



## Add Company Info and Manage Employees

Tamika C - 2017-02-08 - Manage Services

### Add Company Information and Manage Employee Listings

**Step 1:** To access the ASI Account Manager, go to [billpay.asicentral.com](http://billpay.asicentral.com).

**Step 2:** Login to the ASI Account Manager.

- If you have forgotten your Password, please click on the “Forgot Password?” link and follow the recovery instructions.
- If you have forgotten your Username, please contact ASI Member Services at (800) 546-1350, option 1.

**Step 3:** To add or edit physical addresses, go to the Addresses tab.

- To add an address, use the Add New button to create new addresses. Enter the appropriate information and then click on the Add button.
- To edit an existing address, click on the Pencil icon to the left of an address to edit it.
- To remove an address, click on the Recycle bin icon to the far right of the address to delete it.

The red exclamation point icon indicates that the address is tied to the primary information for your company’s profile.

**Step 4:** To add or edit electronic communication fields, such as phone and fax numbers or email and website addresses, go to the Communication tab.

- To add a communication option, use the Add New button to create new electronic contact information. Enter the appropriate information and then click on the Add button.
- To edit an existing communication option, click on the Pencil icon to the left of an address to edit a listing.
- To remove a communication option, click on the Recycle bin icon to the far right of the address to delete a listing.

**Step 5:** To add or edit employees, go to the Employees tab.

- To add a new employee, use the Add New button to create a new employee. You can enter the pertinent information regarding the new hire and then click on the Add button.
- To edit an existing employee, click on the Pencil icon to the left of an address to edit an employee’s information.

- To remove an employee, click on the Recycle bin icon to the far right of the address to delete an employee's information.