🌐 **Air4media Pilot v10** BETA | 🏢 Select Company OWNER ▾ | ⚓ All Sites ▾   👤 Laurent P Groult ▾

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🏢 **Company Settings**
Manage your company profile, team members, and invitations

🖼 **Profile**   👥 Members   ✉ Invitations

Company Profile

Company Name *
Air4media LLC

Email
laurent@air4.media

Phone
us+17608085280

Website
https://...

Current Plan: **Business** $149/mo

💾 **Save Changes**

Company Settings

Manage your company profile, invite team members, and control who has access to your account. Only company owners and admins can access this page.

Key Features

- **Company Profile**: Update your company's name, contact email, phone, and website
- **Current Plan**: View your active subscription plan at a glance
- **Team Members**: See all active members and their roles — owners can change roles or remove members
- **Invitations**: Owners and admins can send email invitations to new members and track their status

How to Use

Update Your Company Profile

1. Open the **Profile** tab (shown by default)
2. Edit your company name, email, phone, and website
3. Click **Save Changes**

Your current subscription plan is displayed below the form for reference.

Manage Team Members

1. Click the **Members** tab
2. The list shows each member's name, email, role, and join date
3. As an owner, use the role dropdown next to any non-owner member to change their role
4. Click the ✕ button to remove a member from the company

> Only owners can change roles or remove members. Admins can view the member list and send invitations, but cannot modify or remove members.

> Owners cannot be removed. To remove an owner, another owner must first change their role.

Invite a New Member

1. Click the **Invitations** tab
2. Click **Invite Member**
3. Enter the person's email address and select a role:
    -   **User** — Basic access to the platform
    -   **Editor** — Can manage content
    -   **Admin** — Can manage members and company settings
4. Click **Send Invitation**

The person receives an email with a link to accept the invitation. The link expires after **7 days**.

Manage Pending Invitations

On the **Invitations** tab you can see all invitations with their status:

-   **Pending** — Waiting for the recipient to accept
-   **Accepted** — Successfully joined
-   **Expired** — Link expired after 7 days
-   **Cancelled** — Manually cancelled

For pending invitations, click the resend icon to send a fresh link with a new 7-day expiry, or the ✕ button to cancel. The table also shows who sent the invitation and how many times it has been resent.

Tips

- A person must have an Air4.media account to accept an invitation — if they don't, they'll be prompted to create one when they click the link
- Invitations are tied to the email address you enter, so the recipient must log in with that same email
- You cannot remove yourself if you are the only owner — assign another owner first
- Resending an invitation generates a fresh link and resets the expiry to 7 days from the resend date