Entering Your Company's Contact Information in SIPS

10/13/2026 3:14 pm EDT

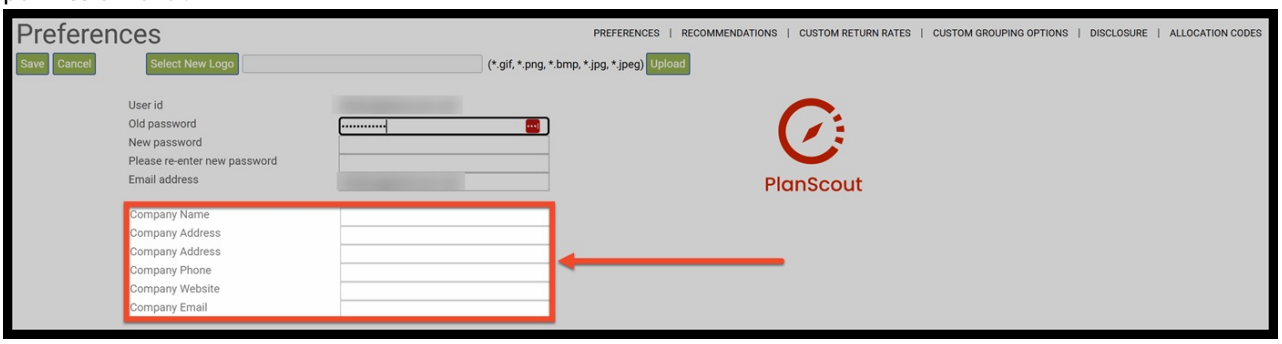
Entering your company's contact information in SIPS requires Administrator-level permission. SIPS allows you to enter your company's contact information directly from the Preferences page under Settings. Once saved, your company's contact information will appear on the cover page of the final PDF report. Your company's contact information can be edited or removed at any time. The steps below will walk you through entering your company's contact information, starting from the Welcome landing page.

Related Articles: *Uploading a Logo*, *Downloading a Report for your Clients*

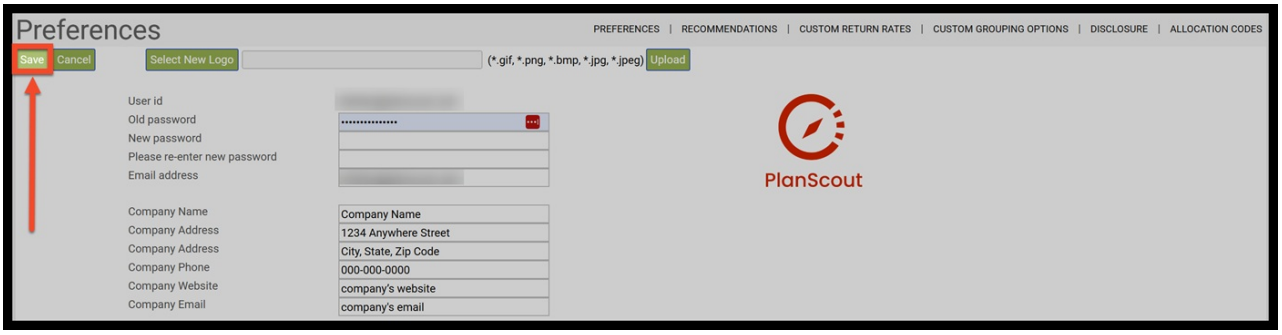
Step 1: Settings: Click on the Settings button located in the upper right-hand side of the screen.



Step 2: Entering Your Company's Contact Information: Enter your company's contact information (for example: Company Name, 1234 Anywhere Street, City, State, Zip Code, 000-000-0000, company's website, and company's email). Not seeing these fields? See "Having trouble accessing the Preferences under Settings?" to confirm your permission level.



Step 3: Save: Click the green Save button underneath the Preferences heading to save your company's contact information.



To see your changes, generate a report from any case. Your company's contact information will appear on the cover page.

If you feel you need more support or would like to set up demo time with one of our representatives, please contact us at: support@planscout.com.