

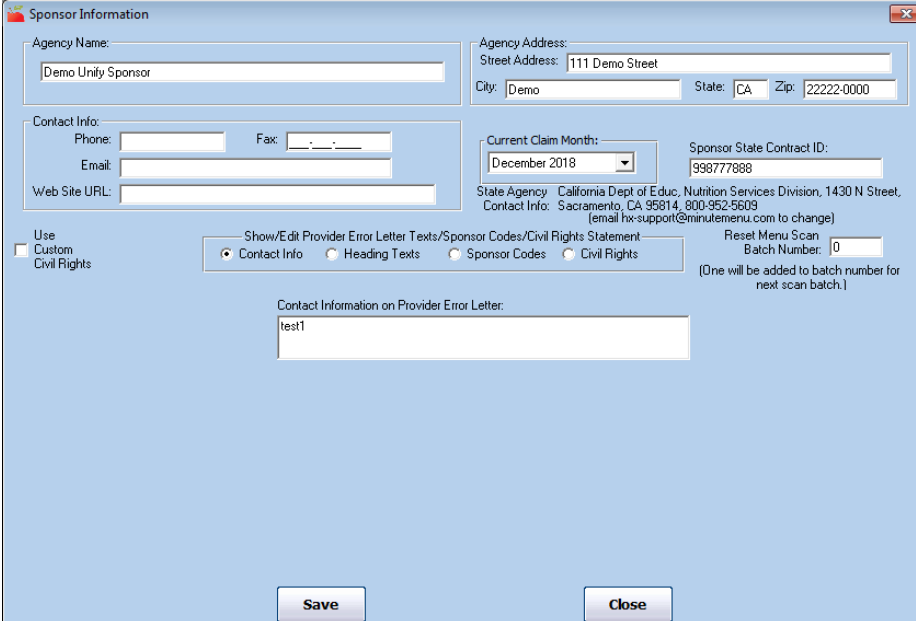
Update Sponsor Information

Last Modified on 03/08/2019 2:18 pm CST

To verify that your company information so that it prints correctly on reports:

1. Click the **Administration** menu and select **Sponsor Information**.

The Sponsor Information window opens.



The screenshot shows a window titled "Sponsor Information" with the following fields and options:

- Agency Name:** Demo Unify Sponsor
- Agency Address:** Street Address: 111 Demo Street, City: Demo, State: CA, Zip: 22222-0000
- Contact Info:** Phone, Fax, Email, Web Site URL
- Current Claim Month:** December 2018
- Sponsor State Contract ID:** 998777888
- State Agency:** California Dept of Educ, Nutrition Services Division, 1430 N Street, Sacramento, CA 95814, 800-952-5609 (email hx-support@minutemenu.com to change)
- Show/Edit Provider Error Letter Texts/Sponsor Codes/Civil Rights Statement:** Radio buttons for Contact Info (selected), Heading Texts, Sponsor Codes, and Civil Rights.
- Use Custom Civil Rights:** Unchecked checkbox.
- Reset Menu Scan Batch Number:** 0 (One will be added to batch number for next scan batch.)
- Contact Information on Provider Error Letter:** test1

Buttons at the bottom: Save, Close

2. Confirm that the displayed information is correct.
3. If you make any changes, click **Save**.