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Configuring Company Information

Add or edit the company profile including the company name, address, and contact information.

1. In the *Management* section, click **Company Information**.

ACI365™ Welcome **Sara!** | Orders Remaining:688 | Account Expires:09/30/2012 | Files:70 (41.8 MB) | Session expires in:01:29:39 | [Logout](#) **800-234-8727**

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Update Company Information

After you have made your changes, click **Save** at the bottom of this form to update your company information.

Company Name:

Corporate Name:

Owner/President:

Street Address:

Mailing Address:

Zip:

Main Phone Number: - -

Main Fax Number: - -

Order Email Address:

FEIN Tax Number:

MSN Messenger Email:

Yahoo Messenger Email:

ICQ Number:

AOL Screen Name:

Use Payroll Feature:

Payroll Tax Calculation Method: Percentages Use FICA
 Dollar amounts calculated from IRS Tax Tables

2. Add or edit the company information. Several fields are pre-filled with information provided at the time of purchase.

Company Name

The name that the company does business under.

Corporate Name

The legal entity name, which may be the same as the Company Name.

Owner/President

The name of the owner or president of the company.

Street Address

The physical location of the office.

Mailing Address

The office mailing address, which may be the same as the street address, or an alternate address or P.O. Box.

ZIP

The office ZIP Code. ACI365 locates the city and State based on the ZIP Code.

Main Phone Number

The telephone number clients call to reach the office.

Main Fax Number

The telephone number used to receive fax transmissions.

Order Email Address

The email address used to receive email requests from the website, including orders.

FEIN Tax Number (optional)

The company's Federal Employer Tax Identification Number issued by the Internal Revenue Service.

MSN Messenger Email

If applicable, the company's MSN Messenger (your_address@msn.com) e-mail address.

Yahoo Messenger Email

If applicable, the company's Yahoo Messenger (your_address@yahoo.com) e-mail address.

ICQ Number

If applicable, the company's ICQ Universal Internet Number.

AOL Screen Name

If applicable, the company's AOL (your_address@aol.com) e-mail address.

Use Payroll Feature

The Payroll Feature is available with the ACI365 Worksite. Select the *Use Payroll Feature* to enable the ACI365 Employee Payroll.

Payroll Tax Calculation Method

If using the Payroll Feature, select the *Payroll Tax Calculation Method*.

Percentages

Select *Percentages* to enter payroll tax deductions as a percentage of the employee's gross income.

Use FICA

Select *Use FICA* to deduct Social Security payroll taxes.

Dollar amounts calculated from IRS Tax Tables

Select *Dollar amounts calculated from IRS Tax Tables* to enter payroll tax deductions as a dollar amount specified in the IRS Tax Tables.

3. Click **Save** to update the company information, or click **Reset** to clear changes entered since the last save. Click **Home** to return to the ACI365 home page.