



Practical training and resources for building a successful text marketing business

Company Profile Setup

Sign in to the company account and review the settings that control the workspace.

The Text Co.

MEANINGFUL MESSAGES. REAL RESULTS

Company Login

Sign in to your company account

Email address

Enter your email

Password

Enter your password

Sign in

STEP 1

Sign in to the company account

- 01 Enter the company admin email address.
- 02 Enter the company account password.
- 03 Select Sign in to open the company workspace.

ACCESS

Do not share the company admin login with the client. You manage the texting account on their behalf.

Profile Information & Timezone

Open Profile Settings to review the company profile and scheduling timezone.

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Admin Profile
Manage your account settings and preferences

Other Admin

Profile Information

First Name Last Name

Email Address
admin@text.com

Update Profile

Company Settings

Timezone
America/New York
Used for scheduling campaigns and interpreting times.

Save Timezone

Subscribe Settings

Enable keyword subscribe
When a customer texts one of your keywords, they'll be added as a contact and receive a confirmation message. ☒

Subscribe keyword(s)
JOIN, OKAY, YES
Comma-separated. Matching is case-insensitive.

Change Password

Current Password

New Password

Other

Profile Settings

Sign Out

texta-whitelabel-nine.vercel.app/dashboard/profile

WHAT TO DO

- 01** Open Profile Settings from the lower-left navigation.
- 02** Add or update the profile first and last name, then select Update Profile.
- 03** Choose the correct company timezone and select Save Timezone.

IMPORTANT

The timezone is used for scheduling campaigns and interpreting times. Set it correctly before scheduling messages.

Subscribe Settings & Password

The same Profile Settings page also contains keyword subscribe settings and password controls.

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Admin Profile

Manage your account settings and preferences

Other Admin

- Dashboard
- Customer Management
- User Management
- Webhook Logs
- SMS Logs
- Campaign Management
- Customer Replies

Other

Profile Settings

Sign Out

Subscribe Settings

Enable keyword subscribe
When a customer texts one of your keywords, they'll be added as a contact and receive a confirmation message. ☒

Subscribe keyword(s)
JOIN, OKAY, YES
Comma-separated. Matching is case-insensitive.

Confirmation message
Thank you for subscribing to The Text Co recurring SMS updates. Message frequency varies. Msg & data rates may apply. Reply HELP for help or STOP to cancel.

Opt-out instructions are appended automatically.

Save Subscribe Settings

Change Password

Current Password

New Password

Confirm New Password

Change Password

WHAT TO DO

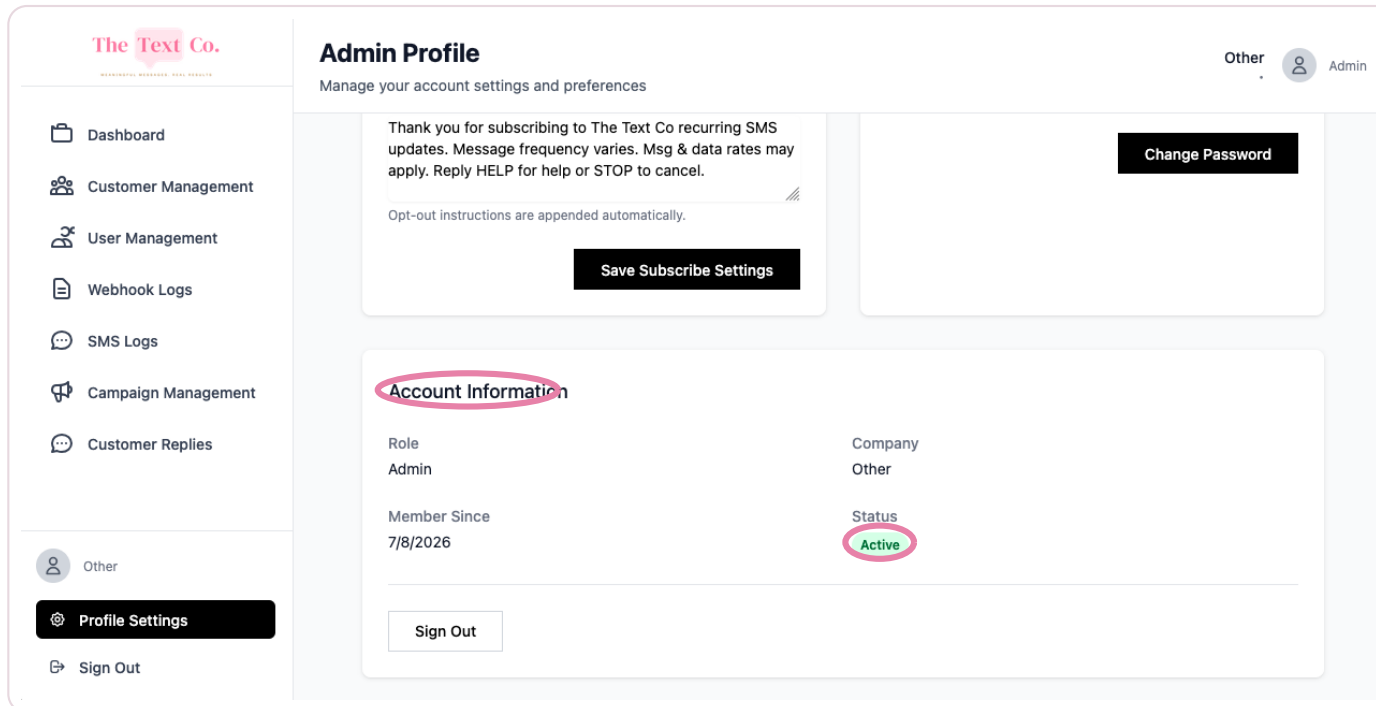
- 01** Subscribe Settings controls keyword opt-in behavior and the confirmation message.
- 02** Use Change Password when the company admin password needs to be updated.

RELATED GUIDE

Keyword subscribe setup is covered in its own Keywords tutorial. Use that guide before changing keywords or the confirmation message.

Review Account Information

At the bottom of Profile Settings, Account Information confirms the account's role, company, status, and membership date.



WHAT TO DO

- 01** Confirm the account is connected to the correct company.
- 02** Verify the account shows the expected role and an Active status.
- 03** Use Sign Out when you are finished working in the company account.

NEXT STEP

Profile setup is complete once the profile information and timezone are correct. Keyword settings can be configured separately.