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Edit Account Details

Help Article

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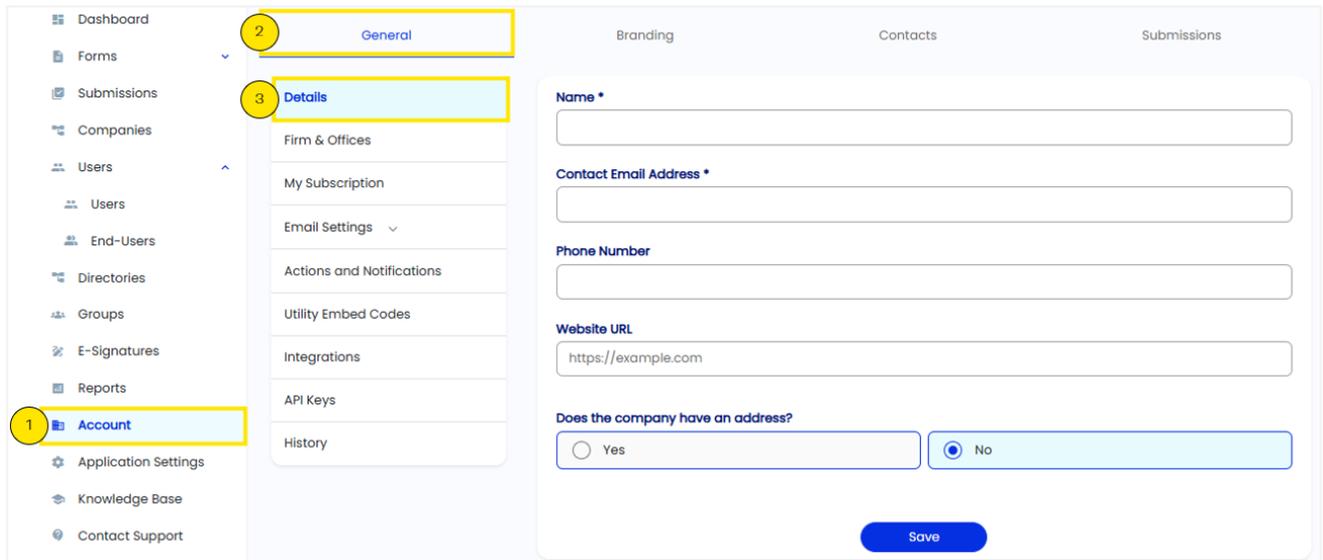
1. Open the Account Details

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.



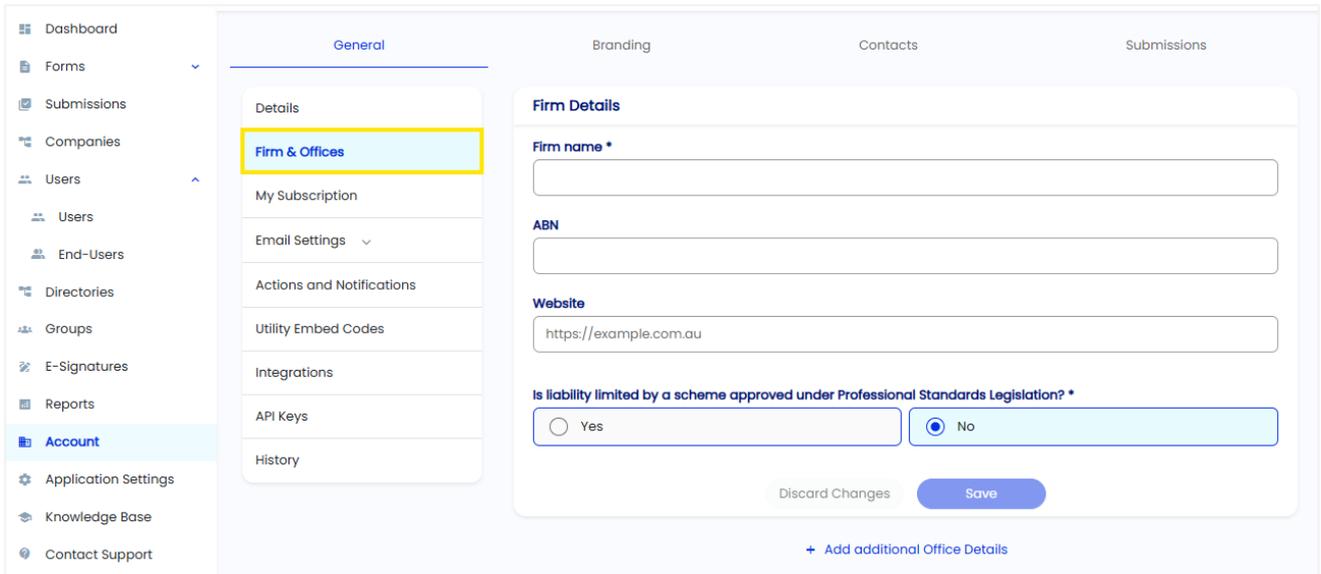
The screenshot shows the account details interface. On the left, the navigation menu includes 'Account' (highlighted with a yellow box and a '1' in a circle). The 'General' tab is selected (highlighted with a yellow box and a '2' in a circle), and the 'Details' sub-tab is also selected (highlighted with a yellow box and a '3' in a circle). The main content area has tabs for 'Branding', 'Contacts', and 'Submissions'. The 'Details' section contains the following fields:

- Name ***: A text input field.
- Contact Email Address ***: A text input field.
- Phone Number**: A text input field.
- Website URL**: A text input field containing 'https://example.com'.
- Does the company have an address?**: A radio button question with 'Yes' and 'No' options. The 'No' option is selected.

A blue 'Save' button is located at the bottom right of the form.

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.



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.

