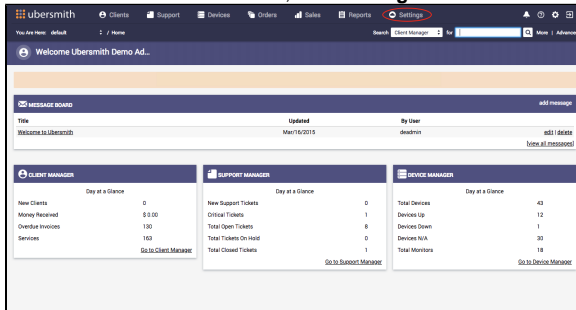


Configuring Company Identity

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

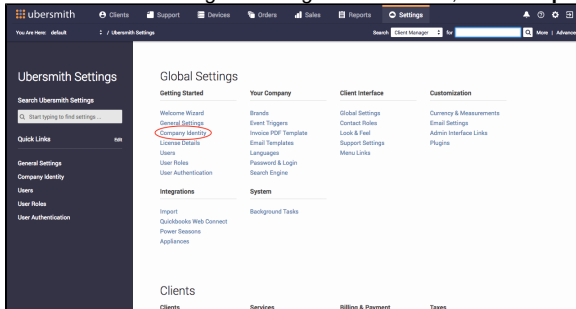
Access the Company Identity Page

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



The *Settings* page appears.

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

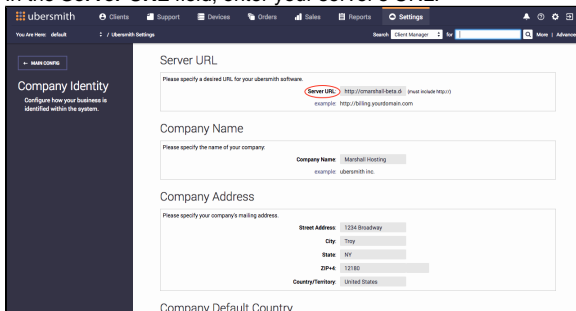


The *Company Identity* page appears.

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

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

The screenshot shows the 'Company Identity' section of the Ubersmith Settings page. The 'Company Address' fields are highlighted with a red circle. The 'Company Name' field is also visible, with a placeholder text 'example: ubersmith inc.'.

Complete the Company Default County Section

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

The screenshot shows the 'Company Identity' section of the Ubersmith Settings page. The 'Country' field in the 'Company Default Country' section is highlighted with a red circle. The 'Company Address' section is also visible above it.

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 'Company Identity' 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 also visible above it.

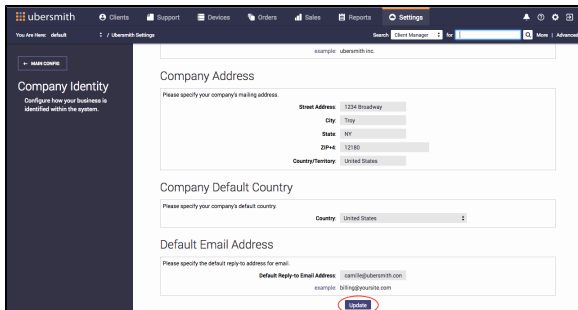
Save Your Configuration Settings

- 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 contains a 'Company Identity' section with a 'Make Changes' button. The main content area is titled 'Company Address' and includes a 'Please specify your company's mailing address.' section with input fields for Street Address (1234 Broadway), City (Troy), State (NY), ZIP+4 (12180), and Country/Territory (United States). Below this is a 'Company Default Country' section with a 'Please specify your company's default country.' section and a dropdown menu set to 'United States'. The 'Default Email Address' section has a 'Please specify the default reply-to address for email.' section with a 'Default Reply-to Email Address' field containing 'sales@ubersmith.com' and an 'example: sales@yourname.com' below it. A red circle highlights the 'Update' button at the bottom right of the form.

Related Topics

[Configuring the Welcome Wizard](#)

[Configuring Credit Card Options](#)

[Configuring Payment Processing Options](#)

[Configuring Billing Settings](#)