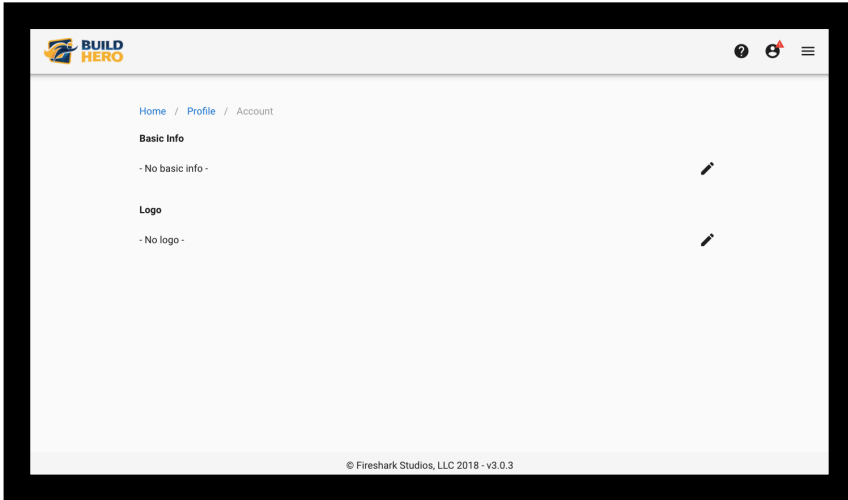


# Editing Account Information:



## Editing Account Information:

Under the account area, you can edit the business's information.

### *Editable Items:*

- **Basic Info:** This is the business name, address, phone number, email, and desired website URL.
- **Logo:** This is where you can upload or edit the business logo for the account.

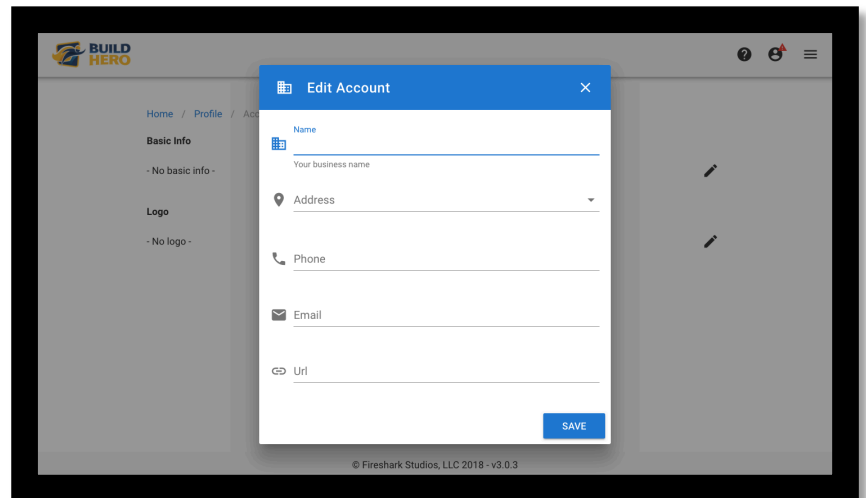
## Editing Account Information (Continued):

After clicking the edit pencil icon, the edit account dialog box will be displayed.

### *Editable Items:*

- Name
- Address
- Phone
- Email
- URL

\*Note: Many of these items are required to be listed on the directory. Build Hero, will let you know if you are missing information that is required.

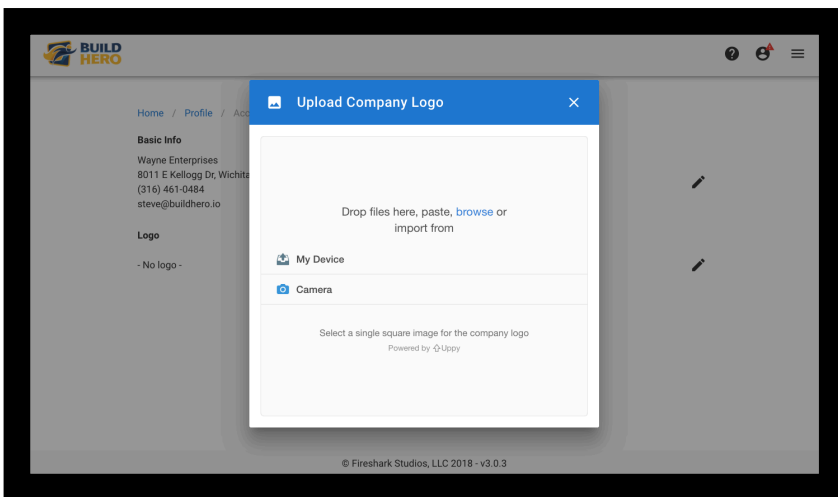


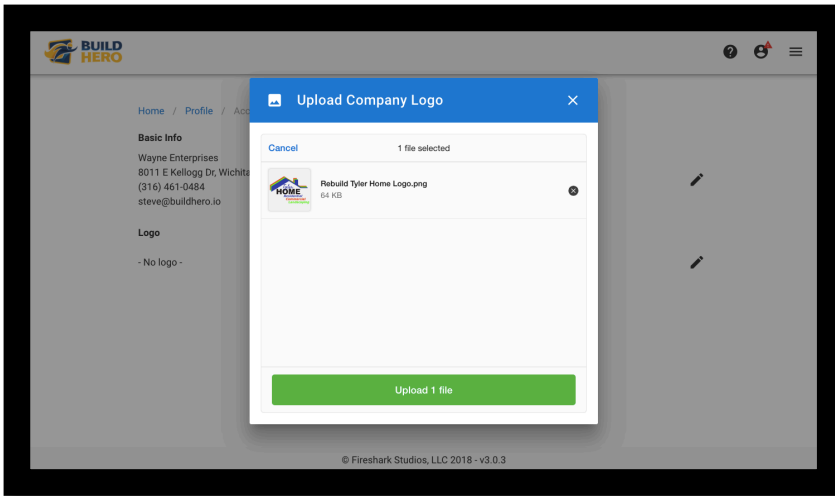
## Editing Account Information (Continued):

After clicking the edit pencil icon, the upload company logo box will be displayed.

### *Ways to Upload Images:*

- **Drag & Drop:** Easily drag & drop images into this upload area.
- **Click & Browse:** Browse the files on the device for the desired image.
- **Use Device Camera:** Use the device camera to take a picture.





**Editing Account Information (Continued):**

After the desired logo has been selected. Click the upload file button.

**Editing Account Information (Continued):**

Once all the information has been keyed in the account should look similar to the picture on the right.

