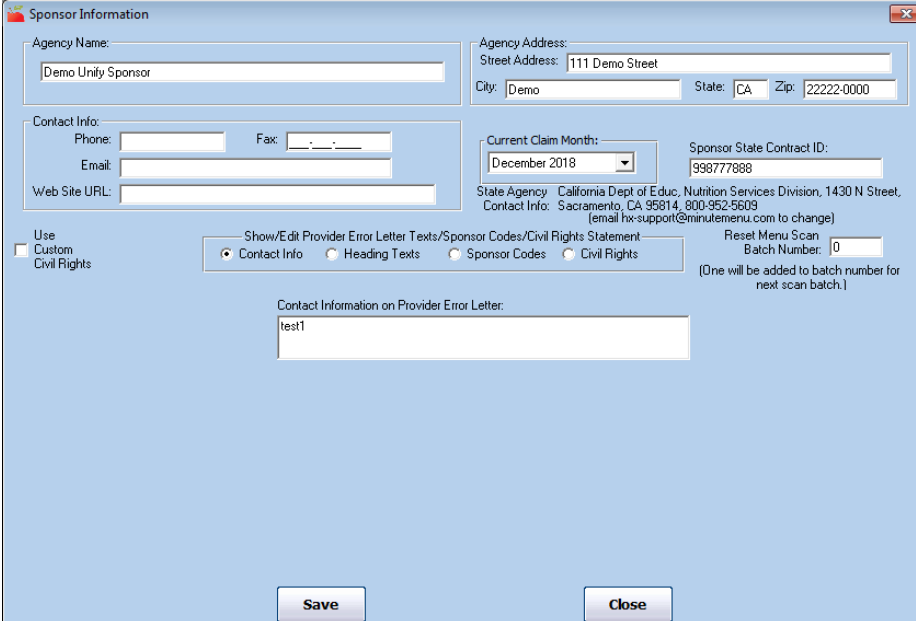# Update Sponsor Information

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.



2.  Confirm that the displayed information is correct.

3.  If you make any changes, click **Save**.