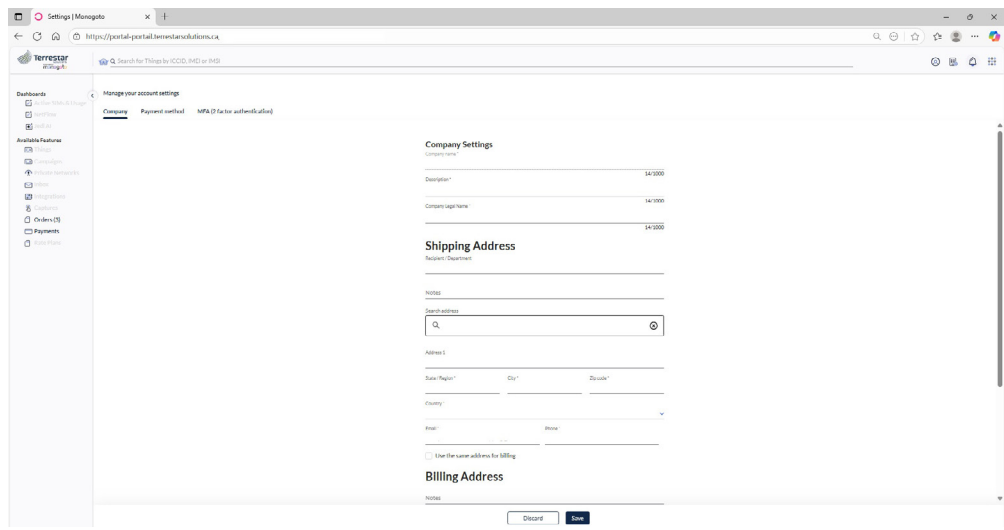


Managing your account: How to update company information

If you have administrator access, you can change the information in your account.

1. Go to the [Terrestar Solutions portal](https://portal-portal.terrestarsolutions.ca)
2. Access your account.
3. From the top bar, click **Account settings**.
4. In the dropdown menu, choose **Settings**.



The screenshot shows a web browser window with the URL <https://portal-portal.terrestarsolutions.ca>. The page title is "Settings | Manage". The left sidebar contains a "Manage your account settings" section with a "Company" dropdown menu. The main content area is titled "Manage your account settings" and includes tabs for "Company", "Payment method", and "MFA (2 factor authentication)". The "Company" tab is active, showing the "Company Settings" section with fields for "Company Name", "Description", and "Company Logo Name". Below this is the "Shipping Address" section with fields for "Address 1", "State/Region", "City", "Zipcode", and "Country". A checkbox labeled "Use the same address for billing" is present. The "Billing Address" section is also visible. At the bottom, there are "Discard" and "Save" buttons.

5. The Company page will open, so you can update your company details as needed.
6. Enter the required updates in the company information fields. Please note that all fields marked with an asterisk (*) are mandatory.
7. By default, the shipping and billing addresses are the same. To use different addresses, uncheck the box next to the relevant line.
8. Make sure you click **Save** to apply and confirm your changes.

