

STEP 1
Click on Account and scroll to bottom of page

The screenshot shows the iCert user interface. On the left is a navigation sidebar with the following items: Certificates, Customers, Account (highlighted with a blue bar), Staff, Payments, Integration, Certificate Settings, and Inspectors Directory. The main content area is titled 'Manage your account details' and contains a form for account information. The 'Company Name' field is filled with 'iCERT Electrical Ltd (DEMO ACCOUNT)'. The 'Physical Address' section includes a search bar, a text input with '29 Bayside Dr', a dropdown menu with 'Browns Bay' selected, another dropdown with 'Auckland' selected, and a text input with '0630'. The 'Postal Address' section also has a search bar, a 'same as physical address' link, and a text input with '29 Bayside Dr'.

Choose File from your documents and Save

This screenshot shows the bottom portion of the account management page. It includes fields for 'Phone' (09 4767461) and 'Office Email' (andy@icert.co.nz). Below these is a 'Certificate Backup Email' section with a text input field. The 'Company Logo' section features a large dashed box containing the text 'YOUR LOGO HERE'. Below the box is a 'Replace Account Logo' section with a 'Choose File' button (highlighted with a yellow box), a 'no file selected' status, and a note: 'Allowable file types: jpg, jpeg, png, bmp. Max size 4MB'. There is also a 'delete logo' link. Underneath is the 'Certification Options' section with three checkboxes: 'Enable Electrical Certification' (checked), 'Enable Electrical Inspection Certification' (unchecked), and 'Enable Gas Certification' (unchecked). A note states: 'You will need to log out and in again for your certificate type changes to take effect.' A green 'Save' button is located at the bottom right of the form.