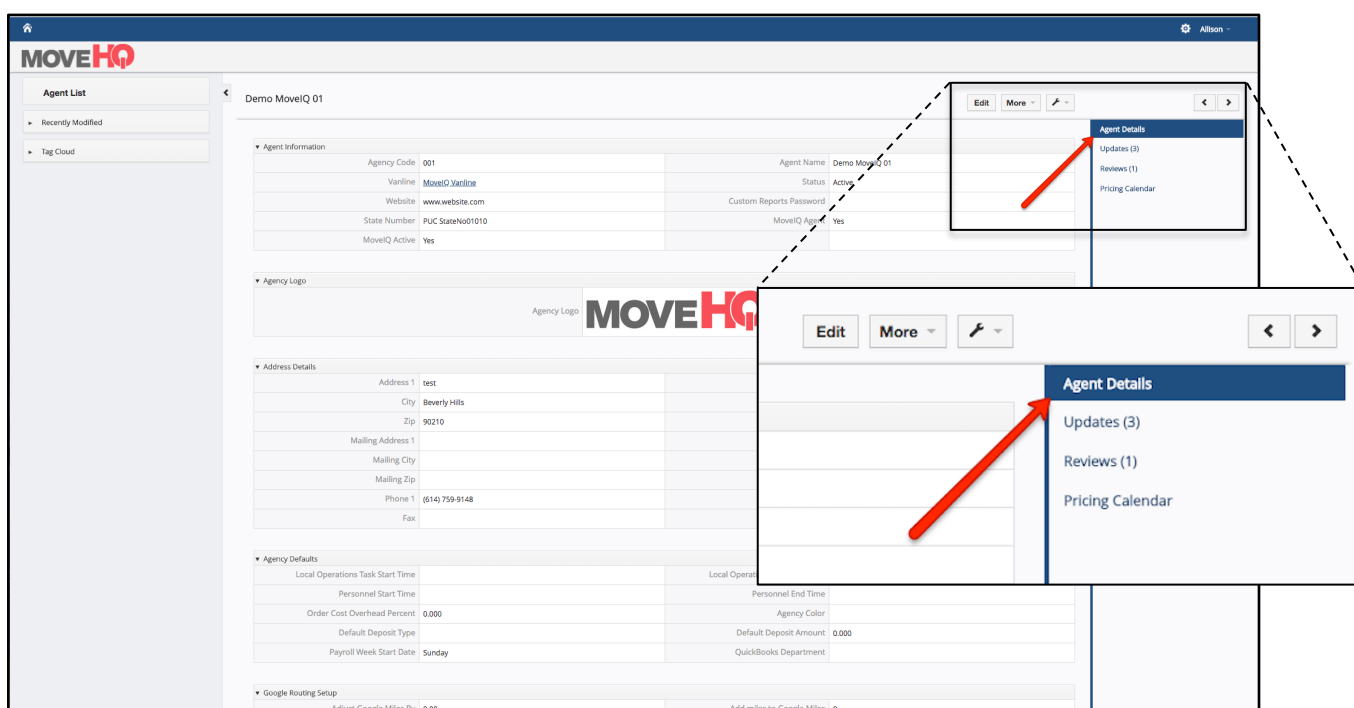


Setting Up Company Info

From the **MoveIQ homepage**, click on the “Company Info” shortcut link under the **Agent Manager** module.

When you click on the Company Info shortcut, you will be taken to the **Agent Details** page on the upper right side of your screen. This is where you will confirm any company information that will be pre-populated for you or enter in any information that is missing.



(Note) FOR COMPANIES WITH MULTIPLE LOCATIONS: If your company has multiple locations, you can click on “Agent List” on the left hand side to switch between accounts.

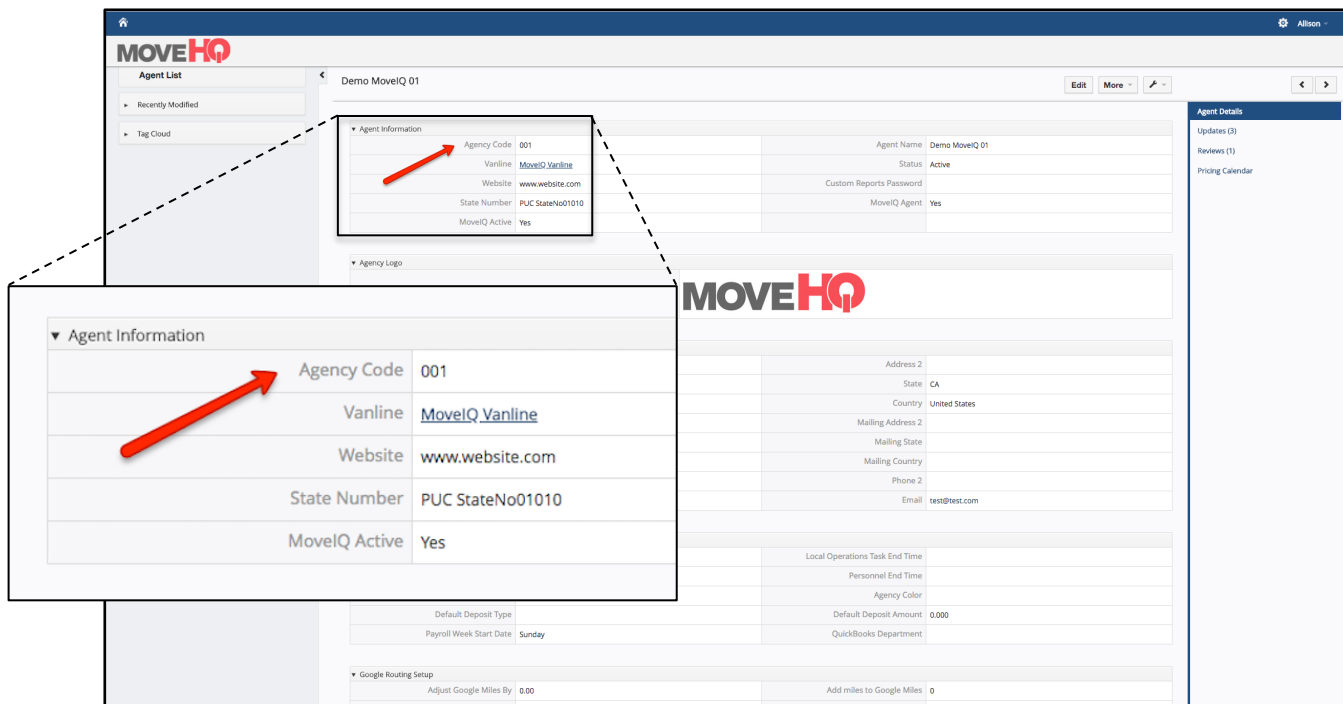
Let’s go through each section:

First, in order to edit each section, you will need to click the “Edit” button towards the top right section of the page.

AGENT INFORMATION: This section will be pre-populated for you. All you will need to do is check to make sure that the information is correct!

AGENCY LOGO: For this section, you simply need to upload your company logo. This will be displayed to users on Updater as well as on your company's profile page.

ADDRESS DETAILS: This section will also be pre-populated for you. Feel free to change the address shown.



(Note) If you'd like to change the address shown, and your company is a Van Line Agent, you will need to update your Agency Code in the **Agent Information** section above to ensure that it matches that location.

The email field in this section should be any email address you want displayed publicly for use by Updater users.

MOVEIQ COMPANY INFORMATION: In this section, you will enter any information that you want Updater users, and eventually the public, to know about your moving company. This information will be displayed to Updater users in your company's profile page and will be public on Updater's website as well. Also, as an added bonus, we've pre-populated some information from your website as well as filled in an SEO-optimized **About** section. Make sure to go in and add anything we missed!

(Note) Please keep the About section as truthful and objective as possible. We will ask you to make edits if we see any we're better than another company or lowest price guaranteed.

NOTIFICATION EMAILS: This is where you will enter any and all email addresses that you would like to receive notifications when an Updater user reserves a move with your company. All you need to do is enter the email addresses and hit submit. Very straightforward, but very important because this will notify you when you have a user to contact in order to confirm their move details. Your email addresses will also receive reminders to update your company's availability.

Finally, click "Save."