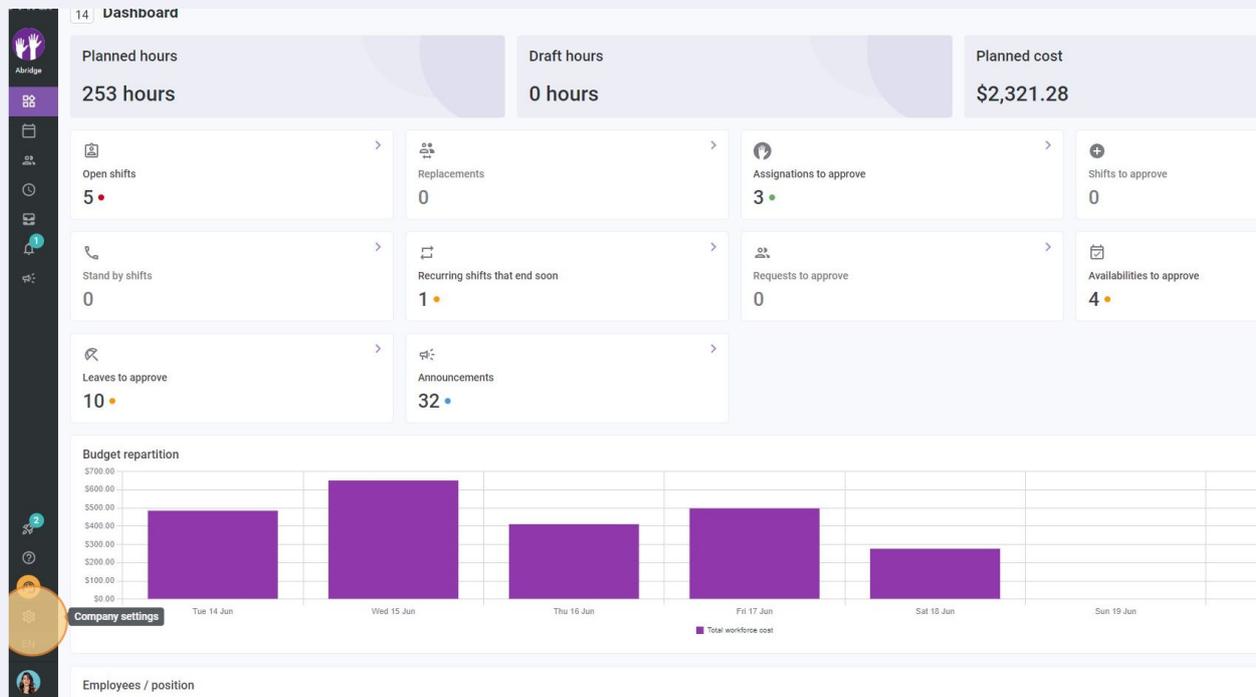


How to change the account's owner

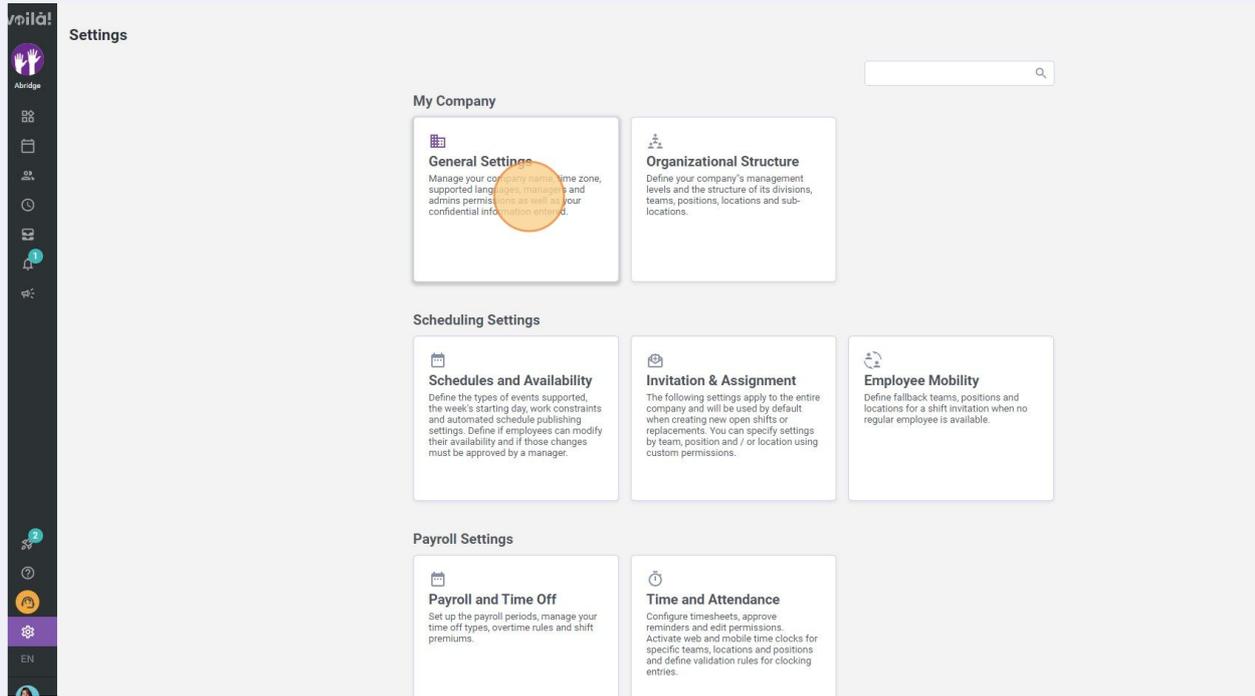


1 Navigate to <https://console.voila.app/en/>

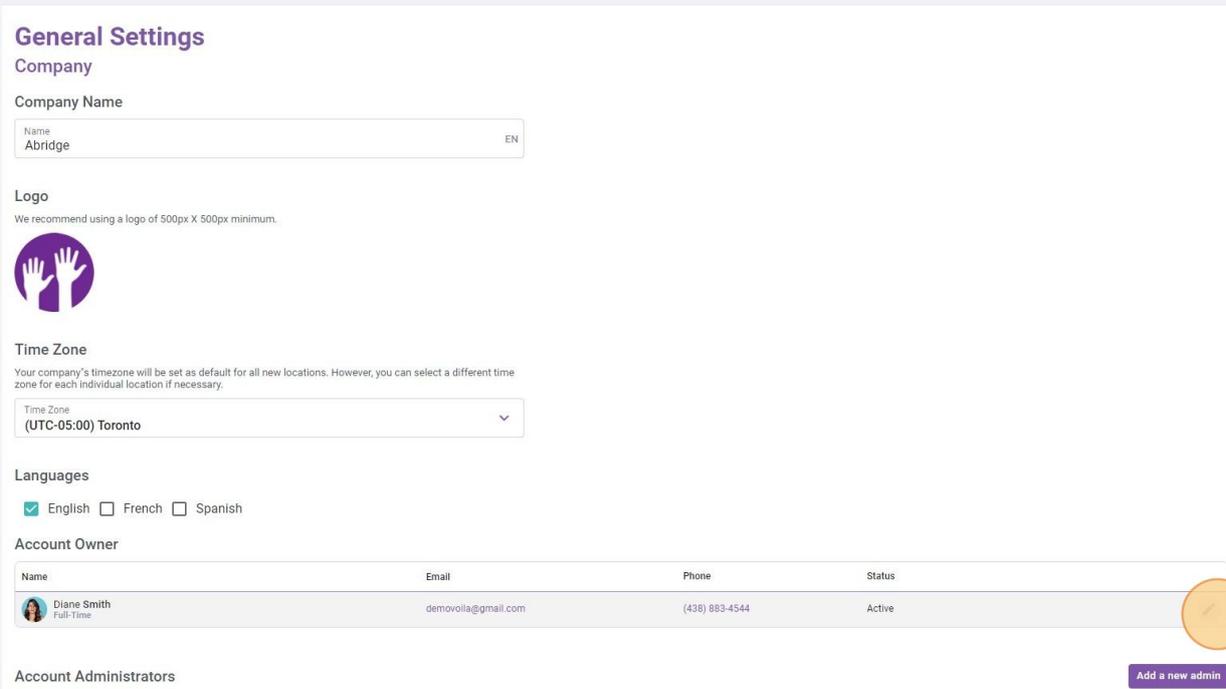
2 Click the Company settings icon.



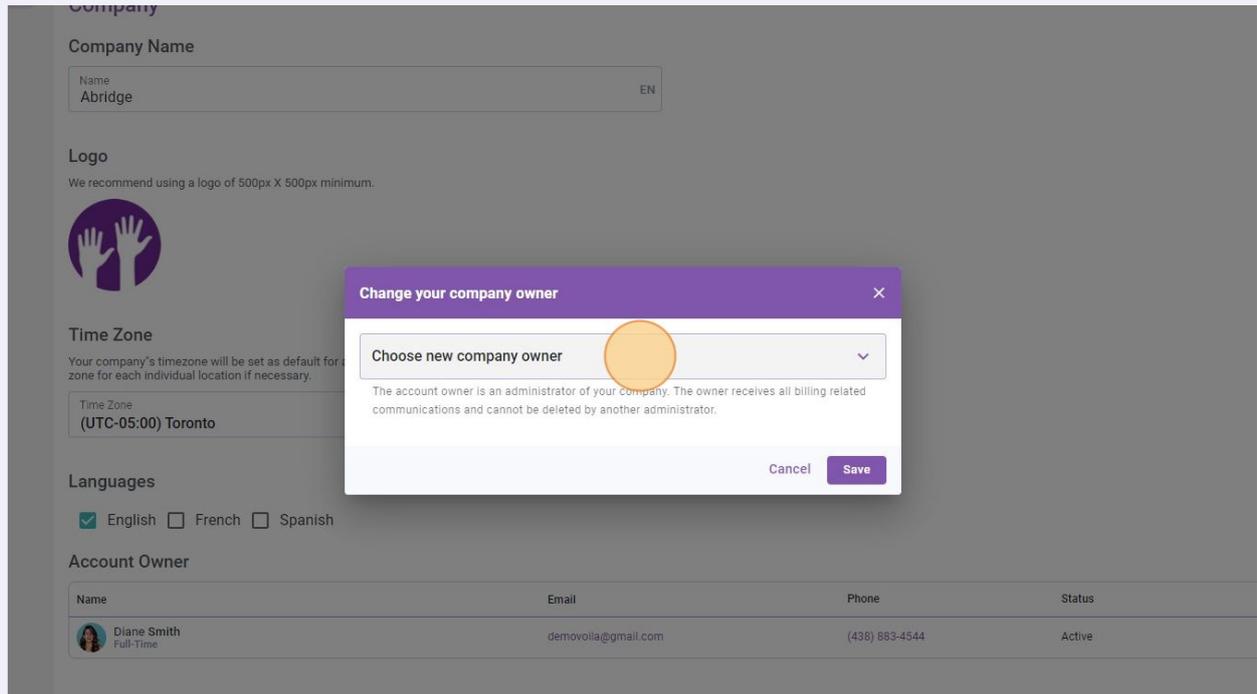
3 Select General Settings



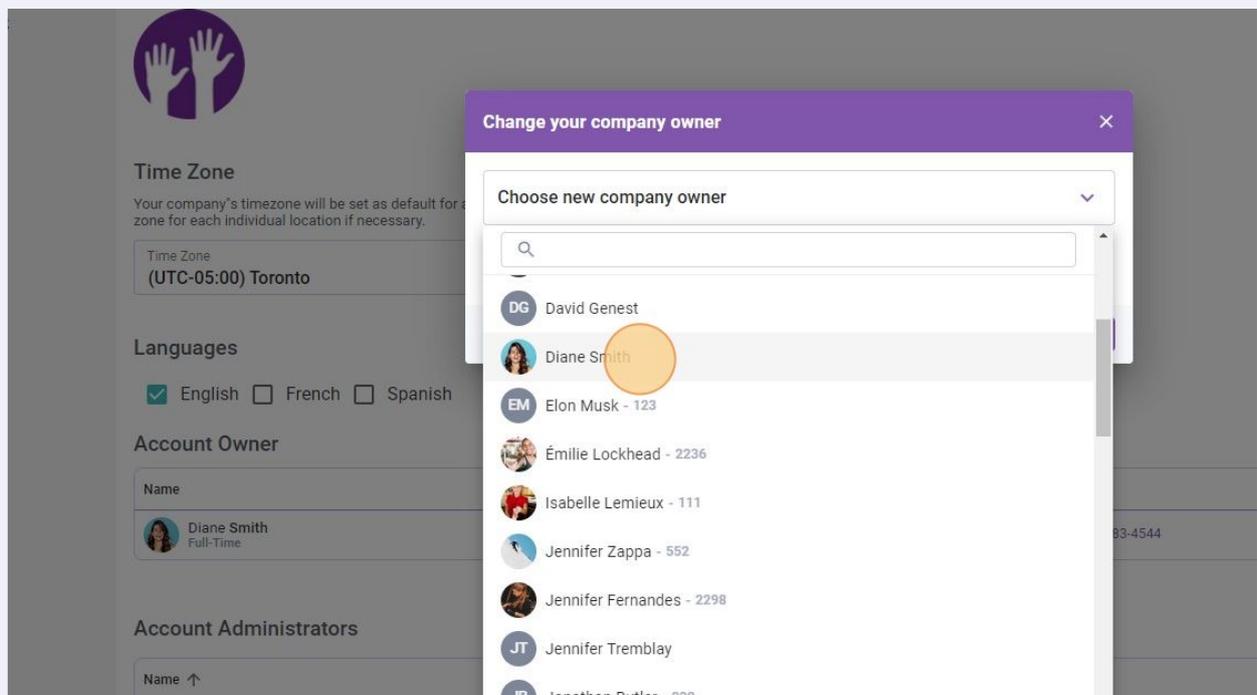
4 Scroll down to the Account owner settings and click on the pen icon.



5 Click "Choose new company owner".



6 Select your new account owner.



7

Once you have selected your account's owner, click on the save button.

The screenshot shows the 'General Settings' page for a company. A modal dialog box titled 'Change your company owner' is open, showing a dropdown menu with 'Diane Smith' selected. Below the dropdown, there is explanatory text: 'The account owner is an administrator of your company. The owner receives all billing related communications and cannot be deleted by another administrator.' At the bottom of the dialog are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a yellow circle. In the background, the 'Company Name' field contains 'Abridge'. The 'Time Zone' is set to '(UTC-05:00) Toronto'. The 'Account Owner' table lists 'Diane Smith' as the current owner. The 'Account Administrators' table lists 'Anne Bonesso' as an administrator. A blue circle highlights a button in the bottom right corner of the settings page.

General Settings

Company

Company Name

Name: Abridge EN

Logo

We recommend using a logo of 500px X 500px minimum.

Time Zone

Your company's timezone will be set as default for each individual location if necessary.

Time Zone: (UTC-05:00) Toronto

Languages

English French Spanish

Account Owner

Name	Email	Phone	Status
Diane Smith Full-Time	demovoila@gmail.com	(438) 883-4544	Active

Account Administrators

Add a new admin

Name ↑	Email	Phone	Status
Anne Bonesso Full-Time	demovoila+bonesso@gmail.com		Active