

## EDITING COMPANY AND PREFIX INFORMATION

Please contact customer service at [cs@ad-id.org](mailto:cs@ad-id.org), (704) 501-4410 or (704) 594-6285 for assistance.

The “Edit Company Information” tab allows you to make changes to information such as company address and phone number. You can also update the billing contact information and edit prefix information.

**Note:** Only Administrators have the ability to edit company or prefix information. If you are not an Administrator, please contact the Administrator of the group for assistance.

### Editing Company Information

1. Click on the “Edit Company Information” button at the top of your home page.
2. Make desired changes and click on “Update.”

**Note:** The company status will be set as “Not-Active” if they are no longer creating codes under that group. For instance, if an agency is no longer working with a specific advertiser, that agency’s group will be set as “Not-Active.”

#### Company Information:

##### Business Information

Company/Group Name:

Phone:

Address:

City:

State:

Zip:

Country:

Company Status:  Active  Not-Active

##### Billing Details

Billing Contact:

Title:

Email:

Phone:

Address:

City:

State:

Zip:

Country:



#### Edit Prefix:

NOTE: To Edit a prefix, select prefix from the dropdown above and click on "Edit Prefix".

### Editing Prefix Information

1. Click on the “Edit Company Information” button at the top of your home page.
2. Scroll down to the Edit Prefix section at the bottom of the page.
3. Choose the prefix from the drop down list for which you would like to edit information.
4. Click on “Edit Prefix.”
5. Make desired changes and click on “Update Prefix.”

**Note:** A prefix will be set as “Private” if the advertiser does not want any other group to be able to access their prefix. In the case of an advertiser who has multiple agencies, the prefixes will be public because they are shared by multiple agencies (groups). The default setting is “Public.”

Group:	Top Agency-Joe's Fc cs@ad-id.org	Home	My profile	Search	Help	Logout	
Prefix:	VZZZ	Add users	Edit Users	Edit Company Information	Reports	Add New Group	Partnership Options
Title:	Joe's Deli						
Description:							
Advertiser:	Joe's Food Market						
Product:	Deli Select						
Brand:	Joe's Deli						
Public/private:	<input checked="" type="radio"/> Public <input type="radio"/> Private						
Update Prefix							

Please see the Help section of the Ad-ID website for further assistance or contact Ad-ID customer service with questions.