**Company profile/setting Information:**

Company Info

* Company Name
* Company Contact
  + First name
  + Last name
* Company Address
  + Country
  + Address 1
  + Address 2
  + City
  + State
  + Zip
* Contact Information
  + Email
  + Cell Phone
  + Land Line
* Company Information
  + Business Description
  + Website
  + Linkedin link
  + Facebook link
  + About Us link
  + Industries (drop-down with industry list, should be able to select more than 1)
* Company VAT

Billing Method (area to view and update methods of payment)

* Display of all billing methods   
  Icon Name of method Actions (edit/remove) Auto Pay Status (primary/set as primary)
  + Bank Accounts
  + Credit Cards
  + PayPal
* Button for add new billing method

Password

* Password
  + Old password: \*\*\*\*\*\*\*\*\*
  + New Password: open text field
  + Re-enter New Password: open text foeld
  + Text: A strong password is over 12 characters and combination of letters (upper and lower case) and numbers
* Security Question
  + Existing Question: show existing question
  + Answer to question: \*\*\*\*\*\*\*\*
  + New question: select one from drop-down
  + Answer: open text field
  + Remember this computer: check box
* Security (SMS) detail
  + Enter email: text field to enter

Team and Permissions

* Team member Information (after each set-up these individuals should be given temporary login credentials for the site. Upon using those credentials they will need to change password and username)
  + First Name
  + Last Name
  + Title
  + Email
  + Mobile Phone
  + Land Line
* Permissions (available for each team member)
  + Admin: drop-down with Full and Manage Finance Only
  + Hiring: drop-down with Full and Source Contractors Only
  + Activities: drop-down with View Only and Edit
  + Training: drop-down with View Only and Edit
  + Feedback: drop-down with View Only and Edit
  + Can Message with: drop-down with Nobody and Everybody

Notification Settings

* Desktop:
  + Show notifications for: drop-down (all activity, messages, none)
* Mobile
  + Send push notifications for: drop-down (all activity, messages, none)
* Email: (sending to: youremail@previoussettings.com)
  + Send an email with unread activity for: drop-down (all activity, messages, none)
* Other Email Update (each line followed by a check box)
  + A job is posted or modified
  + An offer is accepted
  + An offer is modified, declined or withdrawn
  + A job posting will expire
  + A hire is made or a contract begins
  + Contract terms are modified
  + An activity is starting
  + An activity is completed
  + A job and expense report has been submitted
  + Training has been completed
  + Training not completed (24 hours before scheduled activity)
  + A contract has ended
  + Feedback has been received