smarter drafter PRO
by tensis

Edit Account Details

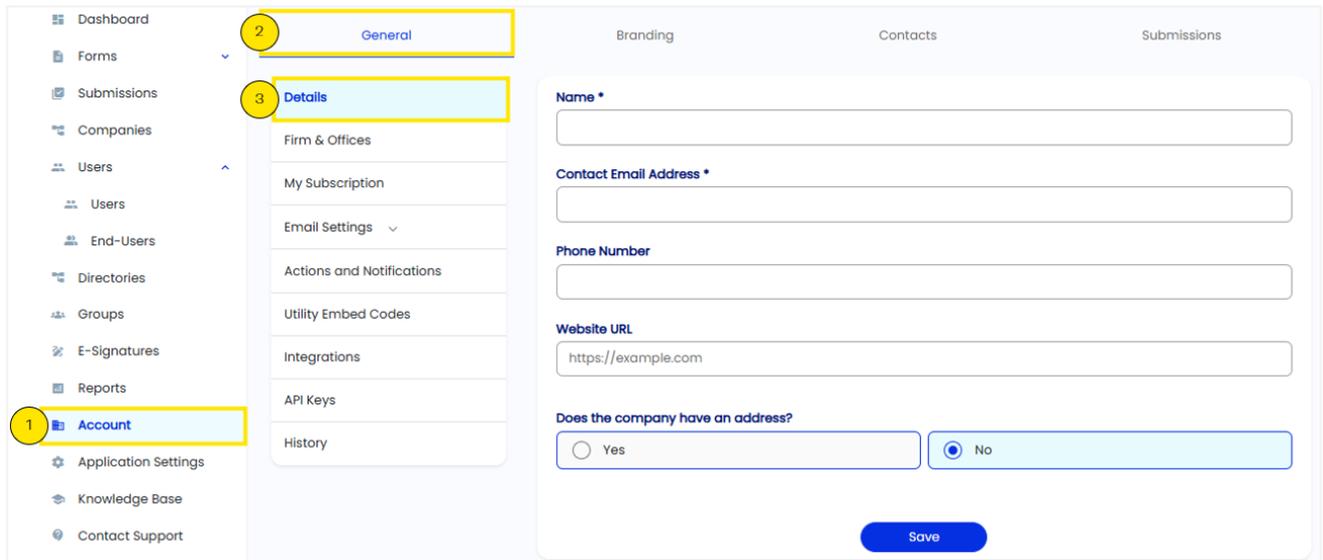## Help Article

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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.
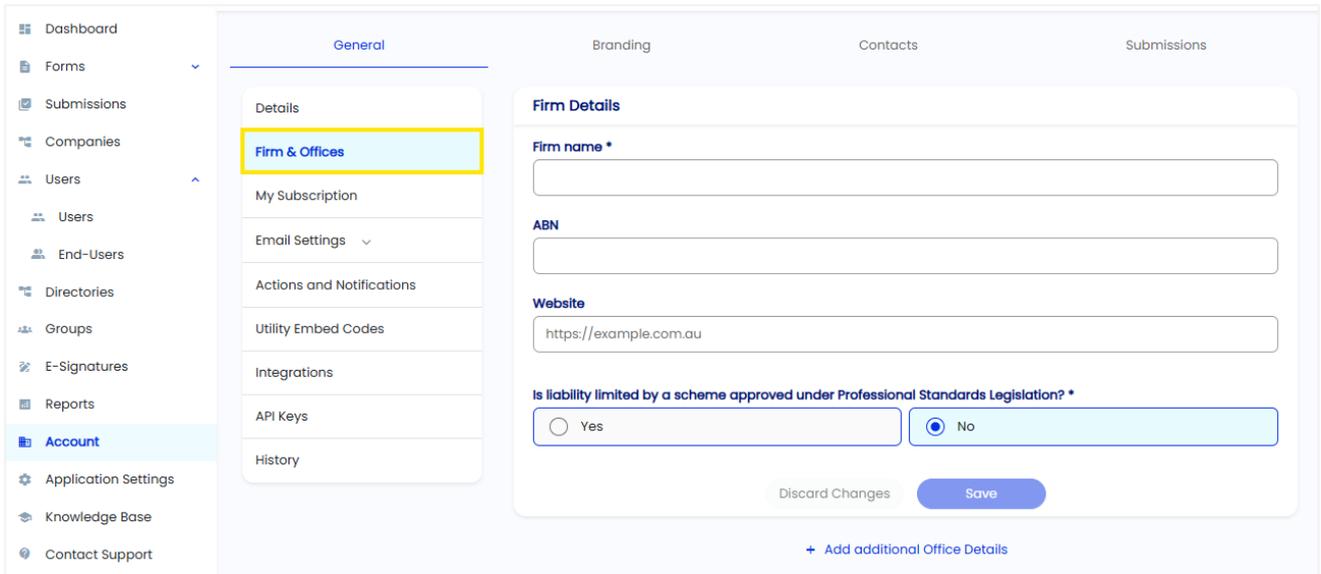
1.2 Firm and Offices

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.