General Settings - Organization Defaults

Go to **Tools** > **Edit Settings** > **Organization Defaults** (left menu) > **General** (section) to enter your organization's general address and contact information including company name, address, primary phone number, website, email, and Tax ID.

Quick tip! Add a **Tax ID Label** and **Number** in this section to add your organization's tax information to receipts, statements, and transaction details printed from the Parent Portal.