

# Change Registered Address

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SYNAPTIC WEBLIME®

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## Settings

- Vendor Account
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### Vendor account

- > Account details
- > Edit your account
- > Agency codes
- > Help text

Please choose what you want to change for this firm

- Change company name / contact details.
- Change regulatory details.
- **Change registered address.**
- Set or edit a business reply address.
- Alter optional inputs displayed on web-site quote forms.
- Set email notifications for B2C quotes.

This address should match the address registered with the providers in your agency agreements. It is very important that this is correct, particularly your post code.

Company name and contact details	
<b>Company name</b> This is the the name of your company registered with companies' house.	<input type="text" value="1st Line Vendor Admin"/>
<b>Trading name</b> This is the name displayed at the top of quote forms on your web site.	<input type="text" value="1st Line Vendor Admin"/>
<b>Principal contact</b> The name of the individual responsible for administering weblime within your organisation	<input type="text" value="John Smith"/>
<b>Main email</b> This is the email address quote notification messages are sent to if enabled.	<input type="text" value="john.smith@1stline.com"/>
<b>Web address</b> This is the URL to your web site home page.	<input type="text"/>
<b>Phone number</b>	<input type="text" value="0800 028 0033"/>
<b>Fax number</b>	<input type="text"/>
<input type="button" value="Update"/>	