

Business Details@

This article applies to:

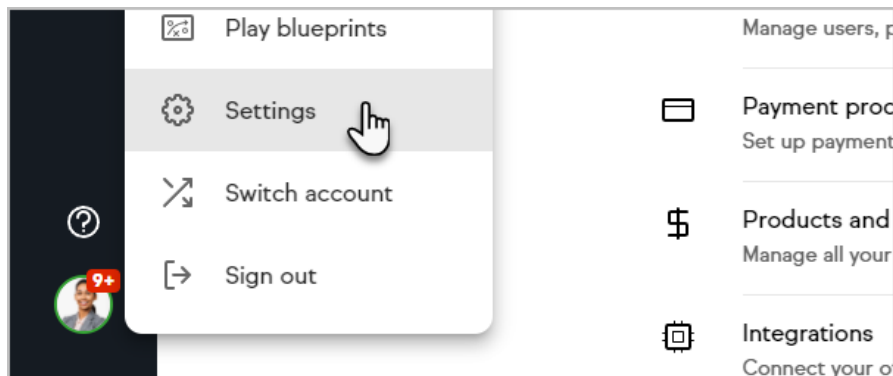
[Pro](#)

[Max](#)

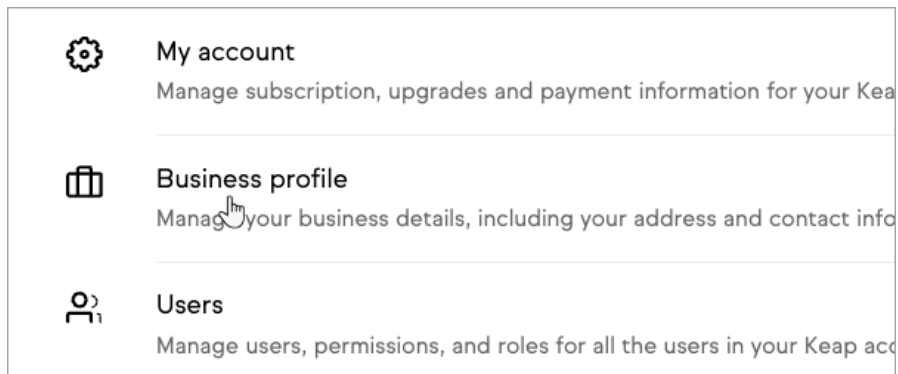
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Business profile

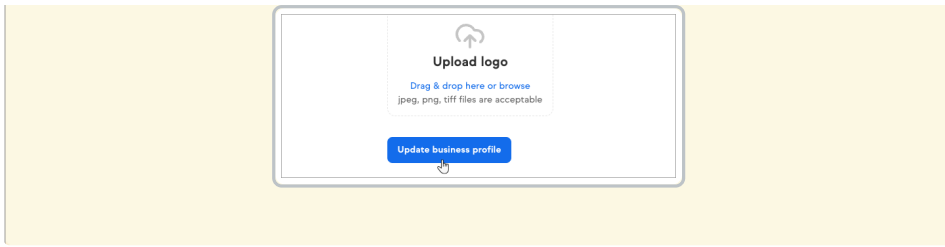
1. Click on your user avatar and select **Settings**



2. Click "Business profile".



Remember to scroll to the bottom of the page and click **Update business profile** to save your changes.



Business Details

After completing this information, click the **Save company details** button at the bottom of the page.

Please enter your business details. This information will display in your email footer in compliance with international spam laws.

Business name*

Business type

Business email*

Default Time Zone

This your application's default time zone for any time-stamped records that are generated in Keap. It also sets the default time for automated emails. It's important that your time zone is accurate if you plan to send emails based on *your* time zone as opposed to the recipient.

Remember, you can always choose to send emails based on the [recipient's time zone](#) instead of yours in the automation builders.

Default timezone and locale

Default application timezone [Use my location](#)

Used in timers for automations, broadcasts, and as default in communication to contacts for whom a preference is unknown. [Learn more](#)


Default application language

Default Language

Used to format date, time, and currency in system-generated communication (notifications, confirmations, receipts, etc. to contacts for whom a preference is unknown. [Learn more](#)

Used in timers for automations, broadcasts, and as default in communication to contacts for whom a preference is unknown. [Learn more](#)

Default application language

Spanish (Spain) 


Used to format date, time, and currency in system-generated communication (notifications, confirmations, receipts, etc.) to contacts for whom a preference is unknown. [Learn more](#)

Update your brand settings

1. Upload your logo to your Image Library which is used in various customer-facing pages, such as quotes, invoices, etc...

Update your brand settings

Your logo is used when you create quotes, invoices, emails, landing pages, and more. For best results, your logo should be at least 300px by 300px.



Upload logo

[Drag & drop here or browse](#)

jpeg, png, tiff files are acceptable

Pro tip: You do not need to update the Business profile when changing the logo. It saves automatically. However, click "Update business profile" for all other fields on this page.