

How To Edit Your Companies Information

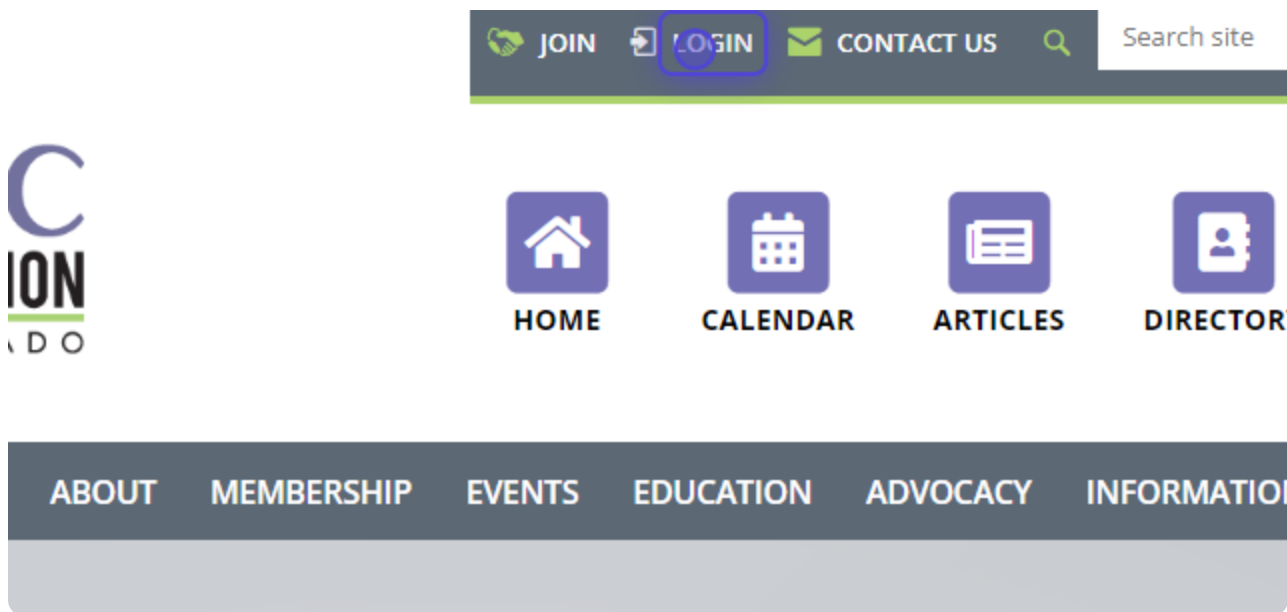
Created on Apr 6, 2023 by Maria Curtis

This is ONLY available to the Primary contact for the account.

1 Login to your AASC account

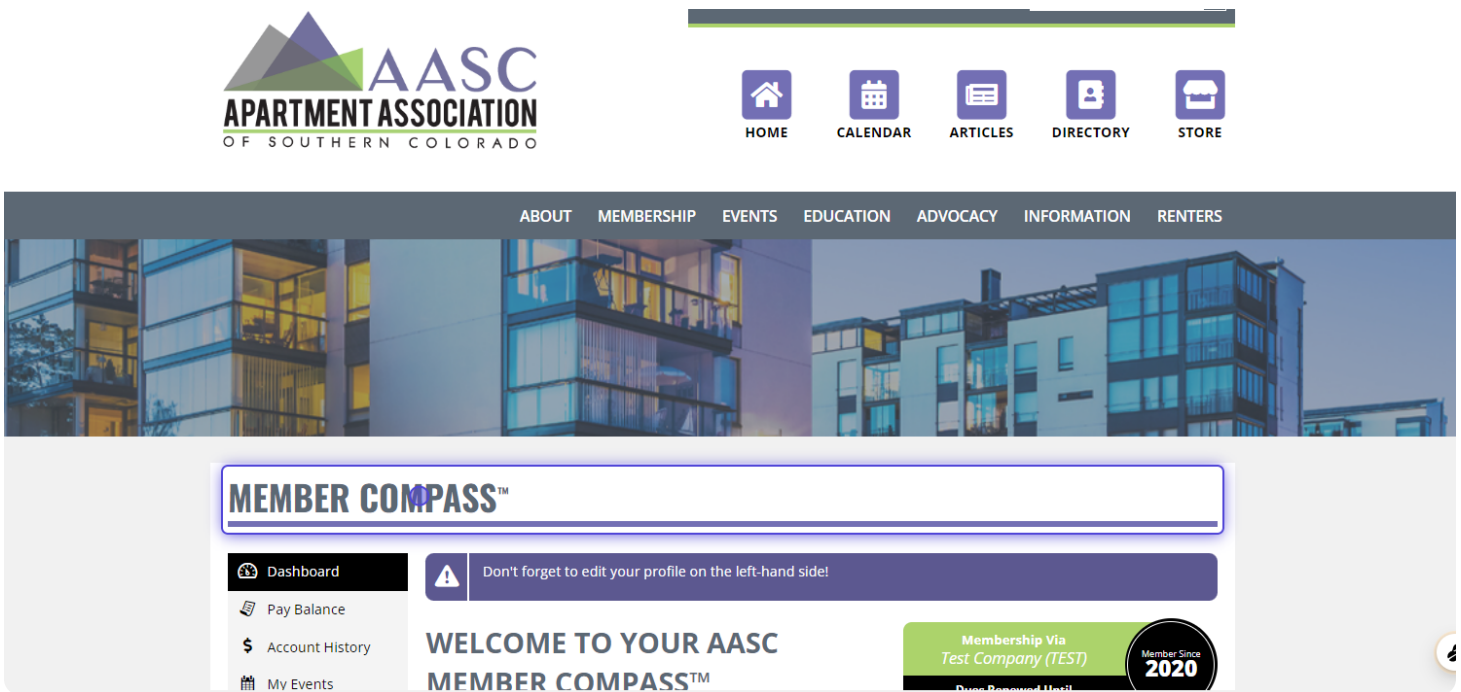
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If you need help login in and accessing your Member Compass click on the link below to learn how to login.



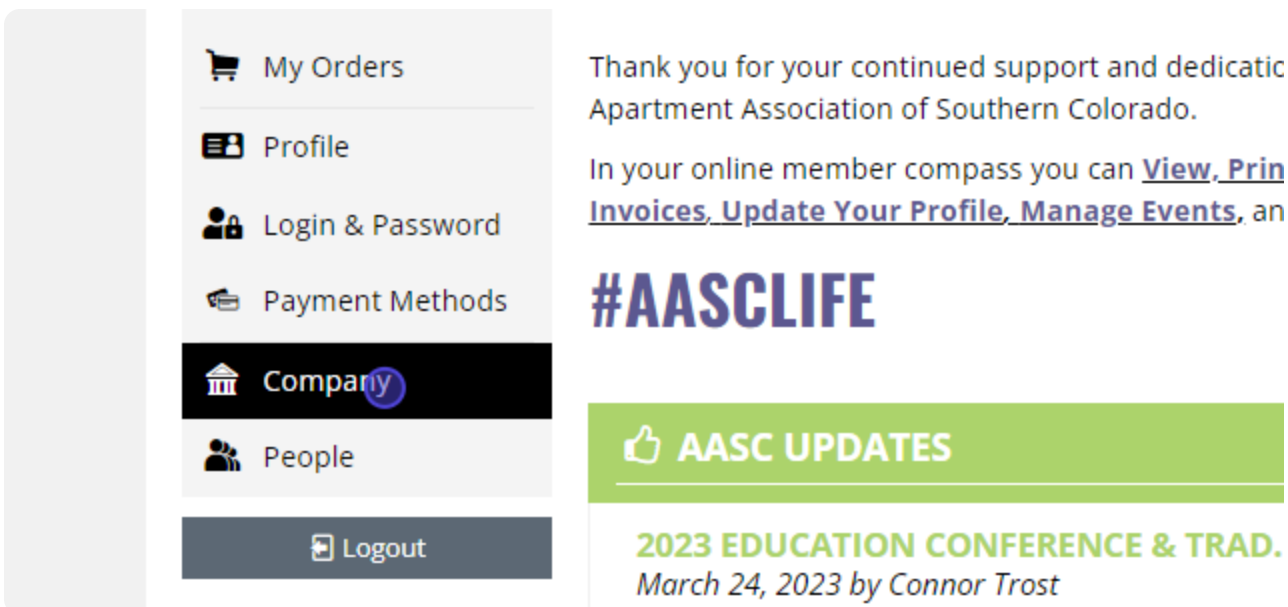
2 Got to your Member Compass

[VIEW PAGE →](#)



3 Click on Company (ONLY FOR ACCOUNT PRIMARIES)

[VIEW PAGE →](#)



4 Company (ONLY FOR ACCOUNT PRIMARIES)

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In **Company**, you can update your Companies contact information, add logo's, and social media handles.

AASC
APARTMENT ASSOCIATION

ABOUT MEMBERSHIP EVENTS EDUCATION ADVOCACY INFORMATION RENTERS

MEMBER COMPASS™

- Dashboard
- Pay Balance
- Account History
- My Events
- My Orders
- Profile
- Login & Password
- Payment Methods
- Company**
- People
- Logout

COMPANY NAME
Test Company (TEST)

[Save](#)

If you need to edit your company's name, please [contact us](#).

CONTACT INFORMATION

EMAIL *

PHONE * International?

MOBILE International?

FAX International?

17

5 You can edit your Companies CONTACT INFORMATION

[VIEW PAGE →](#)

Here you can edit/add
Company email
Company phone number
Company mobile number
Company fax
Company website

The screenshot displays the 'MEMBER COMPASS™' interface. On the left is a sidebar menu with options: Dashboard, Pay Balance, Account History, My Events, My Orders, Profile, Login & Password, Payment Methods, **Company** (highlighted), People, and Logout. The main content area is titled 'MEMBER COMPASS™' and contains a 'COMPANY NAME' section with a 'Save' button. Below this is the 'CONTACT INFORMATION' section, which includes input fields for EMAIL *, PHONE *, MOBILE, and FAX, each with an 'International?' checkbox. There is also a WEBSITE field and a partially visible BILLING ADDRESS * field at the bottom. A message box states: 'If you need to edit your company's name, please [contact us](#).' A small gear icon is located at the bottom right of the form area.

MEMBER COMPASS™

COMPANY NAME
Test Company (TEST)
[Save](#)

If you need to edit your company's name, please [contact us](#).

CONTACT INFORMATION

EMAIL *
[Input Field]

PHONE * International?
[Input Field]

MOBILE International?
[Input Field]

FAX International?
[Input Field]

WEBSITE
http:// [Input Field]

BILLING ADDRESS * [Input Field]

6 You can edit your BILLING ADDRESS

[VIEW PAGE →](#)

Edit your Billing Address

The screenshot shows the AASC Apartment Association website. The navigation bar includes links for ABOUT, MEMBERSHIP, EVENTS, EDUCATION, ADVOCACY, INFORMATION, and RENTERS. On the left, a sidebar menu has options for Company, People, and Logout. The main content area displays a form with the following fields: PHONE (with a value of (719)254-9195), MOBILE, International?, FAX, International?, WEBSITE (with a value of http://), BILLING ADDRESS * (highlighted with a red box and a gear icon), Address Line 1, Address Line 2, City, State/Province, Postal Code, SHIPPING ADDRESS * (with a link to Copy Billing Address and a gear icon), Address Line 1, Address Line 2, City, State/Province, and Postal Code. A small icon is visible in the bottom right corner.

7 You can edit your SHIPPING ADDRESS

[VIEW PAGE →](#)

Edit shipping address or click *Copy Billing Address*

The screenshot shows the AASC Apartment Association website. The navigation bar includes links for ABOUT, MEMBERSHIP, EVENTS, EDUCATION, ADVOCACY, INFORMATION, and RENTERS. On the left, a sidebar menu has options for Company, People, and Logout. The main content area displays a form with the following fields: PHONE (with a value of (719)254-9195), MOBILE, International?, FAX, International?, WEBSITE (with a value of http://), BILLING ADDRESS * (with a gear icon), Address Line 1, Address Line 2, City, State/Province, Postal Code, SHIPPING ADDRESS * (highlighted with a red box and a gear icon, with a link to Copy Billing Address), Address Line 1, Address Line 2, City, State/Province, Postal Code, and COUNTY/PARISH (with a note: Separate with semi-colon or tab). A small icon is visible in the bottom right corner.

8 You can edit your INTERNAL NOTES

[VIEW PAGE →](#)

Here you can edit/add

NAA ID

What area of Colorado do you serve?

Areas of Expertise

Number of Employees

Referred by

How did you hear about us?

ADDRESS LINE 1

City

Colorado Springs

State/Province

Colorado

Postal Code

80907

COUNTY/PARISH

Separate with semi-colon or tab

Select a county/parish from the list or add a new one

INTERNAL NOTES

NAA ID

WHAT AREAS OF COLORADO DO YOU SERVICE? *

--Select an Option--

9 You can edit your MARKETING information

[VIEW PAGE →](#)

Here you can edit/add

Facebook URL

LinkedIn URL

Instagram Handle

Twitter Handle

Company Logo

Organization Overview

HOW DID YOU HEAR ABOUT US? *

--Select an Option--

PLEASE SPECIFY BELOW: *

If a current member referred you or you selected the Other option, please explain below. If no further explanation is required, please indicate N/A below.

MARKETING

FACEBOOK URL

LINKEDIN URL

10 You can add SPECIAL OFFERS

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Here you can edit/add any special offers your company might be offering.

300x300

Upload File

ORGANIZATION OVERVIEW

SPECIAL OFFER

SPECIAL OFFER TITLE

SPECIAL OFFER DETAILS

11 You can edit your DIRECTORY GALLERY images

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SPECIAL OFFER TITLE

SPECIAL OFFER DETAILS

DIRECTORY GALLERY

Gallery Items Drag & drop to change the order of your gallery items

+ Add Photo/Video

12 Don't forget Click on Save

[VIEW PAGE →](#)

Do not forget to scroll up and click SAVE.

