

## Account

Last Modified on 06/16/2024 3:38 pm IDT

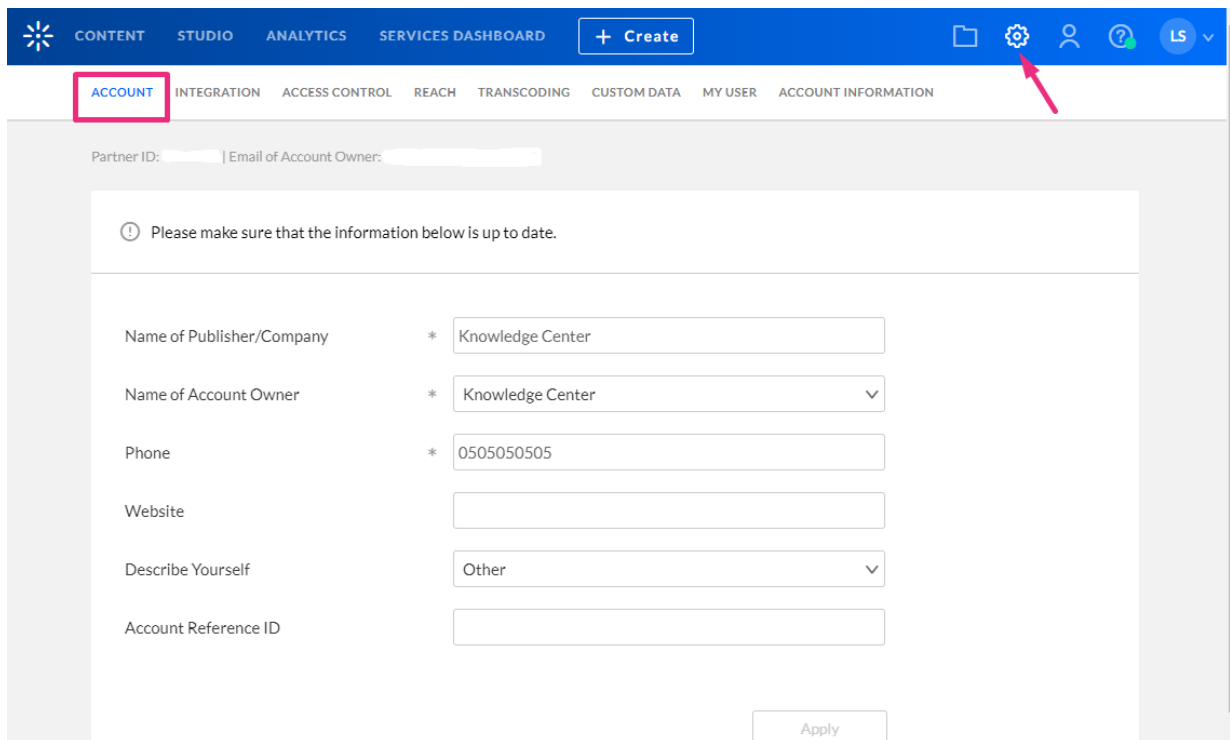
 This article is designated for administrators.

## About


The **Account** tab includes the data you submitted during the registration process and is accessed through the KMC 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:

 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="657 1288 1088 1317" type="text" value="Knowledge Center"/>
Phone	*	<input type="text" value="0505050505"/>
Website		<input type="text"/>
Describe Yourself		<input data-bbox="657 1460 1088 1489" type="text" value="Other"/>
Account Reference ID		<input type="text"/>

Your account information displays.



## Account settings fields

Complete the fields as required:

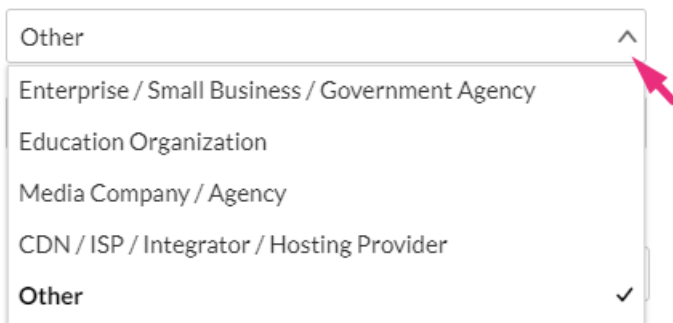
- **Name of Publisher/Company** - name of your organization

- **Name of Account Owner** - The user who created the KMC account and gets the account emails. In the drop-down, you'll see all the KMC users with the 'Publisher Administrator' role (full permission to account's KMC functionalities). This lets you switch the account owner if you want.

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Name of Publisher/Company	*	<input type="text" value="Knowledge Center"/>
Name of Account Owner	*	<input style="border-bottom: 1px solid #ccc;" type="text" value="Knowledge Center"/> 
Phone	*	<input type="text" value="0505050505"/>
Website		<input type="text"/>
Describe Yourself		<input style="border-bottom: 1px solid #ccc;" 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.



A dropdown menu showing options for 'Describe Yourself'. The current selection is 'Other'. The menu is open, showing the following options: 'Other', 'Enterprise / Small Business / Government Agency', 'Education Organization', 'Media Company / Agency', 'CDN / ISP / Integrator / Hosting Provider', and 'Other' (with a checkmark). A red arrow points to the '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.

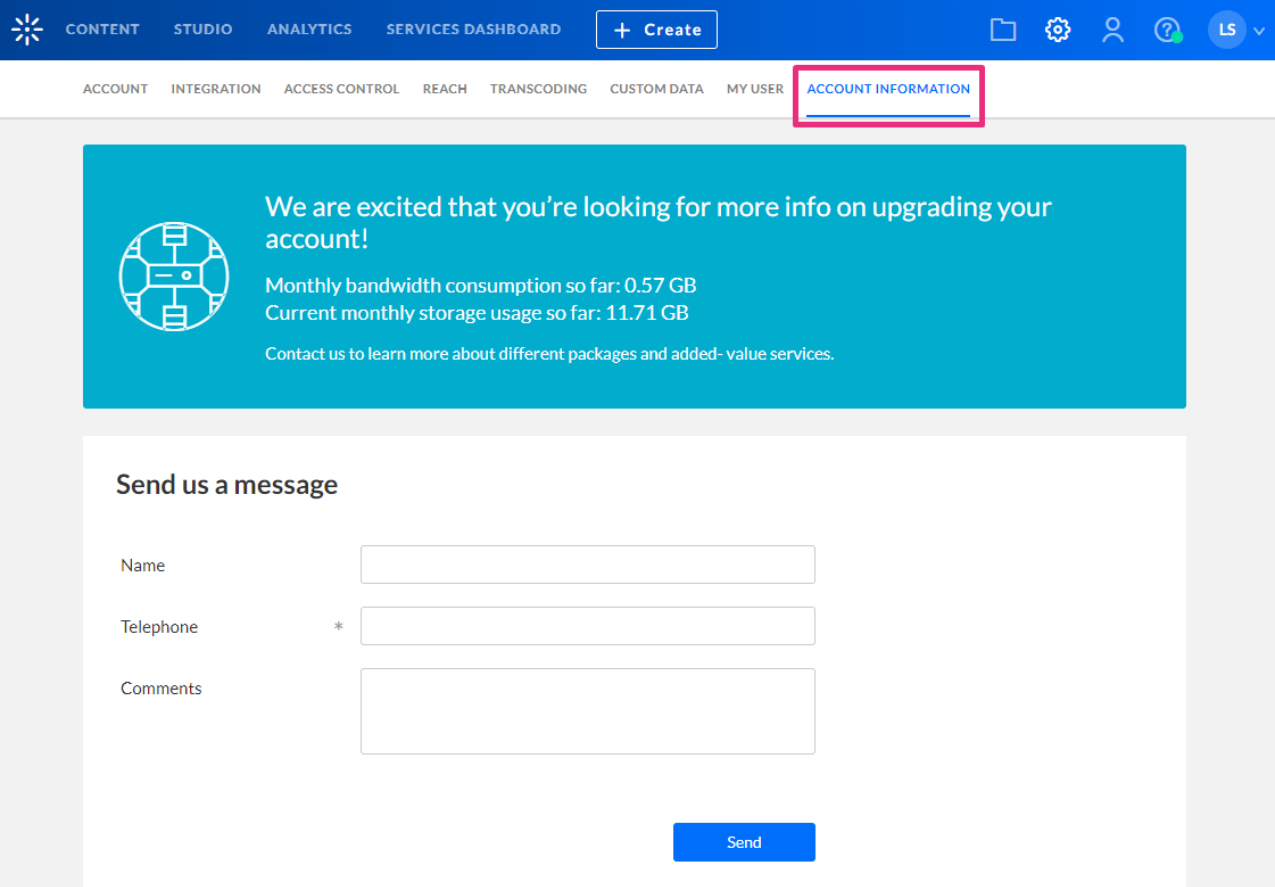
Click **Apply**.

## 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, a blue navigation bar contains the Kaltura logo, menu items (CONTENT, STUDIO, ANALYTICS, SERVICES DASHBOARD), a '+ Create' button, and utility icons (home, settings, user, help, and a user profile 'LS'). Below this is a secondary menu with items: ACCOUNT, INTEGRATION, ACCESS CONTROL, REACH, TRANSCODING, CUSTOM DATA, MY USER, and 'ACCOUNT INFORMATION', which is highlighted with a red box. The main content area features a teal banner with a server icon, the text 'We are excited that you're looking for more info on upgrading your account!', and usage statistics: 'Monthly bandwidth consumption so far: 0.57 GB' and 'Current monthly storage usage so far: 11.71 GB'. Below the banner is a 'Send us a message' form with fields for Name, Telephone (marked with an asterisk), and Comments, and a blue 'Send' button.

[template("cat-subscribe")]