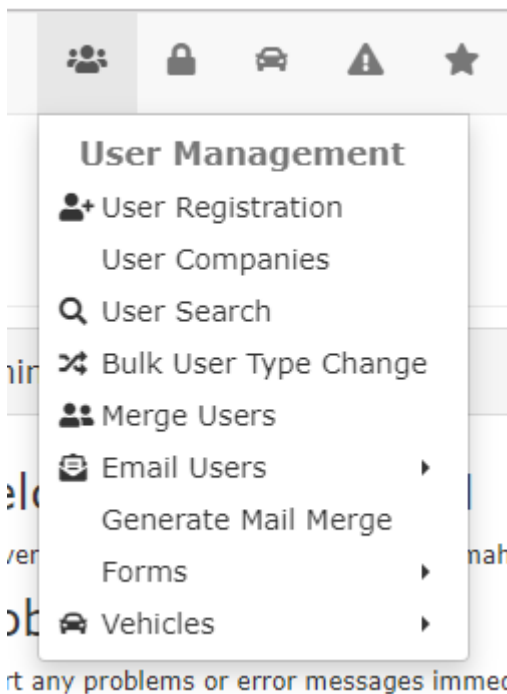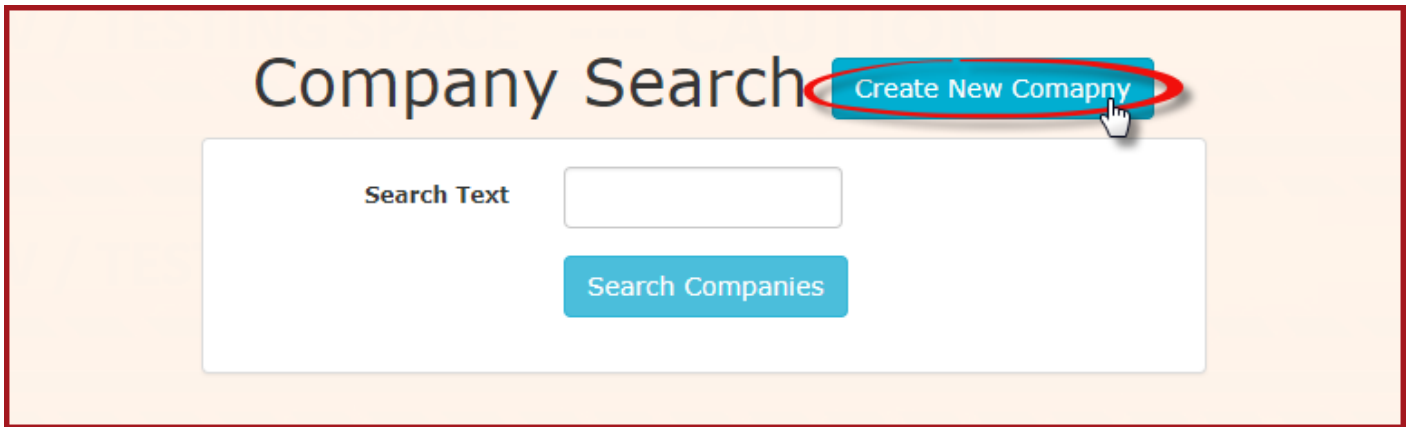# User Company Editor

Accessing the User Company Editor

Under **User Management**, click **User Companies**.

The **Company Search** window will display. To add a company click **Create New Company.**

The **Company Edit** window will display. In our example we are using the following entries:

- - **Account Number:** ABC-12345
  - **Company Name:** Widgets Incorporated
  - **Address:** 100 Main Street, Ottawa, Ontario, K2K 2E6
  - **Contact Name:** John Doe
  - **Address:** 1110 Main Street, Carleton Place, Ontario, K2K 1R4
  - **Invoice Emails:** This is the email address they would like the invoices mailed to.

Once the data is entered, click **Add New Company**

Company Edit Back

Account Number	ABC-12345
Account Name	Widgets Incoporated
	☐ Receives Invoice
Invoice Emails	100 Main Street
Invoice Comments	

Address	Line 1
	Line 2
	Line 3
City	Ottawa
Province	Ontario ▾
Postal	K2K 2E6

Tenant	
Phone	
Fax	

Contact Name	John Doe
Contact Address	1110 Main Street
	Line 2
	Line 3
Contact City	Carleton Place
Contact Province	Ontario ▾
Contact Postal	K2K 1R4

Add New Company

After you have added the company you will see a green message confirming the company has been added.

Using Company Search

When we return to the Company Search page, it should be displayed as a search result.

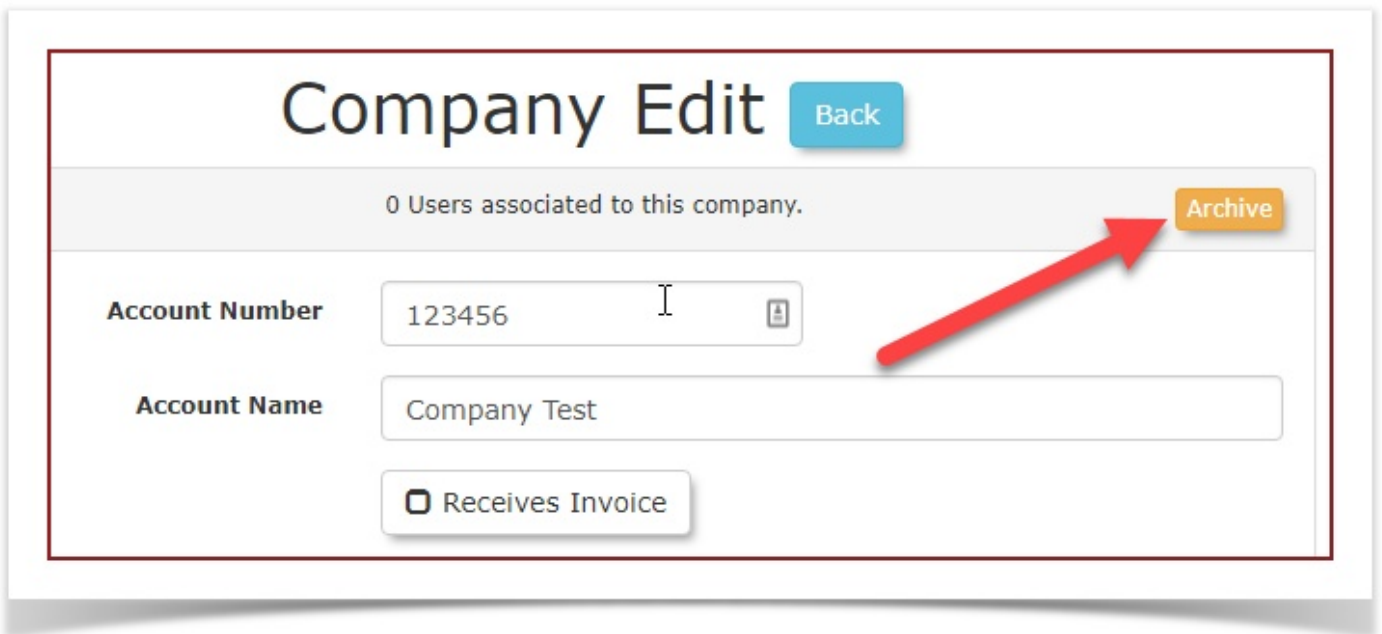*Notice how we now have our company in place but no users at this point.*

Archiving a Company

Note

Only Companies with zero associated users can be archived.

To archive a company, search for it and click the **Edit** button to open the Company Edit screen.

Click the **Archive** button in the top right hand corner.

Adding Users to a Company

To add users, navigate to the user's profile.

In our example we are adding John Doe as the company contact and the Billing Account Contact. In John's profile enter **Widgets Incorporated** in the company field to link John to that company.

Enable the **Company Manager** checkbox to select John as a Company Manager.

This will allow him to access the profiles of other people in his company.

Enable the **Company Billing Account** checkbox. This will allow him to setup a payment method to pay for all permits for users he manages.

Click '**Submit for Processing**' and then click the '**Information Correct**' button**.**

Personal Information

☑ Allow user login and mark account as active

User Type: Full Time Staff ▼

Locker User Type: --- Select User Type --- ▼

Username: johndoe

Email Address: justinbcc@tomahawk.ca 🗊

Password: 🔘

Leave this blank to keep the existing password.

Salutation: ▼

First Name: John

Middle Name:

Last Name: Doe

Local Mailing Address: 213 Fake Street

City: Incognito

Province: Ontario ▼

Postal Code: k7c2v3

Local Phone Number: 6136242424   Please include area code

Phone (cell):

Drivers Licence:

Location of Issuance: Select Province ▼

Date of Birth: 🔲 clear

Tax Exemption Code:

Private Comment:

Public Comment:

☑ Allow Text2ParkMe reminders

There are no credit cards on file.

✔ Company Member   ☐ Individual

Company: Widgets Incorporated: ABC-12345

✔ Company Manager

✔ Company Billing Account

You can continue to add users to the company in the same manner as described above, however if you try to add another Company Billing Account contact, you will see a message that indicates that John Doe is already the current Billing Account contact.

Go back to Search for a Company. If you click on the **number 2** , the system will take you to the user search screen displaying the 2 users associated with the company.

You will see the users displayed for that Company and the Manager and Billing contact will be indicated.

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