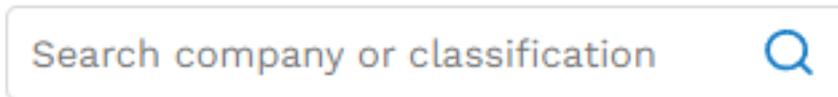


Company Management

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.



A search bar with the placeholder text "Search company or classification" and a magnifying glass icon on the right side.

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



A screenshot of the "Advanced Options" filter section. It features a "City" dropdown menu with "All" selected. In the top right corner, there is a link that says "HIDE ADVANCED OPTIONS" with an upward-pointing 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

Company Management

Edit Company

Company ID *

732

Classification *

Real Estate

Company Name *

1Lacey Sykes Real Estate

Website

https://www.pspinc.com/blog/view/495285/whats-i

Phone Number

1 (234) 567-8900

Ext.

Fax

1 (789) 456-1230

Address

3218 Lilac Lane

Seattle

Washington

98101

USA

- i. Description
- j. Company Logo

Description

← → Paragraph **B** *I* A [List Icons] [Align Icons] [Help Icon]

Lacey Sykes, a dedicated and highly accomplished real estate agent, has become a prominent figure in the vibrant real estate landscape of King County. With an unwavering commitment to excellence and a passion for helping clients achieve their homeownership dreams, Lacey has built a reputation as a trusted and results-driven professional. Born and raised in King County, Lacey possesses an intimate knowledge of the local real estate market, allowing her to provide invaluable insights to both buyers and sellers navigating the dynamic and competitive landscape of the region.

With a career spanning over a decade, Lacey Sykes has consistently demonstrated her proficiency in handling a diverse range of real estate transactions. Her personalized and client-centric approach is evident in every step of the process, from the initial consultation to the closing table. Lacey's ability to navigate the intricacies of King County's real estate market, coupled with her strong negotiation skills, has led to numerous successful deals and satisfied clients. Beyond her professional achievements, Lacey is known for her community engagement, participating in local initiatives and events that contribute to the well-being and growth of King County neighborhoods.

Lacey Sykes' success is not only a testament to her expertise in real estate but also to her genuine care for the community she serves. Her dedication to ensuring a seamless and positive experience for her clients has solidified her as a go-to real estate agent in King County, where her name is synonymous with trust, integrity, and a deep understanding of the unique dynamics shaping the local housing market.

p

Company Logo

ADD LOGO

Company Management

k. Social Media Networks

Social Media Networks



l. Join date

Joined *



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

UPDATE COMPANY

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

Unique solution ID: #1005

Author: n/a

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