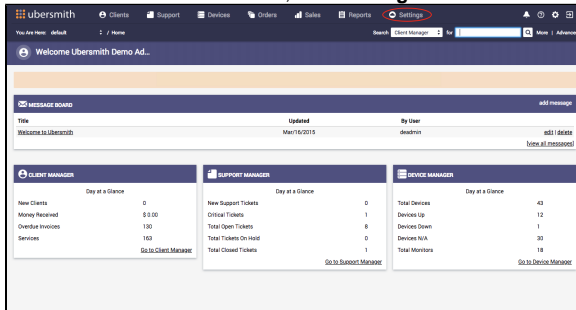


# Configuring Company Identity

This page configures how your business is identified within Ubersmith. This configuration is also Step 1 of 4: Company Identity of the [Welcome Wizard](#).

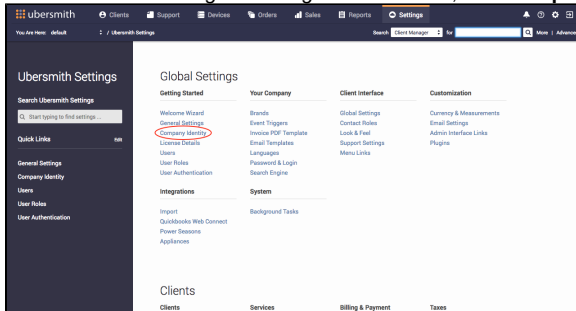
## Access the Company Identity Page

1. From the *Ubersmith Dashboard*, click **Settings**.



The *Settings* page appears.

2. From the *Global Settings – Getting Started* section, click **Company Identity**.

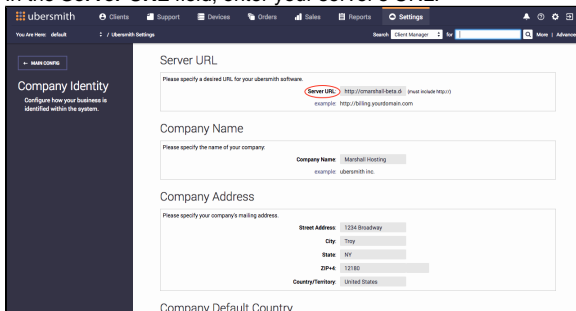


The *Company Identity* page appears.

## Complete the Server URL Section

If you plan to accept credit card data, your *Ubersmith* installation requires SSL/TLS to be enabled, so you need to use a secure URL that begins with **https**.

- In the **Server URL** field, enter your server's URL.



## Complete the Company Name Section

### On this page:

On this page:

- [Access the Company Identity Page](#)
- [Complete the Server URL Section](#)
- [Complete the Company Name Section](#)
- [Complete the Company Address Section](#)
- [Complete the Company Default County Section](#)
- [Complete the Default Email Address Section](#)
- [Save Your Configuration Settings](#)
- [Related Topics](#)

- In the **Company Name** field, enter your company's name.

The screenshot shows the 'Company Identity' section of the Ubersmith Settings page. The 'Company Name' field is highlighted with a red circle. The 'Server URL' field is also visible, with a placeholder text 'http://example.com'. The 'Company Address' section is partially visible below.

## Complete the Company Address Section

1. In the **Street Address** field, enter your company's street address.
2. In the **City** field, enter your company's city.
3. In the **State** field, enter your company's state.
4. In the **Zip+4** field, enter your company's zip code.
5. In the **Country/Territory** field, enter your company's country or territory.

The screenshot shows the 'Company Address' section of the Ubersmith Settings page. The fields for 'Street Address', 'City', 'State', 'Zip+4', and 'Country/Territory' are highlighted with a red circle. The 'Company Name' field is also visible above.

## Complete the Company Default County Section

- In the **Country** field, enter your company's default country.

The screenshot shows the 'Company Default Country' section of the Ubersmith Settings page. The 'Country' field is highlighted with a red circle. The 'Company Address' section is visible above, and the 'Default Email Address' section is visible below.

## Complete the Default Email Address Section

The default email address is used for any outgoing correspondence where an alternative email address is not specified.

- In the **Default Reply-to Email Address** field, enter your company's default email address.

The screenshot shows the 'Default Email Address' section of the Ubersmith Settings page. The 'Default Reply-to Email Address' field is highlighted with a red circle. The 'Company Address' and 'Company Default Country' sections are visible above.

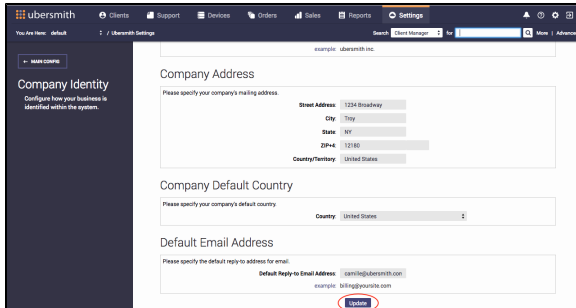
## Save Your Configuration Settings

- Click **Update**.



### Note

If you are configuring this page through the *Welcome Wizard*, click **Next** to advance to the next configuration.



The screenshot shows the UberSmith Settings page. The left sidebar has a 'Company Identity' section with a 'Make Changes' button. The main content area is titled 'Company Address' and contains several input fields: 'Street Address' (with a placeholder '1234 Broadway'), 'City' (with a placeholder 'Troy'), 'State' (with a dropdown menu showing 'NY'), 'ZIP+4' (with a placeholder '12345'), and 'Country/Territory' (with a dropdown menu showing 'United States'). Below this is the 'Company Default Country' section with a 'Country' dropdown menu showing 'United States'. The 'Default Email Address' section has a 'Default Reply-to Email Address' field with a placeholder 'sales@ubersmith.com' and a 'Save' button circled in red.

## Related Topics

[Configuring the Welcome Wizard](#)

[Configuring Credit Card Options](#)

[Configuring Payment Processing Options](#)

[Configuring Billing Settings](#)