

'My Inform' > 'My profile' options

Company administrator

Add new user – Fill in the fields and click 'Submit'.

Users – Displays overview of users, their usage and your company's subscription details.

Change your company details – Enter details in all required fields and click 'Submit'.

Transfer company administrator rights – Select the new administrator's name from the drop-down menu and click 'Transfer'.

Change your details – Change your details such as your E-mail address, contact number, etc.

My favourites – Access your bookmarked documents.

Recent documents – See your recently viewed documents.

Need more guidance on using Inform?
Visit our 'Help' section

Further queries?

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