

How to update your Company Profile?

The first representative to log in for your company will set up your company profile. Once your Team is set up and other vendor representatives have been added, anyone on the Team may make updates.

- Click "**Teams**" on the top right-hand corner
- Then click "**Company Profile.**"
- Then edit each individual field.
- Be sure to click "**Save**" at the top.

The screenshot shows the user interface for 'Coffee Fest TO GO'. At the top, there is a search bar and navigation icons for Home, Notifications, Profile, and Teams. The main content area is titled 'Company Profile' and contains a form with the following fields:

- Name:** Coffee Fest
- Headline:** (empty)
- Website:** http://coffeesfest.com (1)
- Products And Services Provided:** Professional/Business Services (1)
- Video Url (Embedded On The Profile):** Click to update (0)

A red circle highlights the 'Save' button in the top right corner of the form. A black arrow points to the 'Company Profile' menu item in the left sidebar under the 'ADMIN' section.