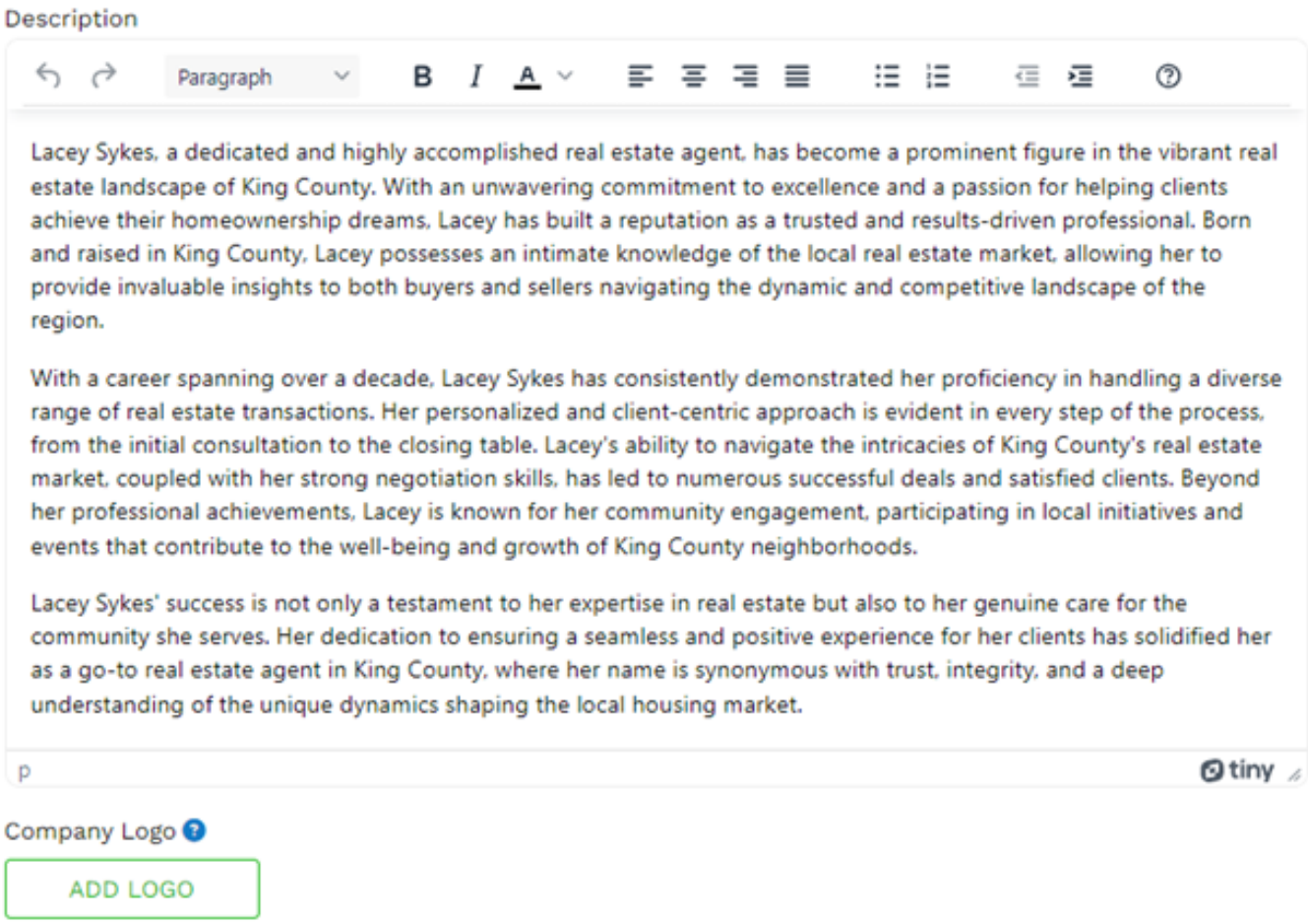
h. Address

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i. Description

j. Company Logo



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k. Social Media Networks



l. Join date



6. After finishing your updates, click on the blue Update Company button.



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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