ACCOUNT MANAGEMENT
COMPANY INFORMATION JOB AID

This job aid shows how to edit your company information (primary contact information, delivery instructions, days, and hours) from the Account Management-Company page.

FROM THE ACCOUNT MANAGEMENT PAGE

1. From the page options on the left, click **Company**

The Company screen will display.

MANAGE COMPANY INFORMATION

1. **Edit** your company information and primary contact information
2. Click **Save** to save your edits

> **NOTE:** Contact a RunBuggy Administrator to change information that is grayed out on screen.

A **green box** will appear when edits save successfully.

TO EDIT DELIVERY DAYS/HOURS FOR COMPANY

1. **Enter** delivery instructions in allowed box if needed
2. **Select** time zone from the drop down list
3. **Input** days and hours for company
4. Click **Save** to save your edits

> **NOTE:** Contact a RunBuggy Administrator to change information that is grayed out on screen.

A **green box** will appear when edits save successfully.