

Account settings in Rich Media CMS

Last Modified on 05/06/2026 8:40 pm IDT

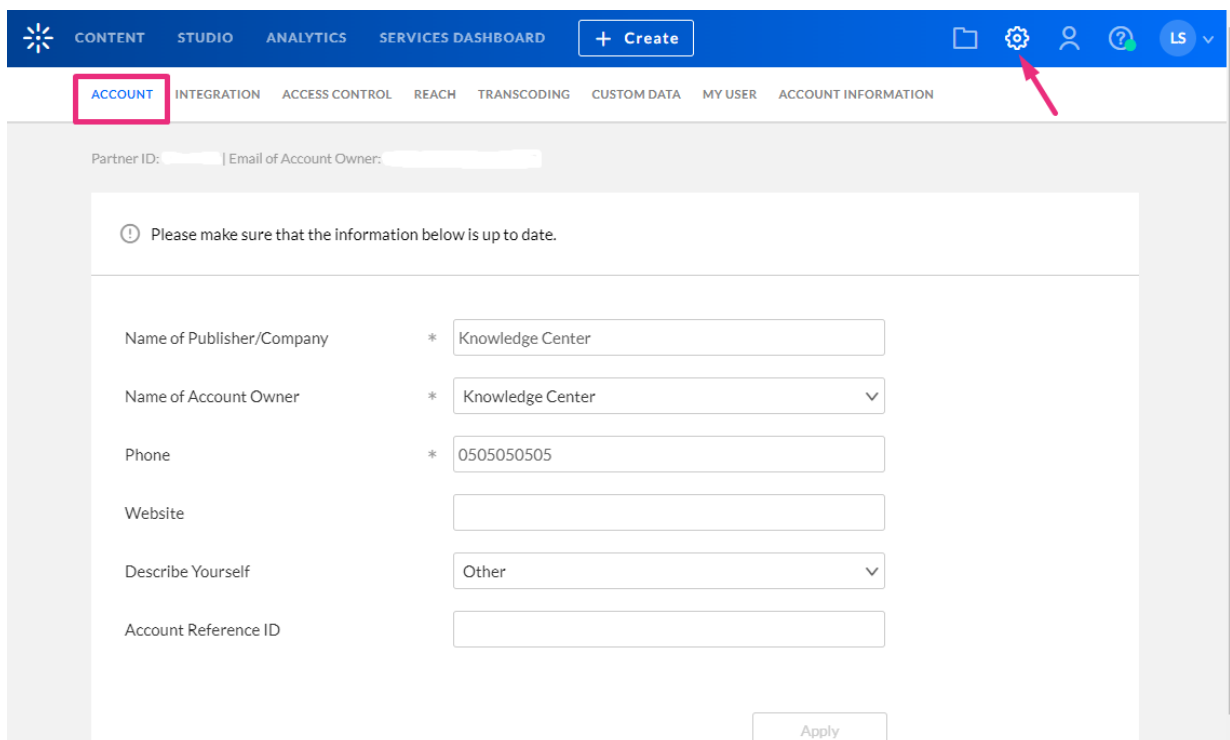
 This article is designated for administrators.

About

The **Account** tab includes the data you submitted during the registration process and is accessed through the Rich Media CMS settings menu. You can change the account owner or update any of the account details in this section.


Access your account settings

1. Click the settings icon.
2. Make sure the **Account** tab is selected.



Partner ID: | Email of Account Owner:

ACCOUNT INTEGRATION ACCESS CONTROL REACH TRANSCODING CUSTOM DATA MY USER ACCOUNT INFORMATION

 Please make sure that the information below is up to date.

Name of Publisher/Company *	<input type="text" value="Knowledge Center"/>
Name of Account Owner *	<input data-bbox="1066 1301 1082 1323" type="text" value="Knowledge Center"/>
Phone *	<input type="text" value="0505050505"/>
Website	<input type="text"/>
Describe Yourself	<input data-bbox="1066 1480 1082 1503" type="text" value="Other"/>
Account Reference ID	<input type="text"/>



Your account information displays.

Account settings fields

Complete the fields as required:

- **Name of Publisher/Company** - name of your organization
- **Name of Account Owner** - The user who created the Rich Media CMS account and

gets the account emails. In the drop-down, you'll see all the Rich Media CMS users with the 'Publisher Administrator' role (full permission to account's Rich Media CMS functionalities). This lets you switch the account owner if you want.

Name of Publisher/Company	*	<input type="text" value="Knowledge Center"/>
Name of Account Owner	*	<input style="border-bottom: 1px solid #ccc; border-right: 1px solid #ccc; border-left: 1px solid #ccc; border-top: 1px solid #ccc; padding: 2px 5px;" type="text" value="Knowledge Center"/> 
Phone	*	<input type="text" value="0505050505"/>
Website		<input type="text"/>
Describe Yourself		<input style="border-bottom: 1px solid #ccc; border-right: 1px solid #ccc; border-left: 1px solid #ccc; border-top: 1px solid #ccc; padding: 2px 5px;" type="text" value="Other"/> 
Account Reference ID		<input type="text"/>

- **Phone** - your phone number
- **Website** - your company website
- **Describe Yourself** - The drop-down menu lists possible descriptions of your role in your organization.



The image shows the 'Describe Yourself' dropdown menu expanded. The current selection is 'Other'. The dropdown list contains the following options: 'Other', 'Enterprise / Small Business / Government Agency', 'Education Organization', 'Media Company / Agency', 'CDN / ISP / Integrator / Hosting Provider', and 'Other'. A red arrow points to the second 'Other' option at the bottom of the list.

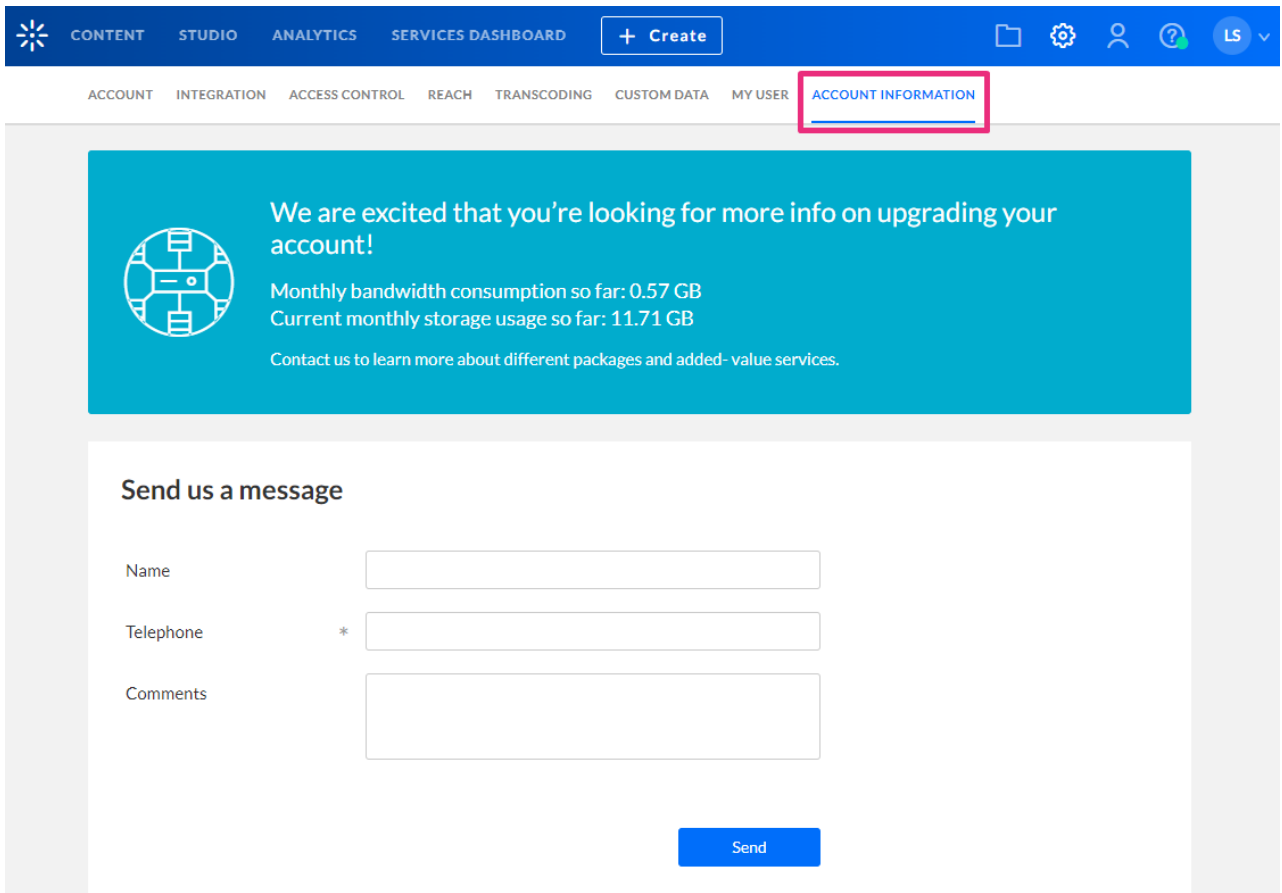
- **Account Reference ID** - Use this field to save an external ID for connecting with outside systems or to link a filename with an entry through the Drop Folder feature.

Click **Apply**.

Upgrade your account

1. Select the **Account Information** tab.
2. Complete the fields with your name, telephone and comments.
3. Click **Send**.

A Kaltura representative will contact you.



The screenshot shows the Kaltura user interface. At the top is a blue navigation bar with the Kaltura logo on the left and a '+ Create' button on the right. Below the navigation bar is a secondary menu with links for ACCOUNT, INTEGRATION, ACCESS CONTROL, REACH, TRANSCODING, CUSTOM DATA, MY USER, and ACCOUNT INFORMATION. The 'ACCOUNT INFORMATION' link is highlighted with a red box. Below the navigation is a teal banner with a server icon and the text: 'We are excited that you're looking for more info on upgrading your account! Monthly bandwidth consumption so far: 0.57 GB Current monthly storage usage so far: 11.71 GB Contact us to learn more about different packages and added- value services.' Below the banner is a white form titled 'Send us a message' with input fields for Name, Telephone (marked with an asterisk), and Comments, and a blue 'Send' button.