# **Company Info**

Last Modified on 11/07/2016 12:49 pm EST

# Editing Company Info

# Edit Info

Select "Edit Info" in the upper right corner of the page to update your company information.

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Cleveland	Ohio	•	44139		Plus4									
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## Your Company Here

Enter the name of your company in the white box in the upper left corner

## Federal ID

Enter your company's federal ID in the upper right corner. If your company doesn't have a federal ID enter your social security number and check the "SSN?" box.

#### Address

input your company address.

### Remit To

input the address for billing.

#### Contact

Input your company contact information here. This information will appear on invoices sent to customers.

\*Note: The contact email should never be a personal email because it will appear on all invoices to customers.

#### Save

Click "Save" in the upper right corner to update.

YOUR COMPANY HERE	Federal Id:	12-3456789	SSN?

🖺 Save