

Overview Video

<https://www.youtube.com/embed/hKVov2Vh2wg>

Step-by-Step Tutorial Guide

Step 1: Open Company Details

1. Log in to the TankhaPay Business Portal.
2. From the left-side navigation menu, click **Business Settings**.
3. Select **Company Details**.

The Company Details page opens, displaying your organization's registered information.

Step 2: Review Employer Information

At the top of the page, verify the following information:

- Employer Name
- Employer Type
- Registered Mobile Number
- Email Address

Review the existing information before making any changes.

Step 3: Update the Registered Mobile Number

1. Locate the **Registered Mobile Number** field.
2. Click the **Edit** icon beside the field.
3. Enter the updated mobile number.
4. Verify the number if prompted.
5. Save the changes.

Keeping the registered contact number updated ensures important notifications reach the correct person.

Step 4: Update the Company Email Address

1. Locate the **Email** field.
2. Click the **Edit** icon.
3. Enter the updated email address.
4. Save the changes.

The registered email is used for system notifications and official communication.

Step 5: Review the Registered Address

1. Scroll to the **Registered Address** section.
2. Verify the address details, including:
 - Building or Office Address
 - City
 - State
 - PIN Code

Ensure the registered address matches your official business records.

Step 6: Configure the Payout Date

1. Locate the **Payout Date** field.
2. Select the organization's salary payout date.

Example:

- Last day of every month
- 1st of every month
- Custom payroll date

This setting determines the scheduled salary disbursement cycle.

Step 7: Manage Billing Address

Scroll to the **Billing Address** section.

1. Review existing billing addresses.
2. To add a new billing address:
 - Click **Add Billing Address**.
 - Enter the complete address details.
3. To modify an existing address:
 - Click the **Edit** option.
 - Update the required information.
4. Save the changes.

Billing addresses are used for invoices and official business communication.

Step 8: Set the Default Billing Address

1. If multiple billing addresses are available, select the one to be used as the **Default Billing Address**.
2. Save your selection.

The default billing address will automatically appear on invoices and billing documents.

Step 9: Verify Company Information

Before saving, review all updated details, including:

- Employer Name
- Employer Type
- Mobile Number
- Email Address
- Registered Address
- Billing Address
- Payout Date

Ensure all information is accurate and up to date.

Step 10: Save the Changes

1. Click the **Save** or **Update** button.
2. Wait for the confirmation message.

Your company details are now successfully updated.

Step 11: Review Updated Information

After saving:

1. Refresh or reopen the Company Details page.
2. Verify that all updated information is displayed correctly.
3. Confirm that the new details are reflected across the system.

This ensures the changes have been successfully applied.

Key Benefits of Managing Company Details

- Centralized organization information
- Accurate payroll and payout configuration
- Updated business contact details
- Proper invoice and billing management
- Improved statutory and compliance accuracy
- Better communication with employees and stakeholders
- Consistent company records across the platform

End of Tutorial

You have successfully learned how to manage **Company Details** in the TankhaPay Business Portal. Keeping your organization's information up to date ensures smooth payroll processing, accurate compliance records, and seamless communication across the platform.

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