

# Change Company Name/Contact Details

Last Modified on 04/02/2025 11:56 am GMT

The details here are attached to any application that is downloaded from your consumer-facing website so it is important that these are correct. *Note, that you may include a company trading name (useful if you have a website which you operate under a separate name). The trading name will appear on the Webline quote pages, if you elect to use Webline on your website.*

The screenshot shows the Webline user interface. At the top, there is a navigation bar with 'Quote', 'Apply', 'Track', 'Documents', 'Users', 'Settings', and 'Info'. The 'Settings' menu is open, showing options like 'Vendor Account', 'Provider Panel', 'Commission Settings', and 'Compliance Text'. The 'Vendor account' section is active, displaying a list of options: 'Account details', 'Edit your account', 'Agency codes', and 'Help text'. To the right, 'Account options' includes 'Quote Form', 'System Options', and 'B2C Quote Form'. Below this, a box titled 'Please choose what you want to change for this firm' lists several options, with 'Change company name / contact details' highlighted. The bottom part of the screenshot shows a form titled 'Company name and contact details' with fields for 'Company name', 'Trading name', 'Principal contact', 'Main email', 'Web address', 'Phone number', and 'Fax number'. The 'Company name' and 'Trading name' fields both contain '1st Line Vendor Admin', and the 'Principal contact' field contains 'Amy Wood'. An 'Update' button is at the bottom of the form.

**Settings**

- Vendor Account
- Provider Panel
- Commission Settings
- Compliance Text

**Vendor account**

- > Account details
- > [Edit your account](#)
- > Agency codes
- > Help text

**Account options**

- > Quote Form
- > System Options
- > B2C Quote Form

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.

**Company name and contact details**

**Company name**  
This is the the name of your company registered with companies' house.

**Trading name**  
This is the name displayed at the top of quote forms on your web site.

**Principal contact**  
The name of the individual responsible for administering webline within your organisation

**Main email**  
This is the email address quote notification messages are sent to if enabled.

**Web address**  
This is the URL to your web site home page.

**Phone number**

**Fax number**