

# Modifying your Organization Information

Last Modified on 06/18/2024 10:46 am EDT

## Donor Management System

When getting started with your DMS, you'll want to be sure to add your Organization's location and contact details, as this information will show on your Tax Receipts and various message [Templates](#). If needed, you can change this information at any time.

### Table of Contents:

- [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*.

Wellness Avenue

Dashboard Contacts Contributions Campaigns Opportunities Reports DMS Mail

Settings Help

DMSCA DMSCA

### Administer CanadaHelps DMS

**Customize Data and Screens**

- Website Forms
- Activity Types
- Communications
- Organization Address and Contact Info
- Message Templates
- Localization
- Date Formats
- System Settings
- Payment Processor Settings
- Misc (Undelete, PDFs, Limits, Logging, etc.)
- CanadaHelps Contribute
- Manage Campaigns
- Funds
- CanadaHelps Campaign Group
- Campaign Groups
- DMS Mail
- Headers, Footers, and Automated Messages
- From Email Addresses
- Mailchimp Settings
- Contact Types
- Tags (Categories)
- Print Page (PDF) Formats
- Import/Export Mappings
- Receipt Settings
- GL Accounts
- Manage Groups
- DMS Templates
- Draft, Schedule, and Manage DMS Mails

Settings > Organization Address and Contact Info

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

**Organization Address and Contact Info**

Save Cancel

**Organization Name\***  
Wellness Ave.  
The name of the organization or entity which owns this CanadaHelps DMS site or domain. This is the default organization contact record.

**Description**  
Optional description of this domain (useful for sites with multiple domains).

**Default Organization Address**  
CanadaHelps Mail mailings must include the sending organization's address. This is done by putting the {domain.address} token in either the body or footer of the mailing. This token may also be used in regular 'Email - send now' messages and in other Message Templates. The token is replaced by the address entered below when the message is sent.

**Street Address**  
186 Spadina Ave.

**Supplemental Address 1**

**Supplemental Address 2**

**City** Toronto **Postal Code** M5T 3B2

**Country** Canada **Province** Ontario

**Organization Contact Information**  
You can also include general email and/or phone contact information in mailings.

**Email**  
laterbud@wellness.org

**Phone** 111-555-5551 **ext.** **Phone Type** Phone

Save Cancel

*Fill out all the necessary fields*

The following information is required to ensure compliance with tax regulations (see [Configuring Your Tax Receipts](#) for more information):

- **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.