

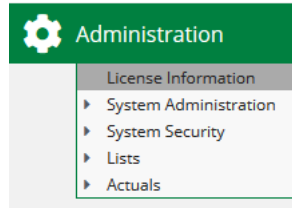
## Editing Organization Information & Address

How to Edit Account Information

**Browser:** Log into AmpliFund, <https://ne.amplifund.com> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

**Note:** In order to edit your Account Information for you Organization, you will need to have Organization Admin as your Security Role. If you are not an Organization Admin, you will not be able to follow along with the instructions below.

Login to AmpliFund > Administration (left navigation) > License Information



Click the **Pencil Icon** (edit) in the top right.



You will be able to edit the information on this page, including: Primary Address, Account Owner, and Organization Information.

Click **Update** when finished.

### Primary Address

Address Line 1	<input type="text" value="123 Main St"/>
Address Line 2	<input type="text"/>
City	<input type="text" value="Lincoln"/>
State	<input type="text" value="NE"/>
Zip Code	<input type="text" value="68505"/>
Country	<input type="text" value="United States"/>