



# A Quick Guide to Company Watch

Find the desired company using the Company Lookup/Quick Search box on the home page. Less information entered results in a more successful search. Selecting your subject will bring you to their Company Information Page.

The screenshot shows a search interface with the following fields: "Company Name", "Seafax File #", and "Area Code - Phone" (with two sub-input boxes). A "GO" button is located below the fields. At the bottom, there is a link for "Advanced Search >>>".

The top of the Company Information Page contains the following options:

<a href="#">Order Business Report</a>	<a href="#">Place Subject for Collection</a>	<a href="#">Submit Trade Reference</a>
<a href="#">Submit as Slow-paying Account</a>	<a href="#">Add to Company Watch</a>	

Click on “Add to Company Watch”. The icon will read “On Company Watch List” once the company has been added. Only contacts designated at Account Administrator have the capability of adding and removing companies from the list.

If you’d like to upload all of your customers at once, send an Excel spreadsheet containing the following information to your representative.

Company Name	Address 1	Address 2	City	State	Zip	Phone#
--------------	-----------	-----------	------	-------	-----	--------

<a href="#">My Watch List</a>
<a href="#">My Watched Events</a>
<a href="#">Company Watch FAQ</a>
<a href="#">User List</a>
<a href="#">Master Watch List</a>

Navigate through the Company Watch screen using the icons on the top left side of the page.

**My Watch List** will list all of the companies you’re watching.

**My Watched Events** allows you to choose the type of notifications you receive.

**Master Watch List** allows you to delete companies from the list.

**Please contact our Sales & Service department with questions  
ph#1-800-777-3533 email:[customerservice@seafax.com](mailto:customerservice@seafax.com)**