

Site - Settings My Organization

Overview

The My Organization page allows you to manage your organization's profile information. This information is used throughout the platform including the navigation header, application forms, and your organization's public facing pages.

Organization Details

Organization Name

Update the display name of your organization. This name appears in the navigation header and throughout the platform wherever your organization is referenced.

Domain URL

Update the domain associated with your organization. This is used for LDAP authentication to match users logging in with your organization's email domain to your account.

Organization Image

Upload a custom image or logo for your organization. Once uploaded the image will appear in the navigation header across all pages. Accepted file types are PNG, JPEG, and JPG with a maximum file size of 2MB.

If an image has already been uploaded it will be displayed here. To replace it simply upload a new image and the previous one will be replaced automatically. If you would like to remove the image entirely without replacing it use the remove option to revert to the default text header.

Membership Information

Membership Status

Displays the current status of your organization's membership. This field is read only and cannot be updated from this page. Please contact support if you have questions about your membership status.

Membership Plan

Displays the membership plan your organization is currently subscribed to. This field is read only and cannot be updated from this page. To upgrade or downgrade your plan visit the billing section or contact support.

Organization Information

Government Type

Select the type of government your organization represents such as County, Village, Town, City, or other available classifications. This helps categorize your organization within the platform.

Address

Enter the physical street address of your organization.

City

Enter the city your organization is located in.

State

Enter the state your organization is located in.

Zip Code

Enter the zip code for your organization's address.

Click **Save** to apply any changes made to your organization's information.

Notes

- Changes to the organization name will take effect immediately across the platform
- Membership plan and status changes must be handled through the billing or support process and cannot be self managed from this page
- Uploading a new organization image will automatically replace the previous one

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