

How To Edit Your Company Profile in the

LICENSING INTERNATIONAL

OFFICIAL LICENSING INDUSTRY DIRECTORY

It is important to note that your Individual Account is separate from your Company or Organization's Account, although both can easily be edited from your Membership Dashboard.

STEP 1

Once you've logged in successfully, you will be taken to your Membership Dashboard, which will automatically display your Individual Profile information. From here you can easily edit your COMPANY Information by clicking on the **EDIT [Your Organization's Name]** button on the right-hand side.

The screenshot displays the Licensing International website's Membership Dashboard. At the top, the navigation bar includes the Licensing International logo and links for Directory, Events, Members, Jobs, About, Education, News, and Data. Below the navigation bar, the dashboard is divided into two main sections. On the left, the 'My Account' section is active, showing a user profile with a photo, name, and contact information. The 'My Company' tab is selected, displaying the company profile for 'TEST COMPANY' with details such as address, phone number, and email. A red arrow points to the 'Edit' button next to the company name. On the right, the 'My Documents' section is visible, showing a list of documents and a 'Manage TEST COMPANY' button. Below the company profile, there are sections for 'Pay Open Balances', 'Memberships', and 'COMP MEMBERSHIP PACKAGE'.

LICENSING INTERNATIONAL

Directory Events Members Jobs About Education News Data

My Account Edit Profile My Company Purchase History Ask a Question My Documents

#57720
No Primary Organization
1031 Flushing Ave
Hollywood
33026
United Kingdom **Edit**
No Primary Phone **add**
stevespa@icloud.com **Edit**
RECEIVES MEMBERSHIP BENEFITS
NOT OPTED-IN TO SHOW IN MEMBER DIRECTORY

Pay Open Balances
No Open Balances
Memberships
COMP MEMBERSHIP PACKAGE
EXPIRES: 5/22/2020
TEST COMPANY
UNITED KINGDOM - LICENSING ACTIVITY £500K - £1MIL (PRICE £900 + VAT (20%) OF £180) - CALENDAR YEAR
EXPIRES: 12/31/2020
TEST COMPANY

Manage TEST COMPANY
Upcoming Events
Your Member Benefits
Join/Renew Membership
Download Reports
Get Certified

This will take you to an overview of your Company Profile. You can edit your company's core details directly from here, by clicking on the buttons next to each field.

The screenshot shows the 'Company Account' tab selected. The profile for 'test' (#57721) is displayed. Red arrows indicate the following elements:

- 'Add Image' button for the company logo.
- 'Edit' button for the address (Strasse 123, Stadt: 12345, Germany).
- 'Edit' button for the phone number (+49 22043867).
- 'Edit' button for the email address (johnntest@123.com).

Other visible details include 'MEMBER SINCE 5/23/2019' and a 'Membership' section for the 'COMP MEMBERSHIP PACKAGE' which expires on 5/22/2020.

If you're the Primary or Billing Contact for your Company, you can add or edit Individuals to your Company Profile.

Add/Edit Primary Contacts (Primary Contacts have full access to manage your company's profile and preferences):

[+ Add New](#) [Filter Results](#)

To edit or add additional details about your company for display on the Online Directory, click the **Account** tab.

The screenshot shows the 'Edit Company Profile' page with the 'Company Info' tab selected. A red arrow points to the 'Edit Company Profile' tab in the navigation bar. The form contains the following fields:

- Acronym: (empty)
- Name: * TEST COMPANY
- Branch Name: (empty)
- Web Site:
- Employees Range:
- Region:
- Description:

Below the form, there is a section titled 'What Country Does Your Organization Want to be Affiliated With?' with a 'Membership Country' dropdown set to 'United Kingdom'. At the bottom, there is a section titled 'Please indicate what Due Tier your Organization Falls Under?' with a 'Dues Tier' dropdown.

In the Accounts tab you can add or edit additional information relevant to your business such as your business type, products you manufacture, licenses you represent, brands you own or represent, etc.

Search | My Account | Logout

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What Business Type Does Your Company Fall Under?

Business Type:

☐ Licensing Agent

☐ Retailer

☐ Licensor / Brand Owner

☐ Consultant

☐ Support Service

☐ Licensee / Manufacturer

☐ Distributor

☐ University / College

Property / Brand Category:

☐ Animation, Character, Comic Book

☐ Artist and Art Work

☐ Celebrities and Estates

☐ Collegiate

☐ Consumer Electronics

☐ Corporate Trademarks & Brands

☐ Education

☐ Fashion & Lifestyle

☐ Film, Television, Theater

☐ Financial Services

☐ Food/Beverage & Restaurant

☐ Health & Beauty

☐ Many Industries

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Consultant Types:

Support Services:

All Products Manufactured:

Toys, t-shirts

Licenses Held:

Properties / Brands Represented:

Properties / Brands Owned:

Save

Save & Add New

Cancel

Be sure to click SAVE. Once you do, all your changes will automatically appear in the Licensing Industry Online Directory.