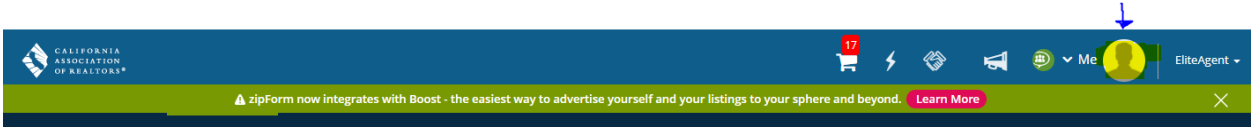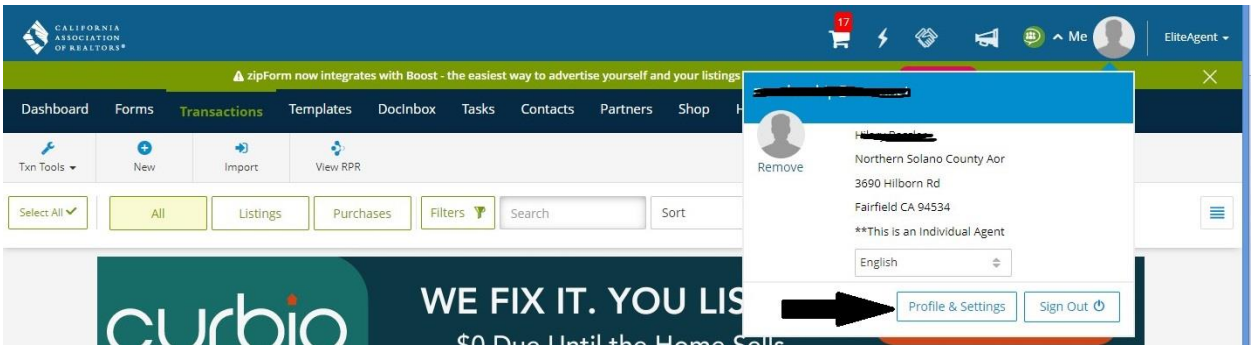# How to update office information on zipForms
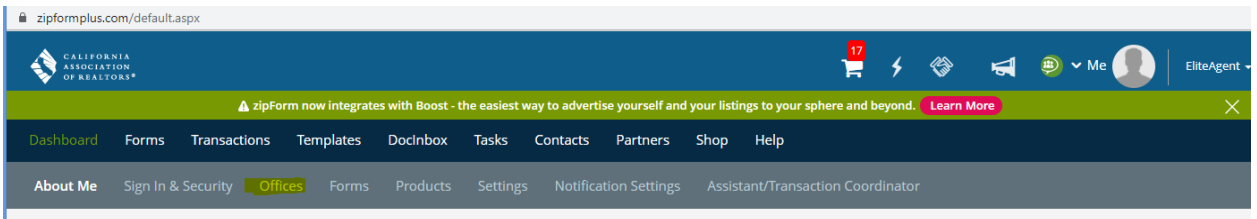
- **Once in zipForms**

- **Click on your picture**

- **Then click on Profile & Settings**

- **Click on Offices**

- **Updated office information**

- **Then click Save**