

Edit Account Details

Help Article

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1. Open the Account Details

1.1 Personal Details

To access your account details:

- 1. Click Account in the navigation menu.
- 2. Click the General tab.
- 3. Click the Details button.

In this screen, you can update your own Name, Contact Email Address, Phone Number (if desired), Website URL (if desired). There is an option to add a Company Address; if you select Yes to the question, extra fields to add an address will appear.

Dashboard	2	General	Branding	Contacts	Submissions
Forms	~ <u> </u>				
Submissions	3	Details	Name *		
📬 Companies		Firm & Offices			
🚢 Users	^	My Subscription	Contact Email Address *		
Sect Users		Email Settings 🗸			
Directories		Actions and Notifications	Phone Number		
🚢 Groups		Utility Embed Codes	Website IIPI		
E-Signatures		Integrations	https://example.com		
Reports		API Keys			
1 🗈 Account		History	Does the company have an address?	,	
Application Settings	3	History	() Yes	• No	
Knowledge Base					
Ø Contact Support) Contact Support			Save	



1.2 Firm and Offices

Click Firm and Offices to add details for your Firm Name, ABN and Website. Select Yes or No to indicate if your liability is limited by a scheme approved under Professional Standards Legislation.

 Dashboard Forms ~ 	General	Branding	Contacts	Submissions
Submissions	Details	Firm Details		
📽 Companies	Firm & Offices	Firm name *		
😀 Users 🔷	My Subscription			
🚢 Users	Email Settings 🗸	ABN		
A End-Users	Actions and Notifications			
T Directories		Website		
🚢 Groups	Utility Embed Codes	https://example.com.au		
E-Signatures	Integrations	to Red Rive Resident by a school of the		
Reports	API Keys		oved under Proressional Standards Legislation	
E Account	History			
Application Settings			Discard Changes Save	
Knowledge Base				
Ontact Support			+ Add additional Office Details	

1.3 My Subscription

Click **My Subscription**. The Terms and Conditions that were agreed to secure the software license can be found and reviewed, along with the date that the license was activated.

 Dashboard Forms 	General	Branding	Contacts		Submissions	
Submissions	Details	Usage				
🛫 Companies	Firm & Offices					
🚢 Users 🧄	My Subscription	Smarter Drafter Enterprise	Users 5 / Unlimited	Forms 18 / Unlimited	Submissions 16 / Unlimited	
Users End-Users	Email Settings 🗸					
T Directories	Actions and Notifications	Terms & Conditions				
🚢 Groups	Utility Embed Codes	Last updated: 4 Oct 2024				*
😵 E-Signatures	Integrations					11
Reports	API Keys	Smarter Drafter Enterprise Licence Terms				
E Account	History	Any reference to "Licensee" is a reference to you as the user of the Smarter Drafter Enterprise software.				
Application Settings	·······································					
 Knowledge Base Contact Support 		This Software License Agreement is a legal agreement between you and Tensis Group Pty Ltd trading as "Smarter Drafter" (ABN 16 163 715 428) and "Smarter Drafter Enterprise" (<i>we'us</i> or the <i>Licensor</i>) and governs your use of the Software. By ordering, installing or using the Software, you agree to be bound by the terms of this agreement on behalf of the Licensee.				
- condecodport		As part of this agreement, your use	e of the Software is also subje	ct to our <u>Privacy Policy</u> and <u>W</u>	lebsite Terms of Use,	