

# Organization Account Settings

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The Organization section of your Account Settings provides key information about your organization that is used for both informational purposes as well as elements within various activities.

## Modify your Organization Settings

- Click on Settings
- Click on Organization

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From here there are several things you can change.

- **Organization Name:** This should be your organization's name *as it will appear on donor's tax receipts.*
  - You will also see this name under your User Name in the upper right of the application.
- **Short name:** This is a 15 character field that will appear in three main places:
  - In the text responses when someone uses one of your keywords
  - As an abbreviated name in a tweet when someone [shares about your organization from an Event Page](#) to Twitter.
  - As the Tab Name on your various forms and public pages
- **EIN:** Your Employer Identification Number or EIN will appear on a donor's tax receipts.
- **Info Email:** The Info Email is the email address that the automatically emailed receipts will come from when a supporter completes any of your forms. and includes their email address and it is the address that your supporters can reply to when they do get that receipt and want to contact you.
- **Website URL:** This is for your organization's website.
- **Sector:** Currently for informational purposes only, but some future ideas include sector insights and specialized templates.
- **Privacy and Terms Link:** If you want or need to add your own privacy statement to your forms, for example, to comply with General Data Protection Regulation (GDPR) requirements, you can provide a link to a privacy page that you craft on your own website. Otherwise, it will default to using GiveSmart Fundraise's [privacy statement](#). The Privacy Statement link will be at the bottom of your forms.

# Donor Support Number

Enter a phone number for your donors to reach you if they're having any issues or concerns. If you do not put a number in this field, it will default to a GiveSmart Fundraise support form.

- The Donor Support number appears through texting when a donor texts HELP after they've texted your keyword or in Recurring Donation reminder texts.
- It also replaces the GiveSmart Fundraise support form with that number in all Recurring Donation reminder emails and texts.

Default HELP Text	HELP Text with Phone Number added