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Edit Agency

**Agency Details:** You can add/edit your agency details.

The details of your Agency will be mentioned below:

Field	Description
Agency Logo	Upload the Agency logo. You can upload the files in the following file types: png, jpg, jpeg.
Company	Enter the name of your agency
Contact Person	Enter the name of the point of contact
IM ID	The Skype, GTalk or WeChat ID of the point of contact.
Mobile	Enter the mobile number of the point of contact
Country	Fill in your country name
State / Region	Fill in your state / Region
City	Fill in the City of the Agency address
Address Line 1	Fill in the street name of the Agency address
Address Line 2	Fill in the 2nd street name of the Agency address
Zip / Postal Code	The Zipcode of the Agency address

**Click on save changes:** Save the changes done by you

**Click on Discard:** To Discard the changes

**Connected Accounts:** You can update the details of your connected accounts:

Field	Description
Agency Admin	A admin role has full access to the entire platform entities, reports, and features.

Agency Manager	A manager role will have limited access to the platform assigned by the admin. The managers will be able to add or edit the campaign, add or edit the creatives and check and extract the reports.
Agency Reporting Manager	A reporting manager will only be able to access the reports. The reporting manager can export the reports.

You can update the following details:

Click on the edit button and check or edit the following details to add a Agency Admin :

Field	Description
Name	Enter the name of the Agency Admin
Email	Enter the Email ID of the Agency Admin
Mobile	Enter the mobile number of the Agency Admin
IM ID	The Skype, GTalk or WeChat ID of the point of contact.

Click on the edit button and check or edit the following details to add a Agency Manager :

Field	Description
Name	Enter the name of the Agency Manager
Email	Enter the Email ID of the Agency Manager
Mobile	Enter the mobile number of the Agency Manager
IM ID	The Skype, GTalk or WeChat ID of the point of contact.

Click on the edit button and check or edit the following details to add a Agency Reporting Manager :

Field	Description
Name	Enter the name of the Agency Reporting Manager
Email	Enter the Email ID of the Agency Reporting Manager
Mobile	Enter the mobile number of the Agency Reporting Manager
IM ID	The Skype, GTalk or WeChat ID of the point of contact.

Click on save to update the changes.

**Deactivate Account:** Tick on the check box to deactivate the account.

Still need help? Contact us : [support@xapads.com](mailto:support@xapads.com)

Was this article helpful?

✓ Yes

✗ No

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