Modifying your Organization Information

Donor Management System

You can add or change your Organization's details in the DMS at any time. This information will show on your Tax Receipt Message and Templates.

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Adding your Organization's Information in the DMS

1. Visit your *administrative Settings*

2. Select *Organization Address and Contact Info.*

*Settings> **Organization Address and Contact Info***

2. On the next page, you can update the following fields:

Fill out all the necessary fields

- ***Organization Name:*** The name of your organization.
- ***Description:*** A description of your organization.
- ***Street Address:*** The address of your organization.
- ***Email:*** The main contact email address associated with your organization.
- ***Phone:*** The main contact phone number associated with your organization.

3. Once you've filled out the required fields, select ***Save*** to save this updated information in your DMS.