

## EDITING COMPANY AND PREFIX INFORMATION

Please contact customer service at [cs@ad-id.org](mailto:cs@ad-id.org) or (704) 501-4410 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, sign up for paperless invoicing 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.”

### Signing Up for Paperless Invoicing

1. On the right side, under Billing Details, enter the email address that you would like all invoices and statements to be sent to. You can include multiple emails by separating each email with a comma.
2. Check off the box to authorize Ad-ID to email all invoices and statements.
3. Click on “Update” to save changes.

|   |           |            |                          |         |               |                     |
|---|-----------|------------|--------------------------|---------|---------------|---------------------|
|   | Home      | My profile | Search                   | Help    | Logout        |                     |
| Group: <span style="border: 1px solid black; padding: 2px;">Top Agency-Joe's Foot</span><br><b>cs@ad-id.org</b> | Add users | Edit Users | Edit Company Information | Reports | Add New Group | Partnership Options |

Company information updated successfully.

**Company Information:**

|   |   |
|---|---|
| <p><b>Business Information</b></p> <p>Company/Group Name: <input type="text" value="Top Agency-Joe's Foot"/></p> <p>Phone: <input type="text" value="704-501-4410"/></p> <p>Address: <input type="text" value="11020 David Taylor Drive"/><br/><input type="text" value="Suite 305"/></p> <p>City: <input type="text" value="Charlotte"/></p> <p>State: <input type="text" value="NC"/></p> <p>Zip: <input type="text" value="28262"/></p> <p>Country: <input type="text" value="USA"/></p> <p>Company Status: <input checked="" type="radio"/> Active <input type="radio"/> Not-Active</p> | <p><b>Billing Details</b></p> <p>Billing Contact: <input type="text" value="Customer Service"/></p> <p>Title: <input type="text" value="Customer Service Rep"/></p> <p>Email: <input type="text" value="cs@ad-id.org"/> <span style="color: red; font-size: 1.2em;">→</span> Enter email that invoices/statements should be sent to.</p> <p>Phone: <input type="text" value="704-501-4410"/></p> <p>Address: <input type="text" value="11020 David Taylor Drive"/><br/><input type="text" value="Suite 305"/></p> <p>Address Line 2: <input type="text" value="Suite 305"/></p> <p>City: <input type="text" value="Charlotte"/></p> <p>State: <input type="text" value="NC"/></p> <p>Zip: <input type="text" value="28262"/></p> <p>Country: <input type="text" value="USA"/></p> |
|---|---|

I authorize Ad-ID to email all invoices and statements to the email provided.

Cancelling Paperless Invoicing

1. Uncheck the box to authorize Ad-ID to email all invoices and statements.
2. Click on Update to save changes.

**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:   
Address Line 2:

City:

State:

Zip:

Country:

Uncheck box   I authorize Ad-ID to email all invoices and statements to the email provided.

### 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<br>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<br><input type="radio"/> Private |           |            |                          |         |               |                     |
| <input type="button" value="Update Prefix"/> |  |           |            |                          |         |               |                     |

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