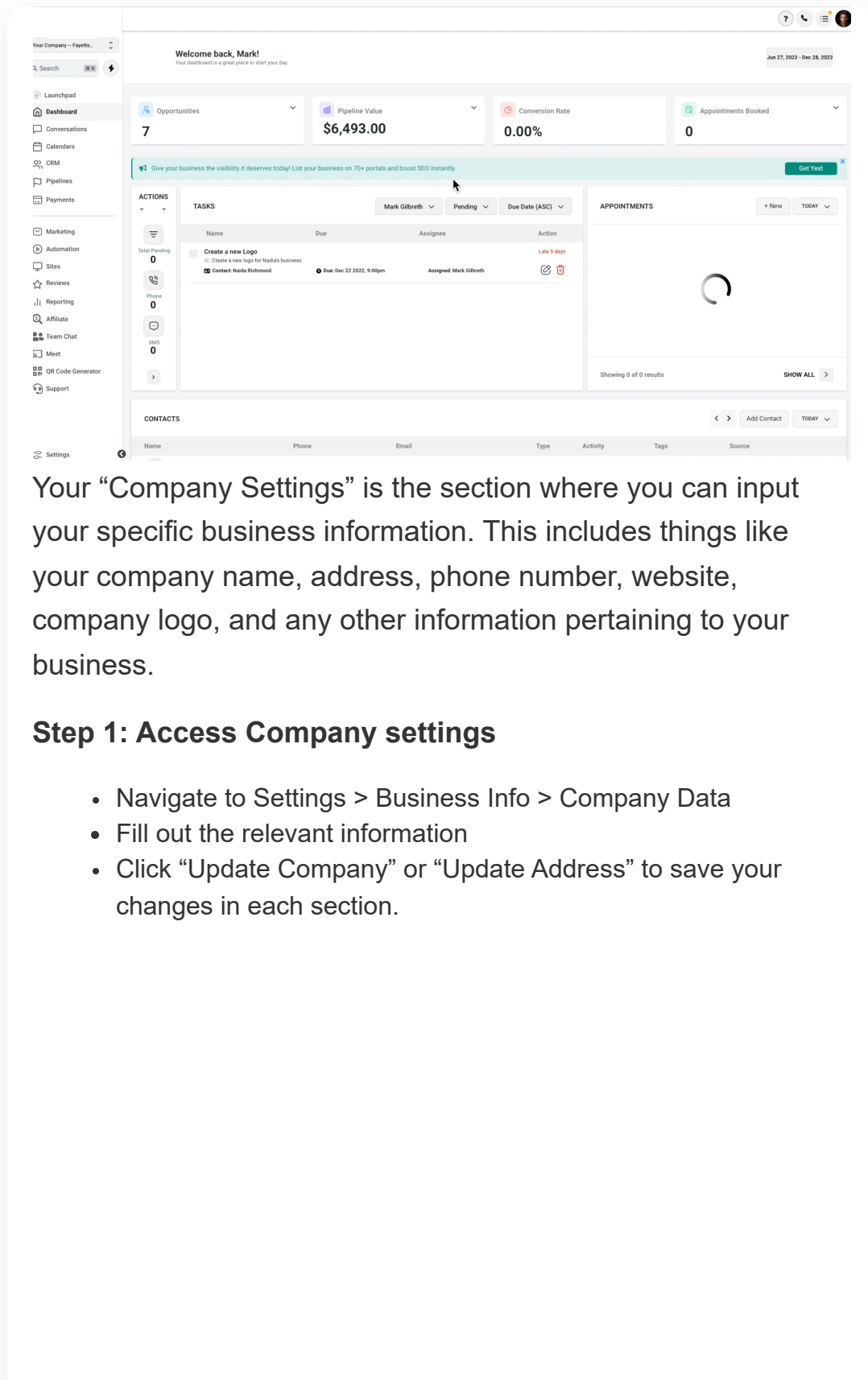


How To Update Your Company Settings



Your “Company Settings” is the section where you can input your specific business information. This includes things like your company name, address, phone number, website, company logo, and any other information pertaining to your business.

Step 1: Access Company settings

- Navigate to Settings > Business Info > Company Data
- Fill out the relevant information
- Click “Update Company” or “Update Address” to save your changes in each section.

Your Company -- Fayette...

Search

Go Back

Settings

Business Profile

Company Billing

My Staff

Pipelines

BUSINESS SERVICES

Calendars

Phone Numbers

Reputation Management

OTHER SETTINGS

Custom Fields

Custom Values

Domains

Media

URL Redirects

Integrations

Email Services

Tags

Labs

Audit Logs

General Information

Location ID

Business Logo

The proposed size is 350px * 180px no bigger than 2.5mb

Change

Remove

Friendly Business Name

Your Company

Legal Business Name

Legal Business Name

Enter the exact legal business name, as registered with the EIN.

Business Email

email@yourcompany.com

Business Phone

(888) 888-8888

Business Website

Business Website

Business Niche

Pick a Niche

API Key

XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX

Update Information

Business Information

Business Type

Pick Business Type

Business Industry

Pick Business Industry

Business Registration ID Type

Pick Business Registration ID Type

Business Registration Number

Business Registration Number

☐ My business is Not registered.

Business Regions of Operations

☐ Africa

☐ Asia

☐ Europe

☐ Latin America

☐ USA and Canada

Update Information

Call & Voicemail Settings

This is the default voicemail message for all Twilio numbers in the location unless customized under Team Management settings.

This voicemail message will be played instead of the one by phone carrier. We recommend a timeout of 20 seconds or less.

Incoming Call Timeout

No timeout

10 Secs

20 Secs

We will record a voicemail if call isn't answered before this duration

Upload mp3/wav file

Save Call Settings

Business Physical Address

Street Address

201 Hay Street

City

Fayetteville

Postal/Zip Code

28301

State / Prov / Region *

North Carolina

Country

United States

Time Zone *

GMT-05:00 America/New_York (EST)

Language

English (United States)

Update Address

Authorized Representative

First Name

Last Name

Representative Email

Representative Email

Job Position

Pick Job Position

Phone Number (With Country Code)

Phone Number (With Country Code)

Update Information

General

☒ Allow Duplicate Contact

☒ Allow Duplicate Opportunity

☐ Merge Facebook Contacts By Name

☐ Disable Contact Timezone

☐ Mark Emails as Invalid due to Hard Bounce

☐ Validate Phone numbers when first SMS is sent to a new contact

Enable / Disable Deprecated Features

☒ Enable Campaigns

☒ Enable Triggers

Update

Missed Call Text Back

☐ Enable missed call text back

Save missed call text settings

Chat Support