

The screenshot displays the 'Company Settings' interface for 'ACME Creative Agency'. The left sidebar contains navigation options: Dashboard, Documentation, CLIENTS, DIGITAL ASSETS, FLYING LICENSE, WEBSITE, AI, SETTINGS (expanded to show Company Settings, Email Templates, Business Setup, Email Management, Booking Settings, Resources, Integrations, Webhooks, Reports, Billing, Tools), and PLATFORM (Settings, logout). The main content area is titled 'Company Settings' and includes sub-tabs for Profile, Members, and Invitations. The 'Company Profile' section contains the following fields: Company Name (ACME Creative Agency), Email (hello@acmecreative.com), Company URL (acme-creative.air4.media), Phone ((323) 555-0180), and Website (acmecreative.com). A 'Current Plan' section shows 'First Class' for \$999/mo. A 'Save Changes' button is located at the bottom of the form.

# Company Settings

Manage your company profile, invite team members, and control who has access to your account. Only company owners and admins can access this page.

## Key Features

- **Company Profile:** Update your company name, contact email, phone, and website
- **Company URL:** Customize the web address for your DAM portal and client access links (e.g. `acme-creative.air4.media`)
- **Current Plan:** View your active subscription tier and pricing — displayed with aviation-themed names (Economy, Business Class, First Class, etc.)
- **Team Members:** See all active members and their roles — owners can change roles or remove members
- **Invitations:** Send email invitations to new team members and track their status

## How to Use

## Update Your Company Profile

1. Open the **Profile** tab (shown by default)
2. Edit your company name, contact email, phone, and website
3. Click **Save Changes**

Your current plan is shown below the form — for example, ACME Creative Agency might display "Business Class" with its monthly price.

## Change Your Company URL

Your company URL (e.g. `acme-creative.air4.media`) is used for your DAM portal, client-facing pages, and shared links.

1. On the **Profile** tab, click the **edit** icon next to your current URL
2. Type a new address — availability is checked in real time as you type
3. A green checkmark confirms it's available; a red message explains if it's taken or reserved
4. Press **Enter** or click **Save** to confirm

Only owners can change the company URL.

## Manage Team Members

1. Click the **Members** tab
2. The list shows each member's name, email, role, and join date
3. As an owner, use the role dropdown next to any member to change their role (User, Editor, Admin, or Owner)
4. Click the **x** button to remove a member

Only owners can change roles or remove members. Admins can view the list and send invitations, but cannot modify or remove members.

Owners cannot be removed. To remove an owner, another owner must first change their role to something else.

## Invite a New Member

1. Click the **Invitations** tab

2. Click **Invite Member**
3. Enter the person's email and select a role:
  - **User** — Basic platform access
  - **Editor** — Can manage content
  - **Admin** — Can manage members and settings
4. Click **Send Invitation**

The recipient gets an email with a join link. Existing Air4.media users see **Accept Invitation**; new users see **Create Account & Join** and are automatically added to your company once they sign up with that email. Invitation links expire after **7 days**.

## Manage Pending Invitations

Each invitation in the table shows its current status:

- **Pending** — Waiting for the recipient to accept
- **Accepted** — Successfully joined
- **Expired** — Link expired after 7 days
- **Cancelled** — Manually cancelled

For pending invitations, click the resend icon to send a fresh link (resets the 7-day expiry), or the **x** to cancel. The table also shows who sent the invitation and how many times it has been resent.

## Tips

- If someone signs up with the invited email, they are automatically added to your company — no separate Accept step needed
- Invitations are tied to the exact email entered — the recipient must log in or register with that address
- You cannot remove yourself from the company — transfer ownership to another member first
- Resending an invitation generates a fresh link and resets the expiry to 7 days from the resend date
- If a pending invitation already exists for an email, use **Resend** instead of creating a duplicate