# Step 1 – Business Info

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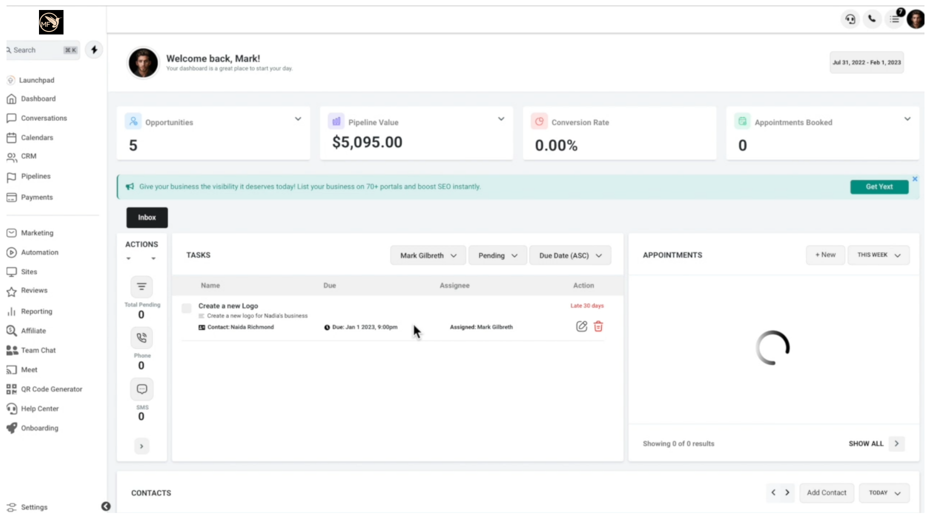


## Navigate To Business Info

On your left-hand menu, scroll to the bottom and click on settings. On the next screen, make sure you are on the Business Info tab.

## Update Your Information

Make sure all that your information is correct on this page, particularly your timezone, as this can affect your automation. Watch the video on the left for more details about the other settings. Click "Business Info Done" when you have finished updating this information.