Modifying your Organization Information Last Modified on 03/06/2023 5:08 pm EST

Donor Management System

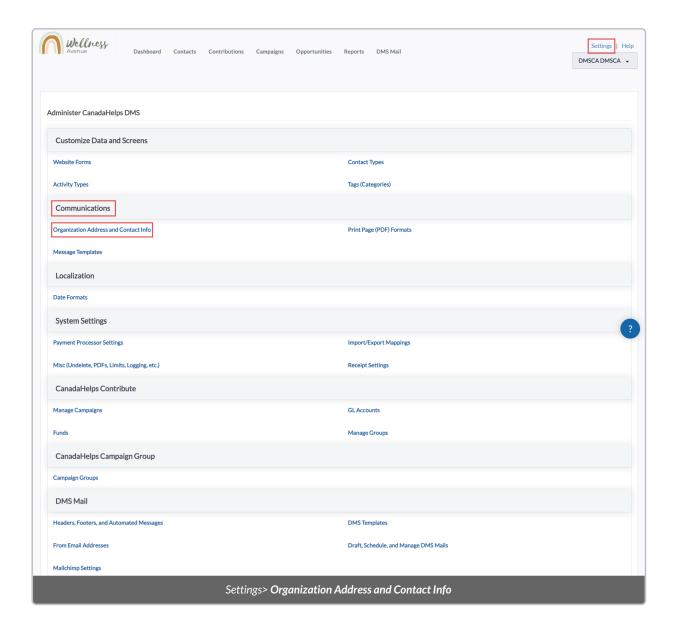
You can add or change your Organization's details in the DMS at any time. This information will show on your Tax Receipt Message and Templates.

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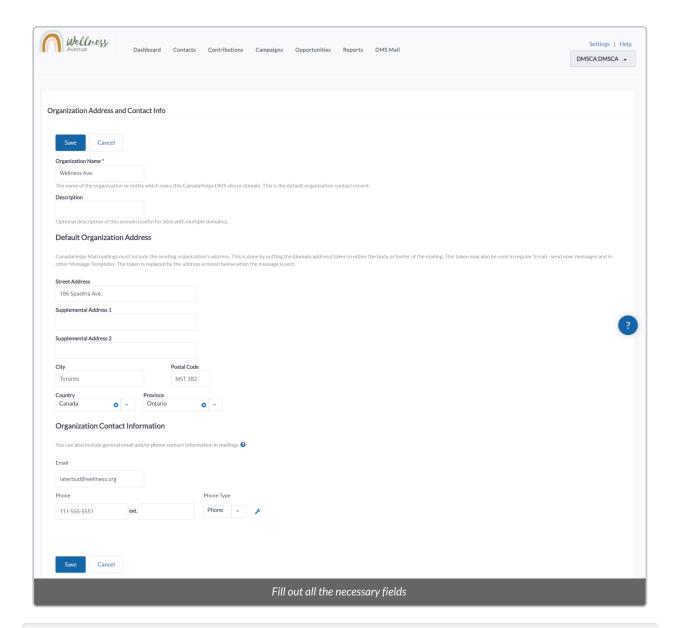
• Adding your Organization's Information in the DMS

Adding your Organization's Information in the DMS

- 1. Visit your administrative Settings
- 2. Select **Organization Address and Contact Info.**



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