Update Your Company Information

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It’s important that your company information is correct, as it prints on various reports. Check and update this information in the Manage Client Info window.

1. Click the **Administration** menu and select **Manage Client Information**. The Manage Client Info window opens.
2. Confirm that the displayed information is correct. If you have a Vendor # and/or a State Assigned #, they should also be present in this window.
3. If you made any changes, click **Save**.