

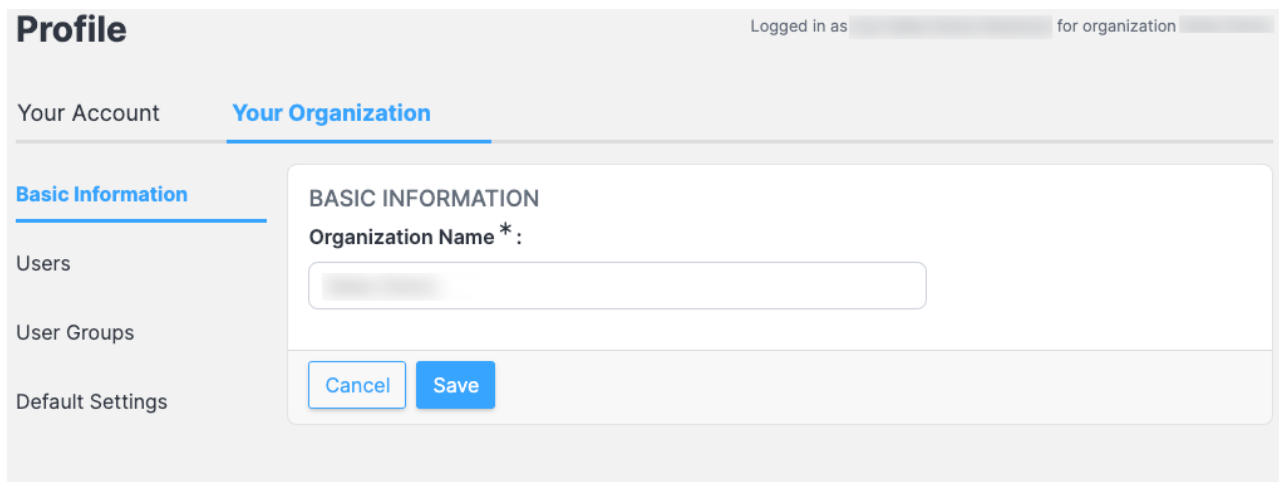
# Updating account information

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If you have administrative account permissions, you can update your organization's information by going to the *Profile* link in the lower section of the left navigation bar and selecting *Organization*.

## Basic Information

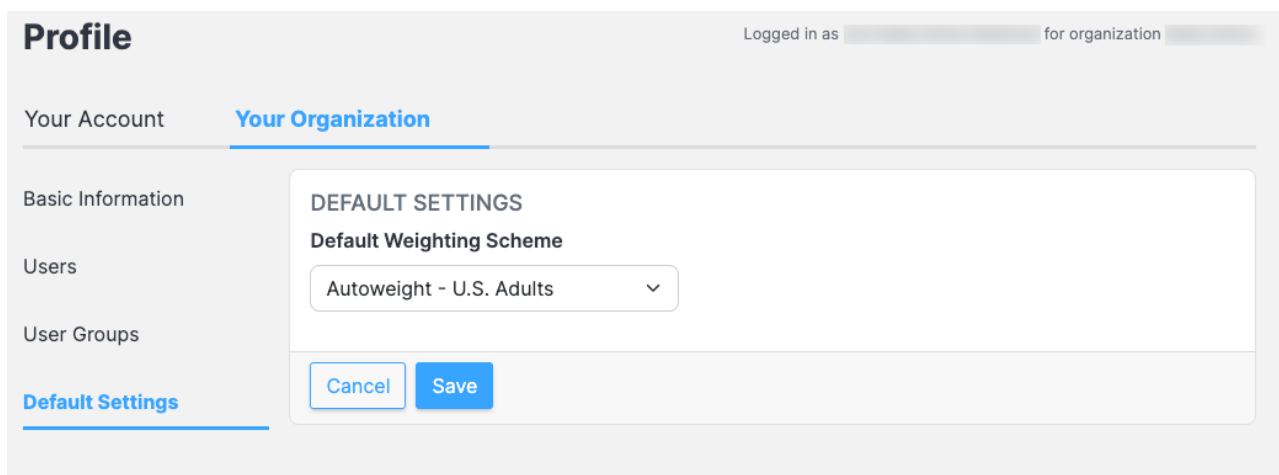
If your organization's name changes, it can be updated here on the *Basic Information* screen. It is usually best to contact your account manager if a change needs to be made here, though.



The screenshot shows the 'Profile' page with the 'Your Organization' tab selected. On the left sidebar, 'Basic Information' is highlighted. The main content area is titled 'BASIC INFORMATION' and contains a form for 'Organization Name \*'. The input field is currently empty. At the bottom of the form are 'Cancel' and 'Save' buttons. The top right of the page shows 'Logged in as [redacted] for organization [redacted]'.

## Default Settings

The organization's *Default Weighting Scheme* can be changed on the *Default Settings* page. Please speak with your account manager before making any changes here.



The screenshot shows the 'Profile' page with the 'Your Organization' tab selected. On the left sidebar, 'Default Settings' is highlighted. The main content area is titled 'DEFAULT SETTINGS' and contains a form for 'Default Weighting Scheme'. The dropdown menu is currently set to 'Autoweight - U.S. Adults'. At the bottom of the form are 'Cancel' and 'Save' buttons. The top right of the page shows 'Logged in as [redacted] for organization [redacted]'.