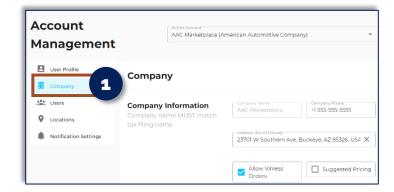
ACCOUNT MANAGEMENT COMPANY INFORMATION JOB AID

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



A green box will appear when edits save successfully.

Company Information Company name MUST match tax filing name Address (No P.O Boxes) S555 W Thunderbird Road, Glendale, AZ 85306, X Allow Vinless Orders Company Phone +1 555-555-5465 Address (No P.O Boxes) Customer List Customer List

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



A green box will appear when edits save successfully.

